

Tips that May Help You with Exams

What Are the Objective Exams in This Course? What Does the Course Provide to Help You?

The general term *objective* means a test that can be graded by a machine or primarily by machine. In this course, there are two types of objective exams at the end of each Unit:

- Unit Objective Exams – Use the Study Guide at the top of each Unit to see a list of all facts required from the textbook.

Tip to Succeed:

- Print the Study Guide and use it to record so you can review easily. (**Tip:** print Study Guides landscape instead of portrait to have more room to write.)
- As you work through the list, look up a fact in the index (back of the book) and write the page number(s) where you found the information next to the fact. Also write 1 to 3 words as a reminder of that fact.
- When you are ready to review for the exam, use the study guide as a way to self-test by explaining aloud each fact. If you cannot remember, use the page number you wrote to refresh your memory.

Tip to Avoid Error: To avoid error in understanding a fact that carries over to the next Unit, before you look at the index, look at the Course Schedule to see the last chapter covered in the Unit and its last page number. When you use the index, do not use any page after that last page number.

- Unit Concept Exams – Use the Concepts list for the Unit available in Required Concepts and on the link in the description for a Unit collaboration.

Tip to Succeed: Look at the list of concepts required so you can listen for the words. Print the list and write brief reminder words about its meaning. Look up words you know that you do not know using the free, online dictionary provided in the course.

The Final Exam is also objective. To help you review, the course provides two files of questions (matching, map, and multiple choice)—one without answers so you can self-test and one with answers so you can grade yourself. If you miss a question, look it up. If you cannot find it in the index, just ask.