



# HOW TO TACKLE FINAL EXAMS



## *Studying*

- Eat a proper diet and exercise regularly
- Get plenty of rest before an exam
- **DON'T CRAM!** Review and study regularly
- Make a study schedule and **PRIORITIZE**.
- Select appropriate study environments with minimal distractions
- Participate in study groups
- Make flash cards that have questions on one side and answers on the other
- Develop mnemonic devices to memorize lists (ex. ROY G BIV)
- Self-test periodically

## *Taking the actual exam*

### 1. Essay Exam

- Be sure to write your name on the test
- Read the entire test before answering anything
- **Follow directions!** Answer the question — to avoid wasting time and losing points get straight to what the question asks of you
- Familiarize yourself with various terms: (know the difference), justify, compare and contrast, analyze, trace, discuss, etc.
- Underline key words
- Choose a question to write on that you feel comfortable with and know something about
- Prepare a brief outline (this will keep your answer succinct and to the point)
- Write legibly
- Proofread your answers before turning in your exam

### 2. Short and Multiple Choice Exams

- Know the scoring method of the exam
- Pace yourself
- Leave in-depth or complicated questions for last; do the questions you are sure about first
- Answer every question; partial credit is better than no credit
- Don't second guess yourself — **have confidence** in your answers