



SEEN OR OPEN BOOK EXAMS

Description	What to do .....
1. What are they?	<ul style="list-style-type: none"><li>• Similar format and expectations to essay exams.</li><li>• These exams vary from the essay exam in that you have access to a broad range of questions before the exam to allow time to plan a response. Thus you may be expected to respond more critically.</li><li>• In the exam you may be expected to respond to a more restricted range of questions under exam conditions.</li></ul>
2. Purpose	<ul style="list-style-type: none"><li>• These types of exams require you to write a number of essays under exam conditions.</li><li>• Generally the questions are made available some time before the exam and you have time to prepare responses...make the most of the time, it is valuable and will not come again.</li><li>• There is an expectation that the quality of responses will be better than in an unseen exam.</li></ul>
3. Preparation	<ul style="list-style-type: none"><li>• Follow the advice for essay exams.</li><li>• Use your lecture and tutorial outline to identify the main themes within the course</li><li>• Ensure that your lecture and tute notes are complete, thorough and well organised into key topics.</li><li>• Develop detailed essay plans for a number of the given questions in each topic.</li><li>• Identify important references to support and validate the ideas you explain.</li><li>• Practise writing to the time limit you will have in the exam.</li><li>• Generally not all questions will appear in the exam.</li></ul>
4. Taking the exam	<ul style="list-style-type: none"><li>• Follow advice for essay exams.</li><li>• Determine the mark allocation so that you divide your time and energy accordingly.</li><li>• If time is an issue, cover questions in your areas of strength first.</li><li>• Draft an essay (response) plan for the questions at the beginning of the exam.</li><li>• Include in each plan the main points you will make in the body and then the introduction and conclusion.</li><li>• If you are running out of time, write down your ideas as notes or dot points so the marker can see that you were able to answer the question.</li><li>• Plan for editing time to ensure the quality of the essays/responses.</li></ul>

