

## **Task Definition** (Winne & Hadwin, 1998) **Checklist for Exam Writing**

Adapted from *Learning for Success: Effective Strategies for Students* (Fleet, Goodchild, & Zajchowski, 2006)

You can use this checklist to help you determine important task information about a particular exam. Answering the questions below will give you a great start point for an upcoming exam. If you don't know the answer to one of these questions, it is a good idea to find more information. Moodle, the course outline and class notes are all great places to look for information. Once you have all the questions answered, you can begin making a plan for studying

### **Things you should know about the Exam:**

- 1) When is the **date** and **time** of the exam? (*If you have an accommodation for extra time, the start time may differ from the rest of the class – clarify this.*)
  
- 2) **How long** do you have to write the exam? (*Do you have an accommodation for time?*)
  
- 3) **Where** will you be writing the exam? (*Will you be writing in a different location from the rest of the class?*)
  - a. If the location is **not your regular classroom**, have you been to this place before? (*You will want to make sure you can find the location of your exam **before** the day/time of the exam*)
  
- 4) What will the **format** of the exam be? (e.g., Multiple choice, long answer, short answer, etc.) If there will be **more than one question type**, what are the **proportions** of each?
  
- 5) What **topics** will the exam cover? (*Consider listing the concepts by name, rather than chapter number*) Is the exam **cumulative**, and if so, **how much emphasis** will there be on the earlier sections?

- 6) From what **sources of information** can you study? (*e.g., textbook, lecture notes, old assignments, labs, etc.*) Of these sources, which is the **primary source** on which the exam will be based?
- 7) What is your instructor's **area of expertise**? How might this affect what he or she chooses to emphasize on the exam?
- 8) Do you have access to **practice questions** or **old exams**? Where can these be found?
- 9) What **resources** do you have available **during your review**? (*e.g., The course instructor, TA, Help Centre, tutors, other students, the Internet*)
- a. Instructor's office hours and location:
  - b. TA's office hours and location:
  - c. Help Centre hours and location:
- 10) What **resources** can you take **into the exam**? (*e.g., Calculators, formula sheets – is the exam open book?*)
- 11) Do you have access to **other resources** based on your accommodations? (*e.g., Scribe, reader, assistive technology*)
- a. If you have a person helping you (especially for a *take-home exam*), what are they **allowed/not allowed** to do?
- 12) What **percentage of the final grade** is the exam worth, and, based on your performance in other coursework, what grade can you **realistically expect** in the course?