

# Short Answer Exams

## Study Guidelines

- ✔ Short answer exams usually expect details. Cue cards and study notes work best for this type of format.
- ✔ Don't ignore the big picture themes and concepts as this information will help you to organize, remember and recall the information.

## Writing the Exam

- ✔ Read the instructions carefully. Do you need to answer all the questions or do you have a choice?
- ✔ Read through the entire exam and budget your time based on the marks allocated to each question. As you read each question underline the key or 'instruction' words.
- ✔ Start with the easiest question. This will help you relax and think clearly.
- ✔ Print neatly and legibly and on every other line. This will help if you need to add information later.
- ✔ Make sure to follow the format requested by the prof. If you can write point form make sure you give enough information so that the marker will understand your answer (not just one word answers). If you must write in sentence/paragraph format don't write too much – this isn't an essay exam. Your answers don't need to be literary and include flowery language (leave your metaphors at home). Keep your answer on topic and to the point.
- ✔ Don't be afraid to use diagrams, flow charts or graphs to help express your answer. However, unless expressly instructed otherwise, always accompany these with an explanatory sentence or two to make sure the marker fully understands the ideas you are relating.
- ✔ Leave time at the end to read through your exam. Correct any errors and misplaced words which could hamper comprehension of your answer.

