First aid for   *EXAM PERIOD*

WRITTEN EXAMS

Preparing for exams? Give yourself the best chance with these **study tips**, and try not to let the stress get to you! Remember: **you've got this!**

MULTIPLE CHOICE EXAMS

- **Read the instructions!** Is negative marking or a seizure system applied? Can you make notes?
- **Read the question thoroughly**. Look for key words.
- Formulate the answer in **your own words**. Cover the answer options if possible.
- Beware of **misleading answers**: double negation, answers covering only one question part,...
- Search for the best answer. **Eliminate** false answers.
- In which cases is it wise **to take a gamble**? Think about this (in case of negative marking).

EXAMS WITH OPEN QUESTIONS

- **Read the instructions!** Can you write something down on paper?
- **Read the question thoroughly**. Look for keywords, what are the main ideas?
- Make a **scheme**, if possible.
- **Be specific**, use relevant arguments and examples.
- Use a scientific writing style. Avoid empty words and write actively.
- Think about **structure**. Use paragraphs and subtitels to increase readability.

OPEN BOOK EXAMS

- **Read the instructions!** Are you able to use MindMaps, post-its, notes?
- **Read the question** thoroughly.
- Make sure you have mastered the **structure of the course**: create your own detailed table of contents with page numbers and a MindMap.
- Collect formulas, diagrams, ...
- Don't underestimate this kind of exams in terms of preparation!
- **During the exam**: do not copy complete passages, be creative, search for links.

In general

- **Time management.** Divide your time among the questions. Take the scores into account.
- First answer **the questions you are sure of.**
- **Reread!** Is everything legible?

Digital exam?

Find out how to contact the teacher in case of technical problems.
Check well in advance if everything works: webcam, microphone, stable internet (cable!)
Prepare an environment without many distractions and collect the material you need.
Inform your housemates. Ask not to stream anything during your exam.
Technical problems? Let the examiner know as soon as possible!