

Students Useful Tips For Exams Taking

I. Multiple Choice Questions

a. Before Exam

1. **Begin studying early:** Multiple choice exams focus on details, and you cannot retain many details effectively in short-term memory. So, you should learn a little bit each day and allow plenty of time for repeated reviews, you will build a much more reliable long-term memory
2. **Make sure** that you identify and understand thoroughly everything that your instructor emphasized in class

b. During Exam

1. **Know the rules:** Read your instructions carefully
2. **Be precise:** Most marks are lost in MCQ exams through the misreading of questions
3. **Read each question** thoroughly before reviewing answer options
4. **Understand** the question properly
5. **Answer it in your mind** first before reviewing the answer options. If possible, **cover the answers** given while reading the question and come up with your answer before you uncover the possible answers. If you see the expected response, mark the answer
6. **Look for the best answer** to the question, not just answer that seems correct
7. **Use reasoning to eliminate wrong answers** (process of elimination), then focus on the remaining answers

8. Answer the questions you know first, leave difficult questions and come back to tackle it once you've answered all the questions you know
9. **Take the time** to check your work before you hand in the answer sheet
10. **Be sure** that you have filled the appropriate bubbles carefully IN PENCIL

c. After Exam

1. **If your studying** didn't work the way you hoped then you can change it fast.

II. Short Answer Questions

Here are some tips on how to answer this kind of question

1. short answer question really mean it i.e. the correct answer is *short*. Most short answer questions can be answered in a couple of sentences, phrase, a short numerical answer, or a simple graph
2. An answer that's longer than necessary won't cause you to lose points, as long as everything you write is correct. But if your extra statements are *incorrect*, it will deduct points. In addition, *wastes time* that could be spent on other questions
3. There are six basic types of short-answer question:
 - **Definition questions**: For these questions, you simply need to define a concept
 - **Explanation questions**: For these questions, you need to explain *why* something is true or *how* something works

- **Example questions:** For these questions, you need to state one or more *specific*, real-world instances of some concept (enumerate, list, name, causes, types, factors etc.)
 - **Relationship questions:** For these questions, you need to state how two or more things relate to each other. Are they opposites? Are they the same thing? Is one an example of the other? How do they differ? Etc.
 - **Calculation questions:** For these questions, you need to calculate a numerical answer or answers
 - **Graphing/diagram questions:** For these questions, you need to respond with a simple graph/diagram. Make sure you clearly label your graph/diagram. Unless the question specifically asks for an explanation, no explanation is necessary!
 - **Short descriptive questions:** respond directly and be concise and restrict to the question with no extradetalis
 - **Complete the sentence:** or Supply the missing word
4. Make sure you know what kind of question you're answering! Many students lose points by giving the wrong *kind* of answer
 - If it's a definition question, don't give an example instead
 - If it's relationship question, don't just give two definitions
 5. Make sure you answer *all* parts of the question

Best wishes

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