

# Exam and assignment Technique

Hints and tips to help you do better at exams and assignments.

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## Multiple Choice

- Read the question and block the answers: work out the answer before choosing one from the list.
- If you cannot answer a question within a minute or less, skip it and plan to come back later.
- Eliminate obviously wrong answers: this may help if an educated guess is required.
- The answer is on the page: one of the choices is the correct answer.
- Make the most of your time: complete the easy answers first, always leave the hardest or unknown answers to the end, the answer may appear in another question.
- Never change your answer unless you are sure it is incorrect: usually your first choice is correct.
- Review the paper before handing it in: ensure all questions are answered - including your name!

## Proven Technique for Multiple Choice Questions

The following technique for answering multiple-choice questions under exam conditions has been trialled and proven to optimise student scores with over 300 university students (Elms 1996).

You need to work through the bank of questions three times.

- First time through - read all questions and answer those you are confident about; place a tick beside these and do not look at them again; place a '?' beside those you are not quite sure of; and place an 'X' beside those you don't know.
  - Second time through - work through only those questions with a '?' beside them; you may find that answering the questions you are sure of first has triggered your memory on these but do not spend too much time on any one question.
  - Third time through - work through those questions with an 'X' beside them; do not spend too much time on any one question; if you still do not know the answers, and there is no penalty for wrong answers, take an 'educated guess'.
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## Short Answer & Written Answers

- Write legibly in pen: If the person marking your test or assignment cannot read the answer, it will be marked incorrect.
- If lines are provided for your answer, the amount of space provided is a good indicator of how much information is required.
- Read your answer to yourself - does it make sense?
- Have you answered the question?
- Describe, when used in a question requires that you detail a process or operation and: Give an account in words of (someone or something), including all the relevant characteristics, qualities, or events.
- Do not fill the space with words hoping to get full marks - you must answer the question.
- Try to use correct spelling and grammar.