QuickRef 8

Useful references – Exams

Approaches to academic reading and writing
Arnaudet, M & Barrett, ME
pp 170-186 (the essay examination) is useful.

Study
Barrass, R
1984, Chapman and Hall, London
Chapter 12 offers useful tips on planning final revision and practising answers to examination questions.

How to improve your test-taking skills
Boone, RS
1996, VGM Career Horizons, Chicago
pp 204-229 (timed essay writing) gives an extensive step-by-step guide to writing an essay, with good exercises in developing a thesis, designing a plan, writing & editing. Also includes sample student essays.

Handbook of student skills
Burdess, N
2nd ed. 1998, Prentice Hall, Australia
Chapter 5 gives an overview of short answer, multiple-choice, essay and open book exams and how to prepare before and during the exam.

Survive exams: study effectively and succeed
Cadogan, J
1995, Hobsons Press, Sydney
Advice is presented with common sense and humour. There are useful summaries at the end of each section and ‘countdown to exams’ checklists.

Write in time, essay exam strategies
Campanell, JF & Price, JL
1991, Holt, Rinehart & Winston, Orlando, Florida
pp 20-35 (taking a timed writing exam: rules of thumb) covers tips on identifying key words, planning, writing and proof-reading for essays.

What you need to know about developing study skills, taking notes and tests, using dictionaries and libraries
Coman, MJ & Heavers, KL
1991, NTC Publishing, Lincolnwood, Chicago
Unit 3 (taking tests) has useful advice on memorising material, relieving anxiety and using test-taking strategies. Also includes exercises which provide practice in answering multiple-choice, true-false and other objective tests.

The intelligent student’s guide to learning at university
Cooper, G
2003, Common Ground, Altona, Vic.
Chapter 6, pp. 109-128. As well as covering the basic points of exam preparation it also has comments from students to other students and brief reflection and evaluation exercises.
The study skills handbook
Cottrell, S
1999, Palgrave, Basingstoke, UK
Chapter 11 (revisions and exams). As well as covering good exam strategies this chapter encourages good revision suggestions.

Writing for academic success
Craswell, G
1999, Palgrave, Basingstoke, UK.
There is a very good section on coursework exams (pp. 118-129) how to set up a revision plan and exam room strategies looking at different types of questions.

Studying part-time
De Fazio, T
2002, Allen & Unwin, Crows Nest, NSW
Chapter 10 covers the main points of exam strategies and also strategies for avoiding time-wasting.

Studying part-time without stress
Dixon, J
Exam preparation is dealt with in pages 53-65. Chapter 7 ‘Stress, Anxiety and Performance’, may be particularly useful for the mature age student returning to study.

Exam preparation kit
Gilchrist, R & Farrugia, D
1998, Deakin University, Geelong, Vic.
Designed for off-campus students, this booklet covers the points you need to know when preparing for exams. The CD has interviews with students about study and managing time, with staff about what they expect from their students’ answers and with study advisors.

The Q Manual
Kimberley, N & Crosling, G
2005, Faculty of Bus/Eco, Monash University, Clayton
This comprehensive booklet was developed for the Faculty of Business & Economics students on all aspects of student work. Chapter 12 covers exam preparation and operating efficiently in exams. It also has a good checklist.

The student’s guide to exam success
Tracy, E
2002, Open University Press, Buckingham, UK
A comprehensive book which covers every aspect of studying and preparing for exams. It gives good learning and memory techniques and as well as study structures.

Surviving first year uni
Williams, L & Germov, J
2001, Allen & Unwin, Crows Nest, NSW
Chapter 11 pp.132-153 is a good chapter on the fundamental skills you need for surviving exams.

Tackling that test: everything you wanted to know about taking tests and exams
Withers, G
This is a book has lots of examples from tests of all kinds – with correct answers listed so that you can check to see whether you are right - and also helps to gain insight into the mind of the tester.