

NOTES for being successful in written exams (C&G 2365 and 2357)

- Always read the question several times to ensure you understand what is asked for. Double check any number values given in calculation questions (a correct calculation using incorrect values gets ZERO marks).
- Check how many marks are available for each question and ensure you include enough detail(s) in your answer to qualify for ALL the marks available.
- Keep track of TIME. For a 30 question exam in 2 hours you only have on **average 4 minutes per question**. Some calculations, labelled diagrams and detailed explanations may take double this time or more. You gain time back on the simpler questions (list, state, identify etc).
- If a question asks for a specific quantity of something (i.e. state two types of ...), DO NOT give any more than the quantity asked for. This can be seen as 'reaching' by the student (writing as many answers as you can think of in the hope of getting two correct). Answers that give MORE than the quantity asked for can get ZERO marks for that question (even if all answers are correct!)
- State means a 'short statement(s)' – words, words, value, name, possibly a sentence (or two).
- List means listed names, words, sentences. Use of bullet points is recommended for list questions.
- Describe means a description – with detail (more than one sentence).
- Explain means detailed explanation about a process or operation (3 or more long sentences – with commas, a paragraph or two). All important detail included.
- Any question with the word 'basic' or 'basically' in it (i.e. explain basically how ...) – focus on the MAIN points for your answer, avoid detailed or specific secondary points or you risk not giving a 'basic' answer AND missing out vital detail.
- Draw a labelled diagram means exactly that. Diagrams with identification labels like words, names and numbers (values). Drawings should be neat, clear and easy to read. In colour shows professionalism.
- Calculate means showing ALL working-out, clearly identifiable answers and correct units shown.