

The BRAVO Strategy

B - Breath	<ul style="list-style-type: none"> • Arrive early and get a good seat • Relax, take deep breathes and lower your heart rate
R - Review	<ul style="list-style-type: none"> • Do not pick up your pen and read over the test/exam before you start • Get an overall sense of the test • Look for questions that are familiar, unfamiliar, easy, difficult, etc. • Devise a game plan for writing your answers
A - Answer	<ul style="list-style-type: none"> • Read the question carefully • Follow all instructions • Answer each question fully, in detail, add more if in doubt • Answer the easy questions first
V - Verify	<ul style="list-style-type: none"> • Take a few minutes after each answer to make sure you are on the right track • Do not rush and verify that you followed all instructions
O - Oversee	<ul style="list-style-type: none"> • At the end, put your pen down • Take some time to review your work

Short Answer Questions

- **Analyze the question carefully**
 - These questions will state exactly what is expected. For example define, list, give an example, describe, etc.
 - Students will lose marks because they don't answer the question.
- **Specific questions requires specific answers**
 - Don't do an information dump! Your professor is looking for specific answers.
- **The number of marks given for a question usually indicates the number of points or items you should include in your answer.**
 - For example, if the question asks to "Give two examples", then the marks for that question will probably be distributed between both examples.

Essay Question

There are five steps you can follow to help you with your essay questions:

1. **Analyze the question**
2. **Brainstorm ideas**
3. **Organize the information**
4. **Write your answer**
5. **Check your work and make edits**

Multiple Choice Questions

- **Consider the total number of questions and the time limit**
 - For example, if you have 60 questions to do in one hour, then you will have 1 minute to do each question.
- **Analyze the question carefully**
 - Read the question carefully and don't overlook key information.
- **Pay careful attention to the 'negatives' and 'parts of words'**
 - For example, the sentence 'It is **un**wise **not** to study for an exam', actually means 'It is wise to study for an exam'.
- **Go through the whole test or exam once**
 - You should answer the questions that you're sure of and make note of those that you find difficult.
- **Return to the hard questions**
- **Return to unanswered questions**
 - Make an educated guess.
 - Be careful of those questions where you could lose marks for the incorrect answer. Ask your professor how your test or exam will be marked.
- **Try to think about the answers before you read the options**
 - It is good practice for you to cover up the options and then try to answer the question. This will help to eliminate those options that are not correct.
- **Read all of the options before you pick one**
 - Look at all of your options first to avoid picking the wrong answer.
- **When deciding between two similar answers, you should:**
 - Determine the differences between the answers;
 - Decide how the question reflects the difference;
 - Try to imagine each alternative as the answer; and
 - As a last resort, make an educated guess.