

MCQ Exam Day Checklist

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Before You Start

- ☐ Read the full instructions and negative marking rules on the paper
- ☐ Check the number of questions and total time given
- ☐ Calculate your rough time budget per question
- ☐ Fill in your name, roll number, and any required exam details first

While Answering

- ☐ Read the entire question before looking at the options
- ☐ Try to answer in your head first, then match it to an option
- ☐ Eliminate obviously wrong options before choosing
- ☐ Watch for absolute words like 'always', 'never', 'all', 'none'
- ☐ Mark difficult questions and move on — return to them later
- ☐ Trust your first instinct unless you find a clear, logical reason to change it

Time Management

- ☐ Check your progress at the 25% and 50% time marks
- ☐ Speed up on questions you're confident about if you're falling behind
- ☐ Leave the last 5 minutes for a final review pass

Final Check

- ☐ Make sure every question has an answer (if there's no negative marking)
- ☐ Check your answer sheet is filled in correctly and aligned
- ☐ Review any flagged/uncertain questions one last time

For the full guide with detailed strategies, visit thestudyorbit.com/mcq-exam-tips