

# Tips for Answering Multiple Choice Questions

The CCA Certification exam contains all multiple choice questions. Each question includes a stem (the question or phrase) followed by four options (one answer and three distractors).

You have 2 hours to write the exam; this should direct your strategy. Improve your odds, think critically. Listen to and/or read the directions carefully.

Be confident, remember you studied, you know this content.

## When answering multiple choice questions:

- Cover the options then read the question very carefully. Develop an answer in your head before looking at the options presented.
- Remember that you are looking for the best answer, only one is absolutely correct.
- Read all the options before choosing your answer.
- Eliminate options, read the options and cross out the options you know to be incorrect.
- Identify words in the question that will help eliminate an option.
- Read the question with each answer. Treat each answer as a true-false question and choose the "most true".
- If two alternatives seem correct: compare them for differences and then refer to the question to find the best fit for the question.
- Don't waste too much time on one question. If you are unsure of the answer, clearly mark the question on the exam handbook and come back to it later.
- Use hints from questions you know to answer questions you do not know.
- If you're still stuck, take an educated guess and select the option you feel is most correct. There is no penalty for guessing.
- If time allows read through the exam a second time. It is possible you misread questions the first time. Base any changes on concrete reasoning, not just a feeling.
- If you made an educated decision, usually your first choice is the right one. Unless you misread the question or can determine a clear reason why your first response is incorrect, don't keep changing your answers.

Remember you are looking for the best answer for the question. You are not looking for a statement that is true all the time, in all cases, and without exception. You are looking for the best answer for the particular question.

Finally, remember to use the answer (bubble) sheet correctly. Filling in the wrong bubble by mistake can happen, so be careful.

Adapted from:

<http://www.macewan.ca/web/services/ims/client/upload/10%20tips%20for%20Writing%20Multiple%20Choice%20Exams%20-%20Web.pdf>

[http://www.smu.ca/webfiles/Student\\_multiplechoiceassessment.pdf](http://www.smu.ca/webfiles/Student_multiplechoiceassessment.pdf)

<http://www.testtakingtips.com/test/multiple.htm>

<http://studygs.net/tsttak3.htm>