# Final Exam Writing Guide

# Survey the exam before starting.

* Read over all questions to make sure instructions are clear.
* Pay attention to marking scheme in relation to length of exam. This will give you a guide as to how long you can spend on each question.

# Do the easy questions first.

* They are the “low hanging fruit” of marks, and you should make sure you get all of them.
* Create momentum and confidence.

# Multiple Choice

* Try to answer question before looking and options.
* Answer the ones you know, skip the ones you don’t know right away. You can return to them later. Put a star next to these questions so you don’t forget about them when you review your test.
* When unsure of the answer, eliminate obvious wrong answers, guess from the rest.
* Pay attention to trigger words!
  + *Always*, *never*, *none*, are absolute words and are not usually the correct answer.
  + *Often*, *sometimes*, *may*, *usually*, are qualifiers and are often associated with the correct answer.
* Go with your gut. Try not to second guess yourself, once you have committed to an answer stick with it.

# Essay Questions

* Take time to create an outline.
  + Organized thoughts will be easier and ultimately faster to write.
  + If you run out of time, you can at least hand in your outline for part marks.
* Introduction should be brief but outline your answer.
  + Include key words from the question.
* Pay attention to trigger words!
  + *Discuss* – give an overall picture, show broad understanding
  + *Explain* – focus on one factor, cause and effect
  + *Compare* – compare two items using specific criteria
* Use double space.
  + Teachers will appreciate a paper that is easy to read.

# Respect the clock.

* Pay attention to the clock to make sure you are on an appropriate pace. Do not dwell too long on a single question.
* If feeling flustered, take a short break – Put your pen down, close your eyes, take a few deep breaths. A couple minutes to refocus can make a big difference.

<https://studyspot.ca/blog/2017/01/23/exam-writing-tips/>