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?