EXAMINATION TECHNIQUES

Topics:

- PRE-REVISION
- REVISION PROGRAM
- THE EXAMINATION DAY
- DURING THE EXAMINATION
- TYPES OF EXAMINATIONS
Pre-Revision Preparation

- Maintain a healthy lifestyle
  - Exercise
    - Nutritious meals
      - Limit caffeine intake
      - Establish good sleep patterns
  - Check your exam timetable in the student portal
    - Print several copies
      - Record accurately in your diary

Getting Started

“I don’t know where to start!”
How do I start studying?

- Create a study timetable
  - What will I be doing each day?
    - Which subjects require more time for study?
    - Do I have time for leisure?
  - Set goals – what do you plan to learn in each session?
- Don’t avoid!!
Design an exam revision timetable

- Calculate hours available for study
  - Divide hours between each unit
    - Allow more time for difficult units
  - Plan short breaks
- Plan for “free time”

Start intensive revision at least 5 weeks prior to final exam

Set goals for each revision session

- Construct a list of topics to be studied
  - Tick off your completed topics
- Check that all lecture notes are intact
  - Make sure you have all the necessary notes well in advance
### Preparing a Study Timetable

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-9am</td>
<td>GYM</td>
<td>travel</td>
<td>GYM</td>
<td>travel</td>
<td>STUDY</td>
<td>WORK</td>
<td>FOOD SHOPPING, LUNCH, CHORES</td>
</tr>
<tr>
<td>9-10am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-1pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-2pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-3pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-4pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-5pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5-6pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-7pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7-8pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8-9pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9-10pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-11pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-12midnight</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL STUDY HOURS PER WEEK:** 34.5

- **SUBJECT 1 (hardest):** 12
- **SUBJECT 2 (middle):** 8
- **SUBJECT 3 (middle):** 8
- **SUBJECT 4 (easiest):** 6.5

---

### Examination Day

- Rise early
- Eat a good breakfast
- Allow time for brief revision
- Check that you have necessary equipment (pencils, calculator, student ID card)
- Plan to arrive at exam location early
- Be confident
During the exam

- Reading Time
  - SKIM THE ENTIRE PAPER-Allows memory time to retrieve information
  - Check that your exam paper is intact (number of pages?)
  - Listen carefully to all announcements (any amendments?)
  - Read directions carefully
  - Check for compulsory questions
  - Check the number of questions that must be attempted

- Time management
  - Allocate your time to questions according to value
    - Complete easy questions first
    - Then attempt all other questions

- Answering questions
  - Analyse question prior to answering (underline key words)
  - Review answers if time permits
  - Check for careless errors
Useful Tips for Effective Study

- **VARY YOUR STUDY TECHNIQUES**
  - Study in short blocks (no longer than 50 minutes).
  - Mind Maps
  - Study Groups
  - Memory/Flash Cards
  - SQ3R Reading Technique
  - Mnemonics – Acronyms/Creative sentences/Rhymes
  - Design an exam paper and test your yourself!

Types of Examinations

- Multiple Choice
- Short Answer Questions
- Long Answer Questions
The Multiple-Choice Exam

Preparation

Generally test memory or use of formulas, but also understanding or when to apply knowledge, so:

- Memorise and **understand** key terms, theories, concepts and applications
- Think about how theories and concepts are similar and different
- Know when to use different calculations and theories in the real world

Exam Strategies

- Calculate time to spend on each question
- Complete questions you are confident of first
- Look for limiting words eg. all, none, never, always – these are often incorrect
- Answer the question in your mind first, then look for that answer in the options available
The Short-Answer Question

These questions check memory and your ability to apply your knowledge, so:

- Develop concept maps – how do ideas relate?
- Apply the theories and concepts to real world situations – why is this information important, and how could it be used?
- Form a study group – debate issues

Exam Strategies

- Check the marks allocated for each question
- Check questions for key terms and phrases
- Check for directional words
- How much information is required for each question?
## Typical Directional Words

<table>
<thead>
<tr>
<th>ANALYSE</th>
<th>Describe main ideas: their meaning; how they are linked; any assumptions &amp; significance</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPARE</td>
<td>Write about the similarities and the differences</td>
</tr>
<tr>
<td>CONTRAST</td>
<td>Concentrate on the differences</td>
</tr>
<tr>
<td>CRITICISE</td>
<td>Present an argument containing the positives and negatives</td>
</tr>
<tr>
<td>DEFINE</td>
<td>Write the meaning of the term/phrase – include examples</td>
</tr>
<tr>
<td>DESCRIBE</td>
<td>Give a detailed and accurate description</td>
</tr>
<tr>
<td>DISCUSS</td>
<td>Describe with a critical point of view – include positives and negatives</td>
</tr>
</tbody>
</table>

| EVALUATE    | Give an assessment of the topic – include positives and negatives                      |
| INTERPRET   | Explain the meaning; Use examples; State your opinion                                  |
| JUSTIFY     | Give background and reasons for an event or topic; Include supporting evidence         |
| REVIEW      | Give a summary and comment, if appropriate                                            |
| SUMMARISE   | Give a brief description of main points of a topic                                     |
| TRACE       | Describe the history, development and progress of an event                             |
Sample Question

Discuss the importance of reading time during an examination. Identify THREE important things about reading time and explain their significance.

(5 marks)

Sample Question 2

What are normal goods? How would the availability of substitutes affect the demand for certain goods? Use diagrams to illustrate this.  (4 marks)
**Long Answers & Essays**

**Preparation**

These questions test your knowledge of theories and concepts, and your ability to apply this to specific situations, so:

- Don’t just memorise theories – **understand** them!
- Organise your lecture notes into themes/topics
- Develop concept/mind maps around these themes

**Exam Strategies**

- Identify key words and directional words
- Brainstorm ideas! Use mind maps!
- Always plan!
- Organise ideas in a logical sequence
- What theories will you use?
- What evidence will you use?
Sample Question 3

Thomas Friedman’s Golden Arches Theory of Conflict Prevention suggests that no two countries with McDonalds will go to war with each other. Explain this concept. How relevant is this to Australia? (10 marks)

Source: Thomas Friedman (2000), *The Lexus and the Olive Tree*