

Study tips on how to ensure you're ready for your exams

If you engage actively with your studies during the semester, you are already preparing for exams.

Attend lectures and participate

Make an effort to do the readings before class, actively listen and take notes - if you're not sure or you don't understand, feel free to ask questions. Make links about content within a lecture and links between lectures - what fits together? Are there any connections between lectures?

Read

Read through your course outline and keep up to date with your reading material. In your textbooks, make use of end of chapter summaries to read and answer any accompanying questions.

Rewrite

Redraft what you read in your own words and summarise the content. Use tables / lists / mind or concept maps as part of your note taking. A visual form of notes can add to your understanding of the material as well as provide variety. Below are some examples of how you may wish to structure your note taking:

Main idea / topic / concept	Explanation in your own words	Apply - when, where, how, why?	Connections to other ideas / concepts

Fig.1: Possible note taking strategy

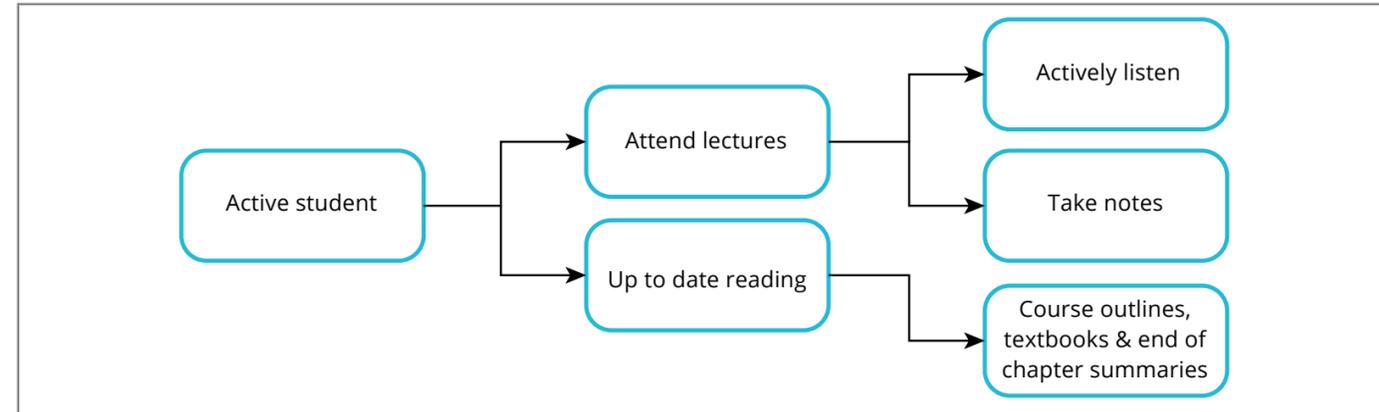


Fig.2: Mind map example

Review

Review past exam papers. Remember, they are only a guide but can be helpful to practice writing answers in a set time. Test yourself with the questions and check your answers. This will identify areas you need to revise.

Quick tips for short answer exams

The purpose of short answer exams is to have students:

- demonstrate their understanding of facts and concepts
- make connections between the facts and concepts

Read the whole exam first. You may choose to tackle 'easier' questions first. Also, you may find clues to answers in other parts of the exam.

Take some time to read the question thoroughly so you are clear about what is being asked.

Separately number each part of the question.

Underline the key words and highlight instruction words. This is how a question may look if you try the above strategy:

State the three (3) blood cells that comprise 45% of blood and state their general functions.

Attempt to answer all of the required questions.

Avoid writing everything you know about a topic and try to maintain quality over quantity.

Repeat key words in your answer, this assists you to focus. An answer might look like this:

Red blood cells have two main functions. Firstly, red blood cells pick up oxygen from the lungs and ...

Quick tips for multiple choice questions

Multiple choice questions require higher order thinking skills including the ability to consider content, combine ideas and facts and apply knowledge.

Throughout the semester, be an active student and review your course content.

In particular, focus on:

- key words and terms
- acronyms and abbreviations
- theories and procedures
- calculations and formulas if they are relevant to your course

This consolidates your knowledge and puts you in a strong position for multiple choice style questions in an exam.

You should also consider the following tips:

- Complete questions you are confident with first
- Try to answer the question before looking at the options, i.e. cover the options
- Alternatively, read all the options and cross out those you know are wrong
- Read questions carefully: misreading questions stems or options can lead to errors.
- Be wary of answers that use absolutes such as 'never' or 'always'.

Quick tips for case studies or scenario questions

Case study or scenario questions focus on understanding:

- key concepts
- protocols and models
- applying theories to a practical situation

You could prepare by practicing answers to case analyses and practical situations.

Some tips for answering these types of questions:

- Read the question carefully and look for any instruction words
- Skim read the scenario carefully to get a feel for the situation
- Underline words that relate to concepts/ theories
- On a separate piece of paper use the words you have underlined as headings and list underneath the related theories/concepts. You can also add any relevant acronyms, definitions or details
- Remember to think about the issue from the scenario in light of the material from your course that relates.
- When writing your answer follow an expected format (e.g. in a diagnosis), or analyse the case using core concepts from the module
- Check and recheck that you are following the instruction words