

GENERAL GUIDELINES TO PREPARE FOR THE OPEN BOOK EXAMS

STUDENTS' GUIDE

What should you do

- Learn for understanding rather than just remembering.
- Understand how to find information.
- Make good notes and organize materials for fast reference.
- Apply the information to the questions.
- Set up a quiet space where you can concentrate and work without interruptions.

How to Study

- Study just as you would for any exam.
- If you know your subject, you'll have a knowledge base to draw on. You will also understand how and why topics are linked. This style of learning equips you well for exams and "real life" experiences.
- Familiarize yourself with your textbooks and notes, and make sure you can easily locate important information. Be familiar with your materials so that you don't waste valuable exam time searching through them.

How to Plan ahead

- Work out the materials and resources you will use during the exam.
- Only prepare what you really need for the openbook exam and organize.
- A large amount of materials might make you feel secure, but you'll probably work best relying on no more than a few pages of notes and a few wellchosen texts.
- Remember that you'll need to work within a short time limit therefore try to have only the essential facts at your fingertips.

Find out the exam requirements

- Determine how much time you have to complete the exam.
- Find out which chapters and topic areas the exam will cover.
- Ask how long answers should be.
- Find out the type of questions: essays, short answers, etc.
- Ask whether you need to use references.

Don't try to guess questions

- Don't waste time guessing possible questions or preparing "model" answers; pre-prepared answers don't work.
- Short-answer and essay-style questions tend toward a "free" response rather than a fixed "single right answer" question so formula answers don't fit.
- You do need to have thought through conceptual frameworks and philosophical positions and have some general conclusions in mind.
- You don't need to know everything, but you need to know how to find the relevant information.

Practice! Practice! & Practice!

- Do the sample questions.
- You might also want to review additional exercises discussed in class.

Most importantly, get a good night's sleep

 On the night before the exam, don't stay up until all hours studying: you'll be fuzzy, stressed and unable to think clearly.