1 Practice!
Review sample questions from your text, PASS mock exams, or past tests when you study. With all of these resources, you should start to feel comfortable with multiple-choice exams.

2 Review your class notes too
Multiple-choice exams will also include information that your prof covered during your lectures; so spend time reviewing your notes too, not just your textbook.

3 Plan your time accordingly
Always do the easiest questions first, skip over questions that are more difficult, but circle them so that you remember which ones you’re missing.

4 Read the question very carefully
Time limits can make you feel like you need to rush through the questions, but you don’t. Going through an exam too fast can lead to skipping questions or misreading questions.

5 Identify key words in the question
Underline key words in the stem of the question to help narrow down the question’s meaning. The correct option will match every part of the stem completely. Pay attention when the question include negatives (“none”, “not”, “neither”), superlatives (“usually”, “often”, “generally”, “may”), and qualifiers (“usually”, “never”, “every”).
Answer without the options
Before reading the options, think about what your answer is; then see if your answer is one of the options. You’ll be surprised by how often you already know the answer!

Eliminate decoy options
Multiple-choice responses that include absolutes ("always", "never", or "every") are often incorrect unless they are undisputable fact. Extremes and contradictions are also usually incorrect responses; whereas longer, more inclusive options are usually correct.

Trust your instincts
Before you change an answer that you’ve already picked, be sure that the change is based on concrete reasoning, not just negative feelings of self-doubt or uncertainty. Try not to second guess yourself too much.

Don’t play the numbers game
The answer, when in doubt, is not “C”! Don’t bother trying to play the odds or look for patterns in the correct options. If you are really unsure, narrow down the options to 2 that you think fit best, and then just pick the one that you feel most confidently about.

Don’t make simple mistakes
Circle your answers on the exam sheet 1st and then transfer them onto the scantron sheet. And of course, you need a pencil for a scantron – so be sure to bring 2!