**BEHL2009 Group work: Exam Preparation I-Spring**

**Slide 1: Introduction**

Welcome to a presentation on Exam Preparation. The content of this presentation has been tailored to meet the requirements of your course which is BEHL2009. This presentation will attempt to draw your attention to the types of questions that you will need to answer in the exam, sample questions, processes you need to undertake during the exam and strategies you can apply to prepare for the exam. The questions that you see in the presentation are samples only and may not represent the actual questions in the exam.

**Slide 2: Copyright notice**

**Slide 3: What are exams?**

Many students fear exams and get stressed because of it. If you are afraid of the exam, it will impact on your wellbeing and performance. Once you realise what exams are and why you need to sit for them, you will look at exams more positively. Exams are\* tests of your learning, knowledge and understanding of the content that has been communicated to you in your course. They present opportunities for you to demonstrate how you are able to use the information that you have learnt and what you know. Whenever you learn a new skill, you would have to be tested to show that you have learnt it correctly so that you are able to use it in the appropriate manner. For example, you will have to sit for a test in order to get your driver’s license or at least show that you are able to drive competently. It is the same with your Group Work course. Your tutors have given you a lot of information and knowledge. They need to know that you have understood them correctly and would be able to apply these in the future when you begin working. So, that is why exams are important.

**Slide 4: Types of Exams**

There are many types of exams and questions. On this slide you will see some examples of the types of exam questions. You need to find out what type of exam you will have to sit for so that you can effectively prepare for it as different exams require different preparation strategies.

**Slide 5: Question types for BEHL2009**

For this course, you have four different types of questions that you need to answer. The exam for this course is two hours long. There will be 20 multiple choice questions which will be awarded one mark each. Then there will be 10 true and false questions that will also be awarded one mark each. Next you will have to answer eight short answer type questions. The marks for each of these questions vary and the total for this section is 30 marks. Identify how many marks each question is awarded and answer accordingly. Writing too much or too little will not get you the appropriate marks if you are not guided by the marks specified beside the questions. Finally you have to answer one essay question which is worth 40 marks. For this section, you have a choice of two but you only need to pick one question to answer.

**Slide 6: Multiple Choice Questions (MCQs)**

Multiple choice questions or MCQs test a broad range of topics. In order to answer these types of questions, you would need to know definitions, concepts, processes, procedures, terminology, etc. MCQs allow your tutors to test your knowledge of the content area. These types of questions are very objective and reliable and you will be scored based on your selection of the right answer. There will be no marks awarded for partial information unlike other forms of questions such as the short answer or the essay.

**Slide 7: Characteristics of MCQs**

The MCQs are sometimes also called objective questions. The MCQ is made up of different components. You will find the stem which can comprise a question or incomplete statement. Then you will have the options which are suggested answers or completions. There are usually three distracters if you have four options or four if you have five options in a question. Only one of the four or five options is the key which is the correct response. It is wise to take some time to read through the question and each of the options. Cross out those that are incorrect to identify the key. The distracters are very similar to the key and can be quite confusing. Therefore, do not rush through the MCQs. Approximately one minute for each question is recommended but you may need more or less depending on the level.

**Slide 8: Sample MCQ**

On this slide you will see a sample MCQ. The first thing you should do is highlight the key words in the question or statement as is shown in the example. You can underline, highlight or tick. This is important as you need to focus on the what is required. Next, carefully read each option and cross out the distracters. Finally, circle the answer in your question booklet. What is the answer for question one? Did you pick C as the answer? If you did, you have answered the question correctly.

Move on to the next question. If there are any questions you are not sure of, do not waste too much time on the question. Put a mark beside the question and move on. You can always return to the questions after you have finished the rest of the questions.

**Slide 9: Sample MCQs**

On this slide you will see two more sample questions. Take some time to answer the questions. What is your answer for Question Two and Three? \*\* Are your answers correct?

**Slide 10: Sample True/False Questions**

On this slide you will see some example true or false questions. As in the MCQs, first you have to highlight the key words/phrases in the statements. Then you have to pick the true or false option. Then circle your option on the question booklet. Have a go at the questions. \*\*\*\*\* Did you get them right? It is recommended that you spend approximately one minute for each of the true or false questions. You may, however, require more or less time depending on the level of question.

**Slide 11: Sample Short Answer Question**

On this slide you will see an example of a short answer type question. For these types of questions, the marks will vary according to how much or how little you have to write. Be guided by the marks specified at the end of each statement. Even though you write more than required, you will only be awarded the maximum specified marks. Therefore, do not waste your time. Just provide what is required. You do not have to write lengthy answers; get straight to the point. \* The answers for this section must be written in the answer booklet.

**Slide 12: Sample Short Answer Questions (cont’d)**

Here are some more examples of short answer type questions. Do attempt to answer the questions. Did you get them right?

**Slide 13: Sample Essay Question**

For this section of your exam, you will be given a choice of two questions. You only have to answer one. You have to write your answer in the answer booklet that is be provided. Begin by highlighting the key words or phrases in the question. Identify what is needed. Next go through the rest of the sub-questions. Plan your answer. Having an outline will help you write faster and also present a logical and clear argument. The outline will also ensure that you do not forget anything while you are writing. Be guided by the specified marks. Do not write too much or too little. You should spend the bulk of your time in this section as you will be awarded 40 marks. It is recommended that you spend at least 45 minutes to an hour to answer your essay questions. However, this might depend how much or how little you have to write for each of the sub-questions.

**Slide 14: Processes for Answering Essay Questions**

Before you begin answering, you have to analyse the questions first. Underline key terms in the question and sub-questions. Interpret what is required. Establish the meaning of key terms/phrases. Identify the relevant information to answer the questions. Plan out your answer with an outline. Next write your answer. Begin by writing a brief introduction. Use headings in the body section to address each of the sub-questions. Write a brief conclusion to draw together all main points. Make sure that you link theory to practice. This simply means that you have to use your knowledge of all the related theories/concepts that you have learnt in the course to discuss why something is done in a particular manner. Finally don’t forget to review your answer. It is when you review your answer that you will find that you may have misunderstood the question or misspelt something. You may lose marks if you don’t review your answer.

**Slide 15: Points to Note**

It is very important that you note the length of time for your exam and the number of questions you have to answer. This will determine how much time you can spend in each of the different sections. When you have worked this out, you need to stick to the allocated time and move on to the next section when the time is up. Spending too much of time on one section would result in a serious case of ‘running out of time’. It is better to attempt all questions and get some marks rather than not attempt a whole section and not get any marks at all. It is also important to be aware of the type of exam you will be required to sit for so that you can appropriately prepare for it.

**Slide 16: During the Exam**

There are particular things that you need to do during the exam. Ensure that you carefully read the instructions and questions. \*Make sure that you know what the directives mean. For example, compare is different from discuss or evaluate.\* Identify how many questions you have to answer and allocate the correct amount of time for each section. Brainstorm your answer by jotting down the key points. You can ask for writing paper or use the space on your question paper to do this. Answer the questions that you are familiar or confident of first. \*Structure your questions in the format required. For example, for the essay question you need to organise the answer with an introduction, body and conclusion. However, if you are running out of time don’t worry so much about the introduction and conclusion. Just go straight to the body section. Remember, your answers have to be organised in paragraphs and not dot points. If you do run out of time, draw your tutor’s attention to this and resume with dot points. But only do this if you really don’t have time.

**Slide 17: Using Time during Exam**

The time that you allocate for each question needs to be divided between reading, planning, writing and reviewing time. Each one of these components is important, therefore, do not ignore them.

**Slide 18: Strategies for Exam Preparation: SQ4P**

There are many techniques that you could use for exam preparation. The SQ4P is one of them. Begin preparing for your exam by surveying your whole course. Check the aims and learning outcomes. Gauge the importance of a topic by the number of weeks allocated to it. Cross reference assignment questions to the topic. Ask yourself what you need to do in order to pass the course. Review your lecture content and the weekly readings. You don’t have to go through your entire textbook. Make a list of topics that will be tested and link them to the learning outcomes.

Next, link them to course weeks and assignment questions. Predict the questions you will be asked. Having said that, it is also good to be aware that predictions do not always come true. Form a study group and nominate each person to research on a topic and teach the rest of the members. Plan your revision strategy. Do more than the minimum amount of work. Read around the subject. If you just regurgitate the input you got from your tutors, you will only get average marks. Prepare for your exam. Keep a revision cycle going for each topic and update your folder for each of the topics by condensing your notes. Use strategies to help you remember such as cue cards, mnemonics, illustrations, recordings, etc. Mnemonics is a strategy where you link together the first letter of each word or concept to form a sentence that makes sense to you. For example, to remember the positions of leadership, you can have something like ‘Lay down Annie’ for Laissez-faire, democratic and autocratic.

Finally, you need to practise for the exam. Go through all the topics in your lectures and weekly readings. If there are questions at the end, try to answer them. Allow yourself ten minutes to brainstorm and about 35 minutes to write the answer for an essay type question. Try to look for past exam questions and practise answering the questions in the allocated time.

Slide 19: The End

That is the end of the presentation. If you have any questions about your exam, please forward them to your tutors. Good luck and best wishes.