



Task Title: Tips for Writing Exams

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will read a text about exam writing strategies, and answer questions about how to apply these tips.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.3

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Writing exams can be stressful for post-secondary students. Final exams are typically worth more marks, and cover more material, than students are accustomed to in high school. Building strategies for how to approach different types of exam questions can help students build confidence and achieve success in their courses.

Read “Tips for Writing Exams”.

Scan “Introduction to Media Studies Final Exam Cover Page” and “Introduction to Media Studies Final Exam Page 1”.

Tips for Writing Exams

During the Exam

- Choose the right seat to minimize distractions. Try techniques that can help you minimize test anxiety such as deep breathing exercises.
- Write down any memorized material immediately if you're concerned about retaining it (e.g., do a memory-dump of formulas or other details you need).
- Scan the entire exam before starting. Make sure all pages are there, read all instructions, and determine where you would like to begin. You don't have to write the exam in order. If you're ready to write the hard questions immediately, you can start there—but if you hit a wall, move to another, easier question.
- Plan your time. If 20 multiple-choice questions are worth 20 points on the exam and one essay question is worth 80 points, approximately 20% of your time should be spent on the multiple-choice questions and 80% of your time on the essay.
- Make sure you understand each question: underline or pay attention to instructional verbs (e.g., compare, contrast, criticize, define, describe, explain, interpret and summarize) and other key words that shift meanings significantly (e.g. all, always, never, none, few, many, some).
- Re-read your exam if you have time. Only make changes to answers if you are sure!

Tips for Essay and Short Answer Questions

- Spend time planning a thesis and an outline.
- In general, the more packed with information—facts, figures, examples, quotations, etc.—the better. Back everything up with evidence to support your points.
- Introduce counter-arguments if relevant. Ideas do not exist in a vacuum, so acknowledge the debate or dialogue within the field, as well as the development of the thinking (e.g., philosophy, history, political theory).
- Keep sentences short and to the point in order to stay on topic and respond directly to the question.

Tips for Multiple Choice Questions

- Try to answer the question on your own before looking at the answers you have to choose from.
- Read all of the answers. When choosing between a list of answers (especially those like "a, b & c" vs. "a, b & d"), assess each answer individually: for example: a is correct, b is incorrect, c is correct, etc. You can then look at your list of options to find the one correct response.
- Use elimination. When narrowed down to two options, choose the best answer that relates most directly to the question. If you're not sure, make your best guess. For most multiple-choice exams, you do not lose points for incorrect answers.

Introduction to Media Studies – Final Exam

Cover Page

Course: Media Studies 1

Professor: Dr. Jenzen

Exam Date: Monday December 1, 2025

Exam Time: 1:30pm-4:30pm

Instructions:

This exam is divided into three sections. The multiple-choice section has 50 questions which are worth one mark each. Please answer these on the scantron sheet provided, and not in the exam booklet. The short-answer section has 5 questions worth 5 marks each. The essay section has one question worth 25 marks. There are three essay question options; choose only one. Please answer the short answer and essay questions directly in the exam booklet. Please write legibly.

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Page 1

Multiple Choice Questions

1. The first electronic communication medium was
 - a. radio
 - b. television
 - c. telegraph
 - d. teletype

2. The World Wide Web was invented and came into public use in
 - a. the 1930s
 - b. the 1950s
 - c. the 1970s
 - d. the 1990s

3. CRTC stands for
 - a. Canadian Radio and Television Commission
 - b. Canadian Radio and Telephone Commission
 - c. Canadian Radio-television and Telecommunications Commission
 - d. Canadian Radio and Telecommunications Commission

4. The CBC's mandate
 - a. Is laid out in the Broadcasting Act
 - b. Is to provide programming that informs, enlightens and entertains while being predominantly and distinctively Canadian
 - c. Charges the Corporation with a number of distinct responsibilities
 - d. a and b
 - e. a, b, and c

5. The Telecommunications Act focuses on
 - a. Who owns and controls services
 - b. What kinds of services are offered
 - c. To whom, and on what terms, services are sold
 - d. All of the above

Work Sheet

Task 1: List three (3) things a student is instructed to do when writing this exam.

Answer:

Task 2: How would you make sure you have enough time to complete the exam? Use a tip from the article.

Answer:

Task 3: Explain how you would approach answering multiple choice question 2. Use a tip from the article.

Answer:

Task 4: Explain how you would approach answering multiple choice question 4. Use a tip from the article.

Answer:

Answers

Task 1: List three (3) things a student is instructed to do when writing this exam.

Answer: Any three of

- Answer multiple-choice questions on scantron sheet (not in exam booklet)
- Select only one essay question to answer
- Answer short answer and essay questions in exam booklet
- Write legibly

Task 2: How would you make sure you have enough time to complete the exam? Use a tip from the article.

Answer: Answers may vary. Using information from the article, a student should budget enough time to complete each section based on mark allocations:

Total exam time: 3 hours

50 multiple choice questions (50 points total) = 50% or 1.5 hours of time

5 short answer questions (25 points total) = 25% or 45 minutes of time

One essay question (25 points total) = 25% or 45 minutes of time

Task 3: Explain how you would approach answering multiple choice question 2. Use a tip from the article.

Answer: Try to answer the question on your own before looking at the answers you have to choose from. See if you know the answer, then find that response in the choices you are given.

Task 4: Explain how you would approach answering multiple choice question 4. Use a tip from the article.

Answer: Read the answers to a, b, and c and assess the correctness of each one individually before determining if the correct answer is a combination of these choices.

Task Title: TipsForWritingExams_P_A1.3

Note for Instructors: While the student was not asked to answer the multiple-choice questions, they may be interested in the answers. Responses are as follows:

The first electronic communication medium was

- a. radio
- b. television
- c. telegraph**
- d. teletype

The World Wide Web was invented and came into public use in

- a. the 1930s
- b. the 1950s
- c. the 1970s
- d. the 1990s**

CRTC stands for

- a. Canadian Radio and Television Commission
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The CBC's mandate

- a. Is laid out in the Broadcasting Act
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- d. a and b
- e. a, b, and c**

Task Title: TipsForWritingExams_P_A1.3

The Telecommunications Act focuses on

- a. Who owns and controls services
- b. What kinds of services are offered
- c. To whom, and on what terms, services are sold
- d. All of the above**

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.3	integrates several pieces of information from texts			
	manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks			
	identifies the purpose and relevance of texts			
	uses organizational features, such as headings, to locate information			
	follows the main events of descriptive, narrative, informational and persuasive texts			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):
