

SHORT ANSWER EXAMS

Description	What to do
1. What are they?	<ul style="list-style-type: none"> Questions requiring answers of up to a paragraph. The questions often require demonstration of your ability to apply learned concepts.
2. Purpose	<ul style="list-style-type: none"> These types of exams usually include a number of questions requiring answers of up to a paragraph or sometimes two paragraphs. The kind of questions may vary: from surface level knowledge where you deal with facts to higher level thinking where you will apply understanding of concepts. Analyse the questions carefully.
3. Preparation	<ul style="list-style-type: none"> Use your lecture and tutorial outline to identify the main themes within the course – available in your subject calendar. Ensure that your lecture and research notes are complete, thorough and well organised into key topics. Develop sets of possible questions within each topic area. Share with a peer. Practise responding to the types of questions you and your peer identify and check that your answers address each question fully. Practise to a time limit.
4. Taking the exam	<ul style="list-style-type: none"> Plan your exam time. Highlight or underline key words. Determine where the marks are allocated so that you divide your time and energy accordingly rather than writing a lot on some questions and nothing on others. If a paragraph or sentence structure is required, write in full sentences rather than notes or dot points. Structure paragraphs with a topic sentence and develop a logical sequencing of ideas. If time is an issue then make sure you cover questions you feel most prepared to answer first. Plan to allow time for editing and checking your answers.

Useful strategies:

Makes notes and organise your ideas before responding on the exam paper.

