

## INSTRUCTIONS FOR MULTIPLE-CHOICE EXAM

You may write in your test booklet, but you must mark your answer on the separate ANSWER SHEET provided in order to be scored. This is because the test is scored by machine. Accurate scoring depends on how well you follow instructions. Read the following instructions carefully and use the sample below as a guide.

1. On this Multiple-Choice Test each question or item is followed by a series of possible answers or choices.
2. Read each question and decide which answer or choice is best. [Make sure you read thoroughly any special instructions that may apply to a given portion of the test.]
3. On the **ANSWER SHEET** locate the **ROW** of circles opposite the **NUMBER** of the question you are answering.
4. Find the **CIRCLE** or “**bubble**” that corresponds to the letter of the answer you have chosen as being the best among the choices provided.
5. Blacken in this **CIRCLE** with your **PENCIL**.
6. Press firmly on the pencil and completely fill in the **CIRCLE** by going over the mark two or three times. Darken the circle completely.
7. ERASE completely any answers you wish to change. Do not cross out.
8. Do not make unnecessary marks on the **ANSWER SHEET**. Stray marks on or near the circles may change your score.
9. **Mark only ONE answer for EACH question.** Double answers are scored as wrong answers.
10. Keep your ANSWER SHEET on a hard surface while marking you answers. Do not fold or crease your answer sheet.
11. Try to answer every question. Your test score will be based on the number of questions you answer correctly. There is no penalty for guessing.
12. Note: When you finish this examination, time permitting, you may recheck your work. When you are ready to turn in your examination, raise your hand. Do not leave your seat until the Proctor tells you to do so.

Review the example below to see the right and wrong ways to fill in the circles. This is a **SAMPLE** question. Do not answer this question on YOUR answer sheet. Choice “c” is the correct answer.

QUESTION #1: Two times five equals

- a. 6
- b. 9
- c. 10
- d. 15

1 A B C D E  
○ ○ ● ○ ○  
RIGHT WAY!

### WRONG WAYS

1 A B C D E  
○ ○ ⊗ ○ ○

1 A B C D E  
○ ○ ~~C~~ ○ ○

1 A B C D E  
○ ○ ⊕ ○ ○