

ONLINE 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? Do you have to fill in the questions in chronological order? Can you write something down on paper?
- **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 part of the question,...
- 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? Do you have to fill in the questions in order?
- **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 subtitles 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 between different concepts.



In general

- **Time management.** Divide your time among the questions. Take the scores into account.
- First answer **the questions you are sure of** (if possible in the online environment).
- **Reread!** Is everything legible?