



THE FINQUIZ CFA® QUESTION-READING CHECKLIST

Avoid answering the wrong question under exam pressure

CFA® EXAM PREP

In the CFA exam, avoidable errors often come from misreading the question — not from lack of knowledge. Under time pressure, it is easy to recognize a familiar topic, move too quickly, and choose an answer that is true but does not answer the exact question asked. Use this checklist during practice questions and mock exams to build a more disciplined reading process.

BEFORE YOU ANSWER

Read precisely.
Answer exactly.

BEFORE SELECTING AN ANSWER, CHECK THE FOLLOWING

1 What is the command word?

Identify whether you must **calculate**, identify, infer, recommend, support, weaken, determine, or select.

2 Is the question positive or negative?

Watch for **least likely**, except, not, false, incorrect, does not, or not supported. These can reverse the task.

3 What exact item must be selected?

Before looking at choices, ask: "What am I supposed to choose?" Avoid answering a related but different question.

4 Are there conditions or limits?

Check for **only**, if, unless, after, before, first, greater than, less than, during, or based on.

5 What time period applies?

Confirm whether the question refers to current, prior, next, beginning, ending, before-tax, after-tax, pre-event, or post-event.

6 Is every number actually relevant?

Do not assume every number must be used. Identify the rule first, then decide which facts or values matter.

7 Am I reacting to a familiar term?

A familiar phrase can trigger an automatic answer. Confirm how the term is being used in this specific question.

8 Is one choice true but off-target?

An answer can be factually correct and still be wrong. Make sure it directly answers the question asked.

9 Did I read all answer choices?

Avoid selecting the first plausible answer. Read every option, especially when asked for the best or most likely answer.

10 Can I eliminate choices for a reason?

Look for wrong condition, wrong period, reversed logic, irrelevant fact, unsupported conclusion, or distorted wording.

11 Does my answer fit the full wording?

The correct answer must satisfy the command word, qualifier, condition, scope, and any stated restriction.

12 Am I rushing because it looks easy?

Easy-looking questions often invite shortcuts. Take one extra second to confirm the wording before committing.

Final check: Am I answering the exact question asked — not the question I expected?

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