

## TIPS FOR SHORT ANSWER TESTS

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- ☞ Use flashcards, writing the key terms, dates and concepts on the front and the definition, event, and explanations on the back.
- ☞ Try to anticipate questions that will be asked on the test and prepare for them. Usually what your instructor emphasizes in class will be on the test.
- ☞ Try not to leave an answer blank. Show your work/write down your thoughts, even if you don't get the exact answer, partial credit is usually awarded.
- ☞ If you don't know the answer, come back to it after you finish the rest of the test and make an educated guess. Other parts of the test may give you clues to what the answer may be.
- ☞ If you can think up of more than one answer for a question, ask the instructor what to do.
- ☞ Read the question carefully and make sure that you answer everything that it asks for. Some short answer questions have multiple parts.

## TIPS FOR OPEN BOOK TESTS

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- ☞ Spend an equal or greater amount of time preparing as you would for a normal test. The open book test will most likely be harder than if it were a closed book exam.
- ☞ Familiarize yourself with the book and relevant materials.
- ☞ If it's allowed, write down all the important formulas and key information on a separate sheet so you don't have to search through your book for it.
- ☞ Focus on learning the main ideas and get a feel for where they are located in the book, learn the details later if there's still time.
- ☞ Highlight important points, use post-it notes, bookmarks and make notes in your book, if it is allowed.
- ☞ Bring all the resources that your professor or teacher allows.
- ☞ Answer the easy questions that you know off the top of your head first, then go back and answer the questions where you need to reference your book.
- ☞ Use quotations from the book to support your view, but don't over-quote, be sure to give your own insight and commentary