

MULTIPLE CHOICE EXAM TIPS

General Rule:

Break each question into the stem and the alternatives, get an understanding of the stem before looking and choosing an alternative. Underline key terms and clue words in the stem.

1. Don't guess too soon! You must select not only the correct answer, but the best answer. Be sure to read all options and fully comprehend the entire question and possible responses.
2. If you are unsure of an answer, guess...but do so methodically. Eliminate some choices you know are incorrect, narrow down the choice to one or two alternatives then compare them and identify how they differ.
3. Think the answer is wrong? Maybe you should change it? Studies indicate that when students change their answers they usually change them to the wrong answer.
4. Use your knowledge of common prefixes, suffixes and word roots to make intelligent guesses about terminology that you don't know. For example, knowledge of the prefix "hyper" would clue you that hypertension refers to high, not low blood pressure.
5. When presented with "all of the above," none of the above," or "a, b, not c" type questions, treat each alternative as a true-false question and relate it back to the question stem.

ESSAY EXAM TIPS

1. Predict...present solutions that could happen
2. Explain...make clear; give reason or cause
3. Interpret...express your thinking by giving meaning as you see it
4. Paraphrase...put in own words
5. Summarize...condense main points in fewest words possible
6. Compare...looking for similarities
7. Contrast...looking for differences
8. Criticize ...expressing judgment
9. Define...giving meaning
10. Diagram...give a drawing, chart, plan with labels