TIPS FOR SUCCESS

How to Tackle Essay Exams
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Read the question. Make sure you understand exactly what is being asked. Look for key directional words that will clue you in on the way you need to respond. Look for words like: compare and contrast, why, what, discuss, review, explain, show, etc.

Brainstorm. Mentally or on scratch paper jot some notes on key ideas or points you need to cover. Make a brief outline.

Respond. Be sure to start with a good thesis statement with the points you will cover. Focus on the supporting details as this is the most important part. Be direct – this is not the time to be too "wordy" with your response. Be concise and to the point.

Be neat. Be sure to write legibly, even when you are in a hurry. It won't matter how good your response is if the instructor can't read your essay.

Plan Wisely. Budget your time and stay focused. If there is more than one question or part to the test, be sure to allow for ample time for each portion.

Proofread. If time permits review your response and make and necessary changes.
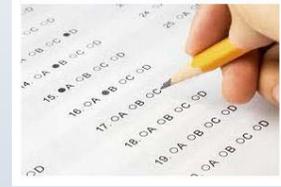
Multiple Choice Exams

Read the question. Let me be more specific. Read the whole question.

Before looking at the answers decide what is being asked. Re-read if needed.

Can you answer the question without looking at the options?

Watch for "key" words: all, always, never, none, except, only.

Eliminate incorrect responses to help narrow your choices.

In "All of the Above" questions, if you see that at least two statements are true, then "All of the Above" is probably the right choice.

A positive choice is more likely than a negative choice.

Usually the correct answer is the response with the most information.
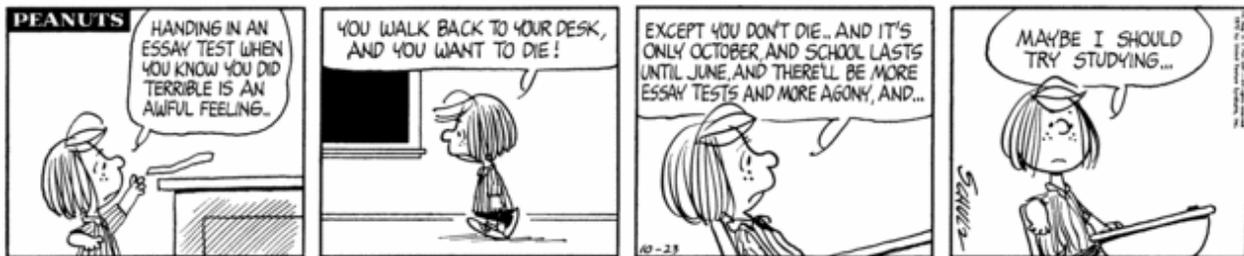
LAST MINUTE TIPS

- Be on time! Better yet, arrive for the test a little early.
- Be well rested.
- Eat something healthy before hand.
- Bring extra pens/pencils and any other needed supplies.
- Use the restroom before the test.
- Wear something comfortable.
- Review notes one last time.
- RELAX & HAVE CONFIDENCE IN YOURSELF.