

MULTIPLE CHOICE EXAMS

Description	What to do
1. What are they?	<ul style="list-style-type: none"> Multiple-choice and true/false questions require you to identify the correct answer from a range of possible responses. Usually a large number of questions each of the same value. In each question you select the most appropriate response from a list of alternatives.
2. Purpose	<ul style="list-style-type: none"> These types of exams require you to demonstrate knowledge and command of content. You need to be able to recall and apply knowledge quickly, recognising which of the possible responses is the best, most applicable answer. Question analysis skills and thinking strategies are essential.
3. Preparation	<ul style="list-style-type: none"> Use your lecture and tutorial outline to identify the main themes within the course. Ensure that your lecture and research notes are complete, thorough and well organised into key topics. Attend to all advice your lecturer has provided over the semester and in the lead up to the exam. Memorise the key terms, theories and applications well enough to respond accurately to a lot of questions in a set time. In a study group write a bank of questions, collate and then answer the questions. Check to see if past exam papers are available for examples of the types of questions that might appear on the exam – check with your lecturer. Practise responding to the types of questions in your exam and check that your answers address each question fully. It is important to practise to a time limit, thus rehearsing exam conditions.
4. Taking the exam	<ul style="list-style-type: none"> Plan your exam time. Read the question carefully. Statements that contain absolutes (words such as <i>all</i>, <i>every</i>, <i>never</i>, <i>no</i>) which restrict the possibilities are less likely to be correct. Statements with more moderate words such as <i>generally</i>, <i>most</i>, <i>least</i> may be more likely to be correct. Highlight or underline key words. Predict the answer before reading the choices provided. Select this answer if present. Read all of the options for each question. Do the questions that you feel confident to answer first. Ensure that you are not misled by the wording of the question resulting in making a wrong choice. Eliminate the obviously incorrect options first. Mark those responses you need to reconsider later. Watch out for extra-long or complicated options: they may be wrong. If some of the answers contain unfamiliar words do not panic...do they make sense, if not they may not be the correct choice. Answer all questions - a calculated guess is better than no response.

Useful strategies:

- **Ask your lecturer/ tutor** for advice as to what topics maybe covered and listen for clues in classes.
- **Consider all the options** before choosing your answer, even if the first option seems correct.
- **Do not change your original answer** - in most cases your instincts are correct. Only change your answer if you have a very strong hunch that it's wrong, you find new evidence, or you suddenly remember otherwise.
- **Take special note of phrasing, such as:**
 - i. **Negative phrases** (e.g. Choose the answer which **DOES NOT** describe)
 - ii. **Subjective questions** (e.g. Choose the option that **BEST** describes)
 - iii. **Judgement questions** (e.g. Choose the **MOST CORRECT** answer)
 - iv. **Multiple answers** (e.g. Choose **MORE** than one)