

PMP Exam Preparation Guide for Multiple Choices



Studying for a multiple choice exam requires a special method of preparation distinctly different from an essay exam. Multiple choice exams ask a participant to recognize a correct answer among a set of options that include 3 or 4 wrong answers (called distracters), rather than asking the participant to produce a correct answer entirely from his/her own mind.

For many reasons, participants commonly consider multiple choice exams easier than essay exams. Perhaps the most obvious reasons are that:

1. The correct answer is guaranteed to be among the possible responses. A participant can score points with a lucky guess.
2. Many multiple choice exams tend to emphasize basic definitions or simple comparisons, rather than ask to analyze new information or apply theories to new situations.
3. Because multiple choice exams usually contain many more questions than essay exams, each question has a lower point value and thus offers less risk.

Despite these factors, however, multiple choice exams can actually be very difficult and are in this particular exam. Consider that:

1. Because multiple choice exams contain many questions, they force participants to be familiar with a much broader range of material than essay exams do.
2. Multiple choice exams also usually expect participants to have a greater familiarity with details such as specific names, or terms/terminologies. Participants cannot easily "bluff" on a multiple choice exam.
3. Participants often face higher risks due to unintended ambiguity & rush of adrenaline on the time awarded to pick the correct answer on multiple choice questions.

To prepare for a multiple choice exam, consider the following steps:

1. Begin studying early.

Multiple choice exams tend to focus on details, and you cannot retain many details effectively in short-term memory. If you learn a little bit each day and allow plenty of time for repeated reviews, you will build a much more reliable long-term understanding of subject in memory.

2. Make sure that you identify and understand thoroughly everything that your expert instructor emphasized in class.

Pay particular attention to fundamental terms and concepts that describe important features, tools & techniques, or that tie related ideas and observations together. These are the items that most commonly appear on multiple choice exams.

3. As you study your class notes and your assigned readings, make lists and tables. A best practice is also to ensure notes written on your guide book.

Concentrate on understanding multi-step processes, and on ideas, events, or objects that form natural sequences or groupings. Look for similarities and differences that might be used to distinguish correct choices from distracters on an exam.

If your Guide book highlights new terms/terminologies or key definitions, be sure that you understand them. Sometimes new words and concepts are collected at the end of a Guide. Check to be sure that you have not left any out by mistake.

Do not simply memorize the Guide's definitions. Almost all instructors will rephrase descriptions in their own words and explain during the course. Pay attention to understand. You must be sure that you really know what the definitions mean as educated by instructor.

1. Complete your detailed study and have a solid good understanding on the subject.
2. Brainstorm possible questions with other participants who are also taking the course.
3. Practice on sample questions, provided by us and any other practice exams.

Answering Multiple Choice Questions

There are many strategies for maximizing your success on multiple choice exams. The best way to improve your chances, of course, is to study carefully before the exam. There is no good substitute for knowing the right answer.

Even a well-prepared participant can make silly mistakes on a multiple choice exam, however, or can fall prey to distracters (or cooked up terms) that look very similar to the correct answer.

Here are a few tips to help reduce these perils:

1. Before you begin taking the exam, enter all pieces of required information on your answer sheet or blank sheets.
2. Try to anticipate correct option before you are distracted by seeing the options that your exam question has provided. Then, look for all the options on the exam question.
3. If you see the response that you anticipated, make a note of it on white sheet and then check to be sure that none of the other responses is better.
4. If you do not see a response that you expected, then consider some of the following strategies to eliminate responses that are probably wrong.

None of these strategies are reliable! though drawn from old inferences or understanding.

1. Responses that use absolute words, such as "always" or "never" are less likely to be correct than ones that use conditional words like "usually" or "probably."
2. "Funny" responses are usually wrong.
3. "All of the above" is often a correct response. If you can verify that more than one of the other responses is probably correct, then choose "all of the above."
4. "None of the above" is usually an incorrect response, but this is less reliable than the "all of the above" rule. Be very careful not to be trapped by double negatives.
5. Look for grammatical clues. If the stem ends with the indefinite article "an," for example, then the correct response probably begins with a vowel.
6. The longest response is often the correct one, because the instructor tends to load it with qualifying adjectives or phrases.
7. Look for verbal associations. A response that repeats key words that are in the stem is likely to be correct.
8. If all else fails, choose response (b) or (c). Many instructors subconsciously feel that the correct answer is "hidden" better if it is surrounded by distracters. Response (a) is usually least likely to be the correct one.

If you cannot answer a question within a minute or less, skip it and plan to come back later. Transfer all responses to the answer sheet or blank sheet at the same time, once you have marked all questions on your exam.

If you try to do several things at once, you increase the probability of making a mistake. Taking one question at a time and giving out correct option free's up your mind.

This reduces the probability of making silly errors such as clicking all questions answer in a row from a saved sheet of paper to system.

1. Be sure that you have clicked the appropriate options carefully.
2. Take the time to check your work before you click the Submit option.
3. Let the time run out for Auto-Submit instead of you click Submit, this would give you that extra few minutes of time.

Unlike an essay exam, on which you may later appeal a grade on the grounds that the instructor misunderstood your response, a multiple choice exam offers you no opportunity for "partial credit." If you chose the wrong option, your answer is 100% wrong.

Follow the simple guidance above and see your better scores for sure! All the best.