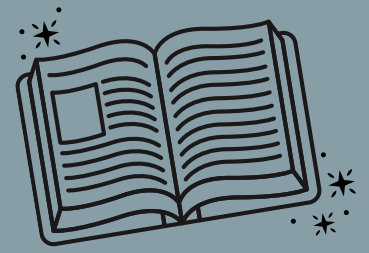# OPEN BOOK EXAMS

Throughout the term doing the following will help you be successful during open book exams:

- Study effectively and learn from understanding rather than just memorization.
- Get organized and create good notes for quick, easy reference.

WHAT TO EXPECT

Questions will test the broader understanding of concepts. Expect questions that will ask you to:

Analyze   Evaluate   Compare/Contrast

Synthesize   Apply

Professors will expect well-structured and well-presented arguments and solutions.

Find out information and guidelines from professor/instructor:

- Format of the exam (e.g., multiple choice, short answer, etc.)
- Length and time of the exam
- Software being used

HOW TO PREPARE

Prepare your materials/resources:

- Make a brief summary of notes- reference page #'s/map out concepts/ use diagrams to connect ideas
- Identify key concepts, main themes & topics
- List key formulas/key definitions
- Prepare any outlines & answer any test questions/practice exams your instructor provides

Tips for organizing this material:

- Sticky notes/index cards are great for key concepts & as tabs for notes/textbooks
- Organize by each topic
- Colour code - helps you find sections & also helps you remember

Prepare your exam space:

- Inform those you live with that you have an exam (you could even put "do not disturb" on door)
- Choose a quiet space with minimal distractions (turn off/silence notifications on phone and laptop)
- Log in 30 minutes early - check that your internet connectivity and battery life of computer is good to go

WRITING THE EXAM
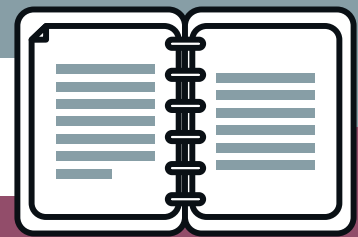
Breath - you can do this!

Keep track of **time** - answer questions you know without refering to materials.

**Remember to maintain
Academic Integrity Standards**:

- Use your own words
- Cite sources (paraphrasing saves time)
- Do not contact classmates or share answers

Stuck? Write the question # down and go back to it later.

Know that **issues may arise** and thats okay!

- Stay on the exam website
- Create backups of questions (copy/paste to a word doc.)
- Report and document any tech. issues
- Review before submitting
- Screenshot submission as proof of completion