

Preparing for and Taking Essay Exams

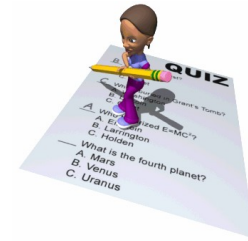
1. Read the directions carefully.
2. Survey all questions before answering and jot notes alongside each question as you read it.
3. Written exams should be done neatly. Remember if the professor can't read it, they won't grade it.
4. Write your exam essays as if the reader has no knowledge of the subject.
5. Organize your thoughts before you begin writing the essay.
6. Answer the questions directly and forcefully in the first sentence and include some of the words in the question to keep you focused.
7. State your important idea clearly and precisely.
8. Use definite examples and facts to back up the general statements you make.
9. If the question calls for your opinion, be sure to back it up with specific facts and examples.
10. End with a summarizing statement or two.



Preparing for and Taking Multiple Choice Exams

1. Read all the choices first, even when you think you have found the right answer.
2. Use logic and common sense to eliminate those responses that are obviously not correct, then consider those remaining for the “best” choice.
3. Don't overanalyze the question.
4. Answer all the easier questions first. Go back and spend the remaining time with more difficult questions.
5. With difficult questions, read the question and then the first possible answer. Next read the question again and the second possible answer and so on. Identify the option that most logically answers the question.
6. If you must guess:
 - The longest answer is often correct. The middle answer, especially if it is the longest, is often a good choice.
 - If two answers are similar except for one or two words, choose one of these answers.
 - If two answers have similar sounding words (intermediate-intermittent) choose one of these.
 - If the answer calls for a sentence completion, eliminate the answers that would not form grammatically correct sentences.
7. If two answers have opposite meanings, one of them is probably correct.

8. Answers with qualifiers, (e.g., generally, probably, most, often, some, sometimes, and usually), are frequently correct and true.
9. Answers with absolute words, (e.g., all, always, everyone, everybody, never, no one, nobody, none, and only), are usually incorrect or false.



Preparing for and Taking True or False Exams

1. Look for qualifying words (all, some, none, always, frequently). These words establish the conditions for the statement to be true. The statement must meet the conditions entirely.
2. Watch out for negatives and double negatives.
3. Absolute statements tend to be false.
4. Mark items containing unfamiliar terminology or facts as false. Items containing unfamiliar terminology or facts are often false.
5. If all else fails, it's better to guess true than false.

Reasons to Review a Returned Exam

Know what questions you missed and why you missed them. The reason you missed the questions is as important as the answer.

Study the instructor's comments, especially for essay questions, so that you will know what is expected next time.

See if the questions came from the text or the lecture. Concentrate more on that source for the next exam.

Analyze the type of problems you missed. Review to get an idea of what your professor's style of testing is.

Correct and understand what you missed. You need to know this information: It may appear on a later test or final.

Reviewing gives you a good reason to talk to your professors and let them know you want to improve.

Check the total points deducted for possible mistakes.

CADS Lab Hours during Finals:

Monday	9:00am- 10:00pm
Tuesday	9:00am- 10:00pm
Wednesday	9:00am- 10:00pm
Thursday	9:00am- 10:00pm
Friday	9:00am- 10:00pm
Saturday	12:00pm-5:00pm
Sunday	3:00pm-8:00pm



Visit our CADS Lab website for more information.

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Time on

*Education is not preparation for life;
education is life itself.*



Exam

To avoid exam panic



- ☞ Plan ahead.
- ☞ Be well prepared.
- ☞ Attend all classes.
- ☞ Read all assigned material.
- ☞ Take good notes.
- ☞ Focus on key terms. (boldface, italics, charts, diagrams, etc.)
- ☞ Be aware of enumerations (lists of items).
- ☞ Study the points emphasized in text and lectures.
- ☞ Memorize some of the material studied.
- ☞ Ask your instructor what kinds of items will be on the test.
- ☞ Make up practice test questions

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