Goal: To answer as many questions correctly as possible (not to finish the test on time). Treat each question as if it were to decide your final grade. Practice this step-by-step approach on sample questions.

- Read the stem question and answer options carefully.
- Circle or underline the qualifying words in the stem question: almost, sometimes, never, etc.
- Identify in the stem what the question is actually asking: it’s usually found at the end of the stem question. Repeat the actual question in your mind (even in your own words) before going to the options.
- Treat each option as a true or false answer. Starting with the first option, repeat the actual question, then read the option and mark it accordingly. Continue through the rest of the options.
- For questions in which you can’t decide between or among options, go with what you know. Avoid choosing based on unfamiliarity or numbers/statistics (going with what you don’t know). If an option “rings any small bells,” choose it.
- Answer each question; do not leave any unanswered.
- Mark questions that you are unsure about, using marks that denote: little, somewhat, very. This will save you time when you look over your test.
- Do not change your initial answer unless you have a specific reason for doing so. Most changed answers go from the right answer to the wrong answer. Trust your first response.
- If time runs out and you have questions unanswered, choose your favorite letter and use that letter for those questions. Don’t be random.