



OPEN BOOK EXAMS

Description	What to do
1. What are they?	<ul style="list-style-type: none">Open book exams allow you to take notes, texts or resource materials into an exam situation.
2. Purpose	<ul style="list-style-type: none">The focus of the exam is on your ability understand, analyse, apply knowledge and hence requires you to think critically. You have the opportunity to quickly find relevant information to support your answer.
3. Preparation	<ul style="list-style-type: none">Follow the advice for essay exams. link to resource for 'Essay Exams'Prepare your resources so you can access any references immediately without wasting time. For instance, use post-it flags to refer to key pages – colour coding is helpful too. Nominate a colour to a particular concept/theory/topic.Write a summary or overview sheet with the most important information or a reference list. An annotated reference list may be helpful.Re-do given exercises and problems and then add comments as necessary.Practise writing to the time limit you will have in the exam.
4. Taking the exam	<ul style="list-style-type: none">Follow advice for essay exams.Plan your exam time.Determine where the marks are allocated so that you divide your time and energy according to the marks.If time is an issue, cover questions in your areas of strength.Draft an essay plan for each selected question at the beginning of the exam.Include in each plan the main points you will make in the body and then the introduction and conclusion.During the exam, watch the time and keep to your schedule.When editing, check each of your responses to ensure that you have made best use of your resources. Have you referenced where appropriate?

UNSW links:

<https://student.unsw.edu.au/preparing-open-book-exams>

