

# Center for Independent and Distance Learning



## Student Handbook

The University of Oklahoma  
Outreach

Produced by the Center for Independent and Distance Learning

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Norman, OK 73072-6507

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<http://cidl.ou.edu>  
<http://ouhigh.ou.edu>

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# Contact Information

## Center for Independent and Distance Learning

Mailing address:

Center for Independent and Distance Learning  
1600 Jenkins, Room 101  
Norman, Oklahoma 73072-6507

Telephone:

(405) 325-1921

(800) 942-5702

Fax: (405) 325-7687

Web Site: <http://cidl.ou.edu/>

E-mail address: [cidl@ou.edu](mailto:cidl@ou.edu)

Testing: [testing@ou.edu](mailto:testing@ou.edu)

Office hours:

8 A.M. - 5 P.M., Monday through Friday

## OU High School

Mailing address:

OUHS

1600 Jenkins, Room 101  
Norman, Oklahoma 73072-6507

Telephone:

(405) 325-1921

(800) 942-5702

Fax: (405)-325-7687

Web Site: <http://ouhigh.ou.edu>

E-mail address: [ouhigh@ou.edu](mailto:ouhigh@ou.edu)

Testing: [testing@ou.edu](mailto:testing@ou.edu)

Office hours:

8 A.M. - 5 P.M., Monday through Friday

(Note: These hours may vary during holidays.)

# WELCOME

As a distance learning student, you are about to participate in a unique educational experience that requires discipline and commitment. Rather than having an instructor set up your study schedule, you will create your own study schedule. You will take tests when you feel you are ready. As a result, your final grade will reflect your willingness to work hard and to set and meet goals each week. The information in this handbook will help you achieve these goals.

Read the policies and procedures in this *Handbook* before beginning your studies. If you have any questions, please refer to page 2 for contact information.

## General Policies

### Course Completion

You have 180 days to complete a course enrollment, which begins 14 days after we process your enrollment application. You must complete and submit all of your work—lessons and exams—at least three weeks before you need the final grade. Please do not ask for exceptions.

Keep in mind that instructors may take vacation time during your enrollment, which may affect assignments, test scores, and final grades being returned to you. Courses cannot always be completed in the minimum amount of time.

Students with completion deadlines should inform the Center for Independent and Distance Learning at the time of enrollment. We will coordinate with the instructor to determine if the time requirement can be supported. Close and continuous communication during the course completion can insure that all involved are cooperating in achieving short deadlines.

### Print Lesson Submission

Our courses are designed to provide the greatest educational benefit if you submit one lesson at a time in order and check the feedback from each lesson before submitting the next one or attempting an examination.

When we receive your lesson, it is recorded on your student record and sent to your instructor for grading. When the instructor returns it to us, we record your grade and return the lesson to you. Never send your lesson directly to your instructor. Lessons may be sent by mail, fax, e-mail or hand-delivered.

A student may submit two lessons for re-grading without charge. A fee will be charged for additional lessons submitted for re-grading. Please contact CIDL at (405) 325-1921, (800) 942-5702 or see <http://cidl.ou.edu/> for details.

Students enrolled in online courses are required to contact Student Services prior to submitting lessons for re-grading so the assignment can be reset.

### **Mailing Lessons**

Submit your completed lessons in the lesson envelopes provided in your enrollment packet. Be sure to include an assignment cover sheet with each submitted assignment. Lessons cannot be processed unless the information on the assignment cover sheet is complete.

Always make copies of your completed assignments before you submit them. Assignments don't get lost in the mail very often, but if yours should get lost, an extra copy will prevent your having to redo the assignment. Be sure to pay enough postage; we pay return postage.

### **Faxing Lessons**

If you prefer, you may also submit your lessons by fax, provided they do not require supplementary materials. Be sure to include the assignment cover sheet in your fax. If you would like faxed lessons returned by fax rather than by mail, there will be an additional fee. Please notify Student Services if you intend to submit lessons by fax. Please fax lessons to 405-325-7687.

### **E-Mailing Lessons**

Once enrolled in a print course you will be assigned an OU e-mail address. You may submit your lessons by e-mail, provided they do not require supplementary materials. Be sure to include the information on the assignment cover sheet in your e-mail. Some lessons are not suitable for e-mail. Please check with Student Services before submitting lessons by e-mail. Please submit e-mail lessons to [cidl-lesson@ou.edu](mailto:cidl-lesson@ou.edu).

If you are not already using the OU e-mail service you will need to activate your account. To do this please do the following.

1. Go to <https://webapps.ou.edu/pass/>
2. Click on New Users: [Activate your account here](#).
3. Place your OU ID or Social Security in the corresponding blank provided and then place your date of birth in the third blank. Please follow the format listed on the Web page.
4. Follow the instructions given.

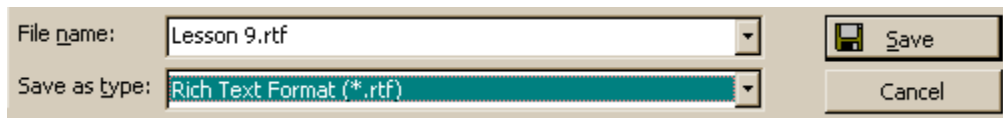
To access your OU mail account do the following steps.

Go to <https://exchange.ou.edu>

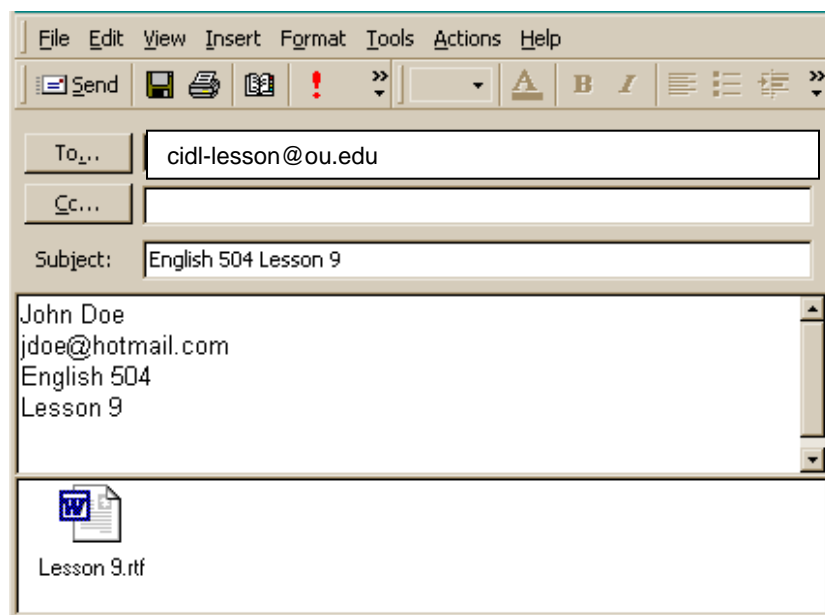
1. Where it says User Name type your 4x4, or OU ID, in the space provided. (Your sooner ID is made up from the first four letters of your last name and the last 4 digits of your OU ID or Social Security number. If your last name has three or fewer letters then your OUNetID will be your last name plus the last four digits of your OU ID or Social Security number.)
2. Place your password in the Password box.
3. Click login
4. You should see your e-mail.
5. To make sure you see your most recent e-mail click the Get Mail button located at the top of the screen.
6. To view a message, click the subject line of the e-mail.

#### Instructions for E-mailing an attachment

When you have completed your document, save it as a Rich Text Format (.rtf) file. To do this, choose Save As... in your word processor. In the window that allows you to change the type of document, choose Rich Text Format (.rtf). See the example below.



Click on the e-mail link to begin a new e-mail message. In the subject line and the body of the e-mail, put your **name**, your **e-mail address**, the **course name and number**, and the **lesson number**. Use your e-mail's Add Attachment or Insert File function to attach your lesson document. See the example on the next page.



## **Hand-delivered Lessons**

Submit your completed lessons in the lesson envelopes provided in your enrollment packet. Be sure to include an assignment cover sheet with each submitted assignment. Lessons cannot be processed unless the information on the assignment cover sheet is complete. CIDL is located at 1600 Jenkins, Norman, OK 73072-6507. OUHS is open Monday-Friday 8 a.m.-5 p.m.

## **Online Course Information**

### **Accessing Your Online Course**

Once enrolled in an online course you will be assigned an OU e-mail address. You need to regularly check this e-mail account or forward it to an existing account you use on a regular basis to receive announcements and information from our office and your instructor.

You will complete your online course through the course management system Desire2Learn (D2L) using the log in information provided you by our office. You can learn about how to use D2L on our website <http://cidl.ou.edu/>.

### **Submitting Your Assignments**

In an online course most of your assignments will be in the form of online quizzes which you will complete in Desire2Learn.

As mentioned previously you need to complete the course assignments and tests in the order designated in your course.

### **Submitting Your Lesson to the Drop box**

Some assignments will be submitted using the online drop box. Instructions for submitting a drop box assignment are included in the course.

## **Tests**

All tests must be supervised by an approved proctor. Tests must be taken in consecutive order. You must finish and send/submit in the required assignments *before* you take a test. For each enrollment, you must submit the name of an approved test proctor before taking exams. The Center for Independent and Distance Learning will send a test packet or passwords to the designated test proctor. All proctors must be approved by OU High School. Proctors cannot be relatives, course tutors, or personal friends. Acceptable choices for a proctor include:

- A person currently employed as an educator (elementary, secondary or post- secondary teacher, a counselor, administrator or extension educator) can proctor.
- Head librarians and your local clergy are acceptable proctors.
- Military personnel and their family members may use base or unit education officers, chaplains or superior commissioned officers.
- Families living overseas may use embassy or consulate officials or other approved non-family members.

OU High School reserves the right to reject any proposed test site or proctor. You will be charged a fee for resending the exam. Please contact CIDL at (405) 325-1921, (800) 942-5702 or see <http://cidl.ou.edu/> for details.

It is not the test proctor's responsibility to schedule tests. It is your responsibility to schedule an appointment with your test proctor to take a test. A photo ID is required to take tests.

Course grades are based heavily on the results of supervised tests. The Center for Independent and Distance Learning has a no re-test policy. In order to make the best grade, you should take each test as soon as possible after you have received your graded lessons. If you are working on a deadline, you do not have to wait for the graded lessons to take a test. However, no test will be graded until all the lessons prior to it have been received in this office. To receive a grade for this course, you must do all of the assignments and take all of the tests.

Your test proctor will return tests to us for grading in the special envelope provided. As your tests are received, they are recorded on your student record and sent to the instructor for grading. Tests are never returned to you. Instead, you receive a grade card from your instructor after your test is graded.

### **Online Tests**

For online courses tests will be taken in D2L. You need to complete an exam request form located in D2L to request passwords be sent to your test proctor. The proctor will then make the test available to you. Before you take your test it is a good thing to make sure the location you are taking the test at can access D2L.

If you want to review a test you must notify the CIDL and your test proctor. The center will mail a copy of your test to your test proctor to review the exam. The exam will then be returned back to the Center for Independent and Distance Learning by the proctor. You cannot copy any part of the test, write down any answers or take any notes.

If you are reviewing an online test your test proctor will need to contact the center once you arrive so the test can be open for review. The test proctor needs to then notify the center when you have reviewed the test so we can close it. Again, you cannot copy any part of the test, write down any answers or take any notes.

## **Grades**

A student's course grade is determined by the instructor's evaluation of student learning as demonstrated on lessons and tests. Instructors are required to assign letter grades unless specifically stated otherwise in the study guide. Course study guides will outline lesson and exam grading criteria specific to each course.

OUHS uses a 4.0 grade scale to compute a diploma student's Grade Point Average (GPA). Course letter grades are assigned numeric values (A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0.0) that are then averaged for all course work. The GPA will be indicated on the OU High School transcript.

Grades of "W" are assigned for students who request to withdraw 30 days after the course start date if the course is not completed. A grade of "NC" will be assigned for all courses that are not completed before expiration of the enrollment if the student has not previously withdrawn. Course study guides will outline lesson and exam grading criteria for each course.

## **Final Grade Letter**

Upon receiving a final course grade, we will send a letter completion to the parent/legal guardian and to the high school shown on your enrollment application. Your course grade will be on file in our office permanently for your future needs.

## **Extension**

One three-month extension can be granted if an application for the extension and an extension fee are submitted. Course extension requests must be submitted prior to your course expiration date. Extension payments can be made by check, money order or credit card. All extensions must be in writing. If you are under 18, a parent/legal guardian must request the extension. The three-month extension starts on the expiration date of your course. Course extension requests must be received or postmarked prior to your course expiration date. Please contact CIDL at (405) 325-1921, (800) 942-5702 or see <http://cidl.ou.edu/docs/> for details and forms.

## **Course Withdrawal**

If you withdraw from a course within 30 days, you will receive a 100% refund of tuition, less grading fees. No refund applies after the 30-day period. Shipping/handling fees will not be refunded.

Refunds will not be given on books with missing pages, on books we no longer use, or on books returned soiled, marked, or damaged. Audiocassette and CD-ROM sets must be complete and not damaged.

Please allow at least six weeks for the university to process your refund.

Withdrawal from a course must be in writing. If you are under 18, a parent/legal guardian must request the withdrawal. Please contact CIDL at (405) 325-1921, (800) 942-5702 or see <http://cidl.ou.edu/docs/> for details and forms.

**Note:** Where kits are used with a course, special conditions exist. Please contact the Book Manager at 405-325-1921, toll-free at 800-942-5702 or by e-mail at [cidl@ou.edu](mailto:cidl@ou.edu) for information.

## **Books and Materials Buy Back Policy**

The Center for Independent and Distance Learning will repurchase books under certain conditions. The course must be current and the textbooks must be in good condition. Please contact the Book Manager at 405-325-1921, toll-free at 800-942-5702 or by e-mail at [cidl@ou.edu](mailto:cidl@ou.edu) before returning the books. The repurchase price is usually one half of the price that you originally paid for the text. CIDL is not responsible for books that do not reach our office. Any outstanding balance with the Bursar's Office will be deducted from the repurchase price. Refunds may take five or six weeks.

We cannot buy back workbooks with missing pages, books we no longer use, or books returned soiled, marked, or damaged. We will usually buy back for one half of the original price CDs that are purchased separately from the textbook(s), provided they aren't damaged in any way and the set is complete. Where kits are used with a course, special conditions exist.

## **Replacement Materials**

If you need replacement material for study guides, videotapes/CDs, or photocopies of lessons, contact Student Services. You must pay a processing fee plus the cost of the material. Please contact CIDL at (405) 325-1921, (800) 942-5702 or see <http://cidl.ou.edu/docs/> for details and forms.

## **Academic Honesty**

Academic honesty is expected in the completion of the Center for Independent and Distance Learning courses. Academic dishonesty includes, but is not limited to: cheating, plagiarism, fabrication of information or citations, facilitating acts of academic dishonesty by others, unauthorized prior possession of examinations, submitting work of another person or work previously used without informing the instructor and securing written approval, or tampering with the academic work of other students. Any evidence of academic misconduct may warrant a failing grade, forfeiture of all fees, and an academic misconduct investigation.

If an OUHS instructor suspects academic misconduct, he or she will inform the High School Program Administrator within 10 business days (excluding University holidays) of discovering the evidence of possible misconduct. The High School Program Administrator will notify the student and the Academic Misconduct Board within 10 business days (excluding University holidays) of receiving notification from the instructor. The Academic Misconduct Board will consist of the Director of the Center for Independent and Distance Learning, the High School Program Administrator, and an OUHS faculty member. If the currently serving faculty member is the instructor who has alleged academic misconduct, another faculty member will be chosen. From the date the student is notified by the High School Program Administrator that he or she is suspected of academic misconduct, the student has 10 business days (excluding University holidays) to respond to OUHS regarding the suspected misconduct. After the 10-day period has elapsed, the Academic Misconduct Board will convene to examine the evidence of misconduct and the student's response. The Academic Misconduct Board then has 10 business days (excluding University holidays) to notify the student of the outcome. The decision of the Academic Misconduct Board will be final.

## **Appropriate Use**

Access and use of technology for communication and completion of courses through the Center for Independent and Distance Learning imposes certain responsibilities and obligations on the part of the student enrolled in the course. Appropriate use is ethical and honest, and demonstrates respect for physical and intellectual property, including system security protocols.

Students, teachers, and other personnel at the OUHS have a right to privacy and are protected by this policy from intimidation, harassment, and unwarranted annoyance from any other user.

When enrolling in the Center for Independent and Distance Learning, students accept the terms of this policy. Any violation of this policy could result in a student's dismissal from the Center for Independent and Distance Learning courses and the diploma program.

## **Appeals**

Any student who would like to appeal a lesson or test grade must notify the course instructor of the dispute and must attempt to resolve differences no later than 30 business days (excluding CIDL holidays). Any student who would like to appeal a final grade must notify the course instructor of the dispute and must attempt to resolve differences no later than 30 business days (excluding CIDL holidays) after the grade has been posted and a letter of completion has been sent. The instructor will inform the High School Program Administrator of the dispute within 7 business days (excluding CIDL holidays) after the notification from the student. The instructor will consider the appeal, in consultation with the High School Program Administrator if desired on the part of the instructor, and will inform the student of

the outcome of the appeal no later than 30 business days (excluding CIDL holidays) after the notification from the student. At that point, the decision of the instructor will be final.

## **Student Conduct**

Profane, vulgar, or threatening language or actions directed at a teacher, other staff members, or another student will not be tolerated.

## **Equal Access**

This institution, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid and educational services.

## **Disability Accommodation**

The University of Oklahoma is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Consistent with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the University of Oklahoma ensures that no “qualified individual with a disability” will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by The University of Oklahoma. If you require accommodation on the basis of a disability, please contact our office to discuss documentation requirements and reasonable academic accommodation.

## **Disability Documentation**

In general, documentation of disability should be reasonably current and include:

1. A diagnostic statement identifying the disability, date of current diagnostic evaluation, and date of the original diagnosis;
2. A description of the diagnostic criteria used;
3. A description of the diagnostic current functional impact of the disability;
4. Treatment, medications, and assistive devices currently prescribed or in use;
5. A description of the expected progression or stability of the impact of the disability over time; and
6. The credential of the diagnosing professional(s).

## **Address/Name Changes**

Notify the Student Services of changes in name or address. Changes may be submitted by mail, fax, or e-mail to [ouhigh@ou.edu](mailto:ouhigh@ou.edu). Please include your Sooner ID#, previous name/address, and current name/address. Official documentation must accompany requests for name changes. Please contact CIDL at (405) 325-1921, (800) 942-5702 or see <http://cidl.ou.edu/docs/> for details and forms.

# **OUHS Diploma Program**

## **Mission Statement**

The mission of The University of Oklahoma High School (OUHS) is to transform students' lives through knowledge gained from a high school curriculum of flexible, high-quality, self-paced courses available to all students regardless of time and place.

## **Accreditation**

The University of Oklahoma High School is accredited by the Commission on International and Transregional Accreditation (CITA) and the Commission on Accreditation and School Improvement of the North Central Association of Colleges and Schools (NCA-CASI).

## **Admission**

Prospective students may apply for admission to the OU High School Program any time of the year. To apply, complete the 2-page OU High School Admission Application available in our course catalog or at our web site, <http://ouhigh.ou.edu/forms.cfm> and submit it to OU High School with a \$40 nonrefundable application fee. OUHS will request official records from your previous school.

Once your Admission Application has been processed, the OU High School Advisor will send you an admissions packet. A document citing courses needed to graduate will be mailed after we have received and evaluated official records from your previous school. If you provide a transcript with your Admission Application, we can create a preliminary unofficial evaluation; however, the process will not be finalized until we have evaluated official school documents. Enrollments for students applying to the high school program will not be processed until adequate documentation is received by the OU High School advising staff.

Should your educational records be in a language other than English, they must be translated by an approved educational translation service. If your educational records list credits in a way different from the traditional Carnegie unit system used in the United States, they will need to be converted to Carnegie units by an approved records evaluation and verification service. Please contact the OU High School advising staff for a list of approved service providers for translation and credit conversion.

## **Transfer Credits**

If students wish to transfer academic credits to OU High School, we will accept transfer credits from another state/regional accredited high school.

For students from a non-accredited program, portfolios may be submitted. OU High School may require testing for validation. Request further information about portfolio submission from the high school counselor or student advisor.

Credits may be granted for prior learning, course work, and military training (ACE Guide recommendations).

In order to graduate from OUHS, you must take a minimum of five ½-unit courses from our program and satisfy the curriculum requirements.

## **Student Counseling Services**

OUHS maintains a counselor's office to provide curriculum assistance and information. The office is open during regular business hours to help ensure that you have a positive educational experience. Questions and concerns about the high school diploma program should be directed to our counseling services. Our counseling services are available by telephone from 8:00 a.m. to 5:00 p.m. (central time zone), Monday through Friday at 800-942-5702, toll-free, or 405-325-1921, locally, or by e-mail at [ouhigh@ou.edu](mailto:ouhigh@ou.edu).

## **Diploma Requirements**

To graduate from our program, you are required to complete 23 total units:

- 4 units of English
- 3 units of mathematics, including Algebra I (Math 101 and 102) and any courses in mathematics with content and/or rigor above Algebra I
- 3 units of science, including biology (Biology 201 and 202)
- 3 units of social studies (history, government, economics), including American history (History 101 and 102) and government (Government 301)
- 1 unit fine arts (art, music, drama)
- 9 elective units

Five half-units must be taken from OUHS. Students who have completed five OU High School courses (2.5 Carnegie units) may earn elective credit by portfolio submission. There is an evaluation fee for each portfolio. Credit will be granted only for work completed during a student's high school years. No core course requirements can be met by portfolio credit. Contact the high school counselor or student advisor for further information about portfolio submission.

## **Transcripts**

OU High School can provide official transcripts of completed course work for diploma-seeking students. If you wish to have a transcript, please send a written request to:

OU High School  
1600 Jenkins Avenue

Norman, OK 73072-6507  
(405) 325-1921  
FAX: (405) 325-7687

## Suggested Sequence of Courses

This course sequence is intended as a recommendation to assist in developing a plan for parents and students and should not be considered as the sole means to achieve a diploma through OUHS. When you are accepted into the diploma program, you will work with an OUHS counselor to develop your individual course plan. Please keep in mind that there are many different ways you can accomplish your academic goals.

### 9th Grade

<u>Subject Area</u>	<u>Course Recommendations</u>
English/Language Arts	1 unit: Freshman English
Math	1 unit: Algebra or Algebra II (if Algebra I taken previously)
Social Studies	1 unit: American History
Science	1 unit: Physical Science
Electives	2 units: may include foreign language, family and consumer sciences, fine arts, health, study skills, etc.
Total Credits	6 units

### 10th Grade

<u>Subject Area</u>	<u>Course Recommendations</u>
English/Language Arts	1 unit: Sophomore English
Math	1 unit: Algebra II or Geometry
Social Studies	1 unit: world History or Oklahoma History or World Geography
Science	1 unit: Biology
Electives	2 units: may include foreign language, family and consumer sciences, fine arts, health, study skills, etc
Total Credits	6 units

## 11th Grade

<u>Subject Area</u>	<u>Course Recommendations</u>
English/Language Arts Math	1 unit: Junior English 1 unit: Algebra II, Geometry, or Trigonometry/Precalculus
Social Studies	1 unit: Government, Economics, World History, Oklahoma History, World Geography, Psychology, or Sociology
Electives	2 or more units: may include foreign language, family and consumer sciences, fine arts, health, study skills, etc.
Total Credits	6 units

## 12th Grade

<u>Subject Area</u>	<u>Course Recommendations</u>
English/Language Arts Math Social Studies	1 unit: Senior English 1 unit: Trigonometry and Precalculus 1 unit: Government, Economics, World History, Oklahoma History, World Geography, Psychology, or Sociology, if needed
Science	1 unit: Physics, Chemistry, or another Science course, if needed
Electives	2 more units: an English/language arts, math, social studies, or science course AND foreign language, family and consumer sciences, fine arts, health, study skills, etc.
Total Credits	6 units

## Diploma Time Limits

There is no fixed schedule for completing diploma requirements. The time will vary depending on your course load and how much time you can devote to study.

## **Graduation**

Please contact OUHS during your senior year to finalize graduation plans.



# A Sure Plan for Better Grades

Would you begin a long car trip without a road map? Of course not. Then why start studying a new subject that way? You need a plan that will be your road map to successfully completing this course.

## Reaching Your Destination

Begin with studying for your exams today by

**Reading** the lessons carefully so you can do the **writing** assignments well enough to get you ready for the **exams**, which show your achievement and determine your course grade—the goal of a successful plan!

## Choosing the Right Setting

A regular time and place to study are essential. Select a place with good lighting and out of the way of other family members. You need the light to see by and the quiet to help you think.

You ought to study in the same place at the same time on a regular schedule. It need not be every day, but select the days you can work, then stick to your schedule.

## Doing the Lessons

The Review-Preview-Note method is effective and easily remembered.

1. **Review** the previous lesson as soon as you sit down. This is the best way to warm up to a studious frame of mind, and it helps to lay valuable groundwork for the lesson to come.
2. **Preview** the next lesson by thumbing through the Study Guide and the test assignment just to get an idea of what's coming up.
3. **Notes.** These are brief summaries of the author's thoughts in your own words. Note taking will greatly aid you in fixing these thoughts, facts, and concepts in your mind and will help you remember as you continue to prepare for tests.

**Hint.** Copying straight from the textbook just wastes time and effort. Convert the information into your own words, and you'll be able to remember it better.

## Preparing for Exams

1. **Review** returned lessons with the instructor's corrections and comments.
2. **Review** the notes you took when you studied each lesson.
3. **Analyze** the material for *memory facts*—names, dates, etc.
4. **Prepare** yourself physically and mentally by taking a deep breath and clearing your mind of anxious thoughts. Exams are not designed to test your ability to remember isolated facts but to determine how well you understand the subject you've been studying.
5. **Allow** yourself ample time to do your best work on the test. Also, check with your test supervisor *before* you go to take the test to be sure the time is convenient for her or him.

## Taking the Exam(s)

Different kinds of exams require different kinds of thinking. Here are some suggestions on how to approach different types of test questions.

1. Read the question and be sure you understand what is being asked of you.
2. When asked to compare two items (or people or situations), you must write something on each.
3. Multiple choice. Try rereading the question-statement with each possible answer. Discard the obviously wrong ones right at first. Then select the right answer from the remaining ones.
4. Completion and matching questions require recalling names, facts, definitions, and other such specific information. Learning information in Context, rather than as isolated items, makes it easier to remember when taking the exam.

## Writing Tips

Lesson papers and exams often call for essay answers of varying lengths.

1. An essay is a series of ideas logically arranged to produce a conclusion.
2. Never begin writing any kind of essay answer without an outline or plan. During an exam, take time to think your answer through, then make a diagram/sketch of what you intend to say. It's easier to change an outline than two or three paragraphs of

written material. Also, *remember to answer the question*. It's easy to get carried away writing an essay answer to the point of failing to answer the question.

3. Whenever possible, write a first draft, then edit it to see if it's really what you wanted to say.