



Short Answer Test Preparation

Many exams and tests will have a section of short-answer questions. The following website provides you with four videos that will take you through how to prepare for short-answer questions in exams.

The videos identify seven key points:

1. Deconstruct the question. Identify three types of words: task words, topic words and limit words.
2. Rephrase the question in your own words.
3. Plan the structure of your answer before starting to write.
4. Use examples to give evidence and help give your writing credibility.
5. Use plain language and keep your writing straight to the point. Use the words from the question in your answer to signpost your answer for the marker.
6. Use the mark allocation to plan how much time to spend on each question.
7. Practice writing short answer responses. Doing practice questions in exam conditions will improve your performance in the real exam.

Click on this link to access the videos:

<https://www.learninghub.ac.nz/assessment/exams/short-answer-questions-in-exams/>