

Writing the Examination or Test

Your approach to the examination should differ somewhat depending upon the subject and the type of examination.

A. For any examination:

1. Read and listen to all instructions carefully.
2. Check the exam format. Is there a choice? If so, decide which questions you can answer best
3. A check on the number of marks given for a question should show how much time should allocated to each question. Why write pages answering a 2-mark question and not have time to answer a 20-mark question?
4. Plan to use the entire exam period. Pace yourself as you go along. Give yourself the opportunity to think.

B. Multiple Choice Exams:

1. Read the questions carefully so that you understand what is required.
2. Think about the answer before you look at the choices.
3. Consider the alternatives. Are they logical?
4. Choose the best answer. When you are unsure of the correct answer:
 - a) Eliminate the answers you know are not correct; then, choose the best answer from those that are left.
 - b) Sometimes information given in one question will trigger the answer in another.

C. For Essay-Type Questions :

1. Budget your time carefully.
2. Do the easiest questions first.
3. On a separate page write down every single fact, formula or idea that you have regarding the question.

4. Write your answer clearly. Bad writing may lose marks because the teacher may not be able to read what has been written.
5. Re-read your answer.
6. If you run out of time, answer the question in point form.
7. Give an answer for each question. Even if you don't know the complete answer, you may still be able to earn a few marks.
8. Make sure you have answered the question asked.

Writing the Examination or Test

5. Choose the best answer. When you are unsure of the correct answer:
 - a) Eliminate the answers you know are not correct; then, choose the best answer from those that are left.
 - b) Sometimes information given in one question will trigger the answer in another.

C. For Essay-Type Questions

1. Budget your time carefully.
2. Do the easiest questions first.
3. On a separate page, write down every single fact, formula or idea that you have regarding the question.
4. Write your answer clearly. Bad writing may lose marks because the teacher may not be able to read what has been written.
5. Re-read your answer.
6. If you run out of time, answer the question in point form.
7. Give an answer for each question. Even if you do not know the complete answer, you may still be able to earn a few marks.
8. Make sure you have answered the question asked.