

Exam Technique Guidance

Answering multiple choice questions

1. Highlight and underline key words.
2. Read ALL the options carefully.
3. Rule out the ones you know are wrong.
4. Select what you think is the right answer.
5. Double check the remaining options as well to make sure you are right.
6. You need to be really careful when choosing your answer. There are often choices which look sensible but are not suitable for the context of the question. Always read the question carefully and choose the most appropriate option for the context.

Answering short answer questions (1, 2, 3 or 4 marks)

1. Read the question carefully.
2. Highlight or underline key words.
3. Note the number of marks available for the question.
4. Make sure you make the same number of statements as there are marks available. For example if the question is worth 2 marks, make at least 2 statements.
5. Don't repeat question words. If you do, make sure you go on to explain in further detail using other words too.
6. If an activity is referred to in the question, make sure your answers relate to this activity.
7. Give a range of answers rather than all from the same area (unless asked to do so). For example if you are asked to give three of injury prevention do not just state three safety rules, give a range of answers; a specific safety rule; a specific item of safety clothing and a specific item of safety equipment.
8. Use the space available where you have to answer as a guide, there is enough space provided – However be detailed but concise.

DESCRIBE VS EXPLAIN

If the question asks you to describe it is asking for a number of linked statements that give an account of something – you do not need to justify.

However if you are asked to explain make sure you develop your answer; providing justifications for points you make. Use connectives such as 'because' or 'therefore' to link statements, leading to a more in-depth answer.

Generally when answering explain questions you need to show your knowledge (AO1) and then either apply it (AO2) or justify the point you are making (AO3). If the question asks you to explain you need to include a justification or reason to support it too.

Knowledge = what is it?

Application = what is the impact? (Use of connectives; so, because and therefore for example)

Justification = why is it important.

Questions with the use of Data

1. Some questions provide you with data and ask you to analyse it.
2. Some questions will ask you to interpret and analyse graphical representations of data and identify trends in the data.
3. You may need to present data in the following ways;
Continuous, changes over time = line graph.
Different categories = bar graph
Compare parts of a whole = pie chart

Answering extended questions

1. Take time to read the question.
2. Look for key words in the question.
3. Underline/Highlight those words that tell you what you need to write about.
4. Do not just write bullet points.
5. Do not simply repeat the question words without explaining them.

The command words for the extended answer questions are likely to be one of the following;

Assess	Requires a reasoned argument of factors to reach a judgement regarding their importance/relevance to the question context
Analyse	Break something down into its component parts. This could be relation to movement analysis
Discuss	Requires exploration of the issue/situation/problem that is being assessed in the question context, articulating different or contrasting viewpoints, for example, advantages and disadvantages.
Evaluate	Evaluate – Review/analyse information, bringing it together to form a conclusion/judgement based on strengths/weaknesses, alternatives, relevant data or information. Come to a supported judgement of a subject's qualities in relation to its context.
Justify	Give reasons for answers. This could be single response to extended writing answers depending on the question context. For example 'Justify the use of Interval training to improve.

All these words require judgement as part of the response.

Key points to remember

You do not get a mark for every point you make!

You are marked on your ability to;

1. Provide a full and balanced answer (which is why it is so important to identify key words in a question)
2. Provide an answer which is well written and shows your full understanding of the topic in the question. Therefore, having identified the key words, it is essential that your response relates to all of them.
3. There is no one correct answer for the extended answer questions.
4. Extended answer questions can be based on any area of the specification.
5. The extended answer questions are designed to stretch you. A series of simple statements will not be enough for full marks.
6. Although you want to demonstrate knowledge application and your ability to evaluate, even you can't do all these things, make sure you attempt the question as any relevant content about the will gain some credit.

You need to plan to demonstrate three things;

1. AO1 – Your knowledge
2. AO2 – Your ability to apply your knowledge.
3. AO3 – Your ability to evaluate – to make a judgement about the things you have written.

Examples

1. AO1 – Naming or describing a method of training demonstrates knowledge.
2. AO2 – Being able to link an appropriate method of training to a specific activity shows application of knowledge.
3. AO3 – Being able to argue why one method of training is better than another for a particular performer demonstrates the ability to evaluate.