

HOW TO TAKE A MULTIPLE CHOICE WRITTEN TEST

1. Read the question SLOWLY and CAREFULLY two times without looking at the answers.
2. Look for "KEY WORDS" in the stem of the question. For example; Always, Not, Never, Usually, Sometimes, Etc. These words set the scene.
3. Narrow your thinking to ONLY the question at hand. Forget about the car you repaired in the past or information contained in another question. Concentrate on this question ONLY!
4. Do NOT read extra words into the question and be sure to read ALL the words that are written.
5. Now that you understand the question, THINK of what the answer might be.
6. Now, look at the first answer and see if it is possibly the correct answer. If it is---Save it! If it isn't---Disregard it!
7. Next, read each answer separately and do the same thing, one at a time.
8. You should be able to "throw away" two of the answers very easily. Of the remaining answers, ONLY one is correct and the others may be nearly correct.
9. Select your best choice and mark your answer sheet.
10. If you don't know the correct answer, guess from the two BEST possible answers. This will give you about a 50% chance of selecting the correct answer.
11. If you are not sure of a question, DO NOT leave it unanswered. If you don't go back to it, you've missed it. Plus, with question # 10 unanswered, it is very easy to mark your selection for question # 11 in the area for # 10, and so on.
12. NEVER change an answer (later on) unless you are willing to bet a large sum of money on the change. When a person changes an answer they rarely help themselves. Your first thought is usually MOST correct.