

Prepare for Online Tests & Multiple Choice and Others

Scan Strategically

Read the instructions on how the exam will be administered. Review to understand the format, length and time for the exam will also provide you chance to take a few deep breaths before you begin.

Take a moment to preview how many questions there are even if you cannot scan the entire exam.

Manage Time Effectively

Remember to periodically look at any available progress bar or question numbering to gauge the length of the test.

If the online test does not allow you to go back to previous questions, spend enough time to be confident before moving forward.

Use On-Screen Tools

When a "flag" or "mark for review" option is available, use it for difficult questions to revisit later.

Some online testing platforms allow for eliminating incorrect answers or making notes, whenever available, use these features.

Strategies for Answering

Think about the question before looking at the choices. You may even wish to cover the answers on the screen with a piece of paper or your hand. Since only one or two questions are visible at a time, mentally predict the answer first, then check if it's an option.

Avoid second-guessing, without the ability to review all answers at once, be mindful of overanalyzing, as this can waste a lot of valuable time.

When choosing an answer, trust yourself, as research indicates that your first choice is often correct.

Use Audio Features

When your online test platform provides an audio read-aloud function, you can use it to enhance comprehension. Hearing the question may reinforce understanding and improve recall. Use headphones to minimize distractions and ensure clarity.

Listening to the question being read can help catch details you might misread when scanning quickly.

Read along while listening to help process the information both visually and audibly.

When available, adjust the playback speed to match your preferred pace, slower if you need more time, or faster if you process information quickly. Note that slowing down the reading speed typically will not change the test duration, so be mindful of your progress.

Technical Issues for Remote Testing

Ensure a stable internet connection and test the exam platform in advance if allowed.

If a question loads incorrectly, take a screenshot and report it immediately to the instructor or support team.