

## PREPARING FOR EXAMS

- Carefully read your course outlines noting learning objectives for each course
- Determine what the major concepts, ideas, and issues are of each course
- Complete all course readings and compile all of your notes from various sources - text notes, lecture notes, past assignments, completed tests, etc.
- Review past assignments and tests for topics, question types
- Ensure you know the time, location, and 'value' of each exam you are writing
- Set a realistic goal for each exam and decide how much time you will study for it and how that time will be distributed
- Study actively in a way that works for you and prepares you for the type of questions you will face
- Create a plan

## ANSWERING MULTIPLE CHOICE QUESTIONS

- Read the directions carefully (this is true of all exams)
- Read through the exam quickly and note how it is organised. Begin with those questions you feel confident you can answer
- If you come upon a question you find difficult, mark it and move on, then return to it later
- Read every question very carefully. If you know you have a tendency to read quickly and miss key words, use the cover-up strategy:
  - Cover up options and read the question, re-stating it to yourself
  - Try to answer the question without looking at the options
  - Uncover each option one-by-one and read carefully
  - If you still have difficulty determining the correct option, read the question with each option and look for any clues that make the option incorrect
- Ensure you take note of negatives and absolute terms, such as always, must, never, etc.

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## ANSWERING TRUE/FALSE QUESTIONS

- Every part of a statement or sentence must be true for it to be a true answer. If just one part is false, then the whole statement or sentence is false.
- Be aware of how the meaning of a statement or sentence is impacted by absolute terms (always, must, never) compared with qualifiers (sometimes, should, rarely)
- If you are not sure of an answer, guess. You have a 50% chance of being correct.

## ANSWERING SHORT ANSWER QUESTIONS

- These questions often ask for short descriptions and definitions. Make sure you study accordingly
- Concentrate on key words and facts
- Read the question carefully. Make sure you are answering what is being asked
- Put as much detail as you feel may be relevant to the question, but on the other hand, be brief

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