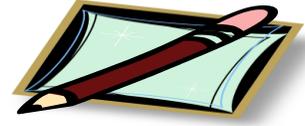


Open Book Test Tactics



An open-book exam tests your understanding and application of the material, rather than your ability to recall or memorize information.

An open book or open note exam sounds great, doesn't it? The tough thing about this type of test is that they are usually more challenging and cover a much broader amount of material from the course. It's important to ***not underestimate the preparation needed for an open book exam***: your time will be limited, so the key to success is proper organization of your resources in order to quickly find data, quotes, examples and/or arguments to use in your answers.



Preparation

- ❖ Keep current on reading and assignments in class – falling behind will make it harder to organize your resources later.
- ❖ Prepare brief & concise notes on the main ideas and concepts in class.
- ❖ Carefully choose what resources to bring with you to the exam – having too many can be confusing and can lead to wasted time as you search through materials.
- ❖ Anticipate exam questions by adding your own comments to the course information that will help you form your arguments or answers.



Organization

- ❖ Make your materials as user-friendly as possible so you can locate what you need quickly.
- ❖ Familiarize yourself with the format and layout of your text & organize your lecture notes accordingly so all the information on each topic is together.
- ❖ Utilize tabs, sticky notes, color coding or some meaningful system to mark important information.
- ❖ Write short and manageable summaries of key content in each area you will be tested on.
- ❖ List key dates, data or formulas separately for easy access.



Examination

- ❖ Focus on developing your answer without over-answering – be concise, accurate and to-the-point.
- ❖ Don't be afraid to use quotes from the text when they support your answer.
- ❖ Skim the questions before answering to identify the ones you are most familiar with and which ones you can access information the fastest.
- ❖ The goal is to be prepared enough that you are not relying on your open materials and do not need to look up information for each answer.

Adapted from Utah State University – Strategies for Objective Tests.