

# Write Right for Results: A Short Guide to Answering Effectively in End-Semester Exams

## Purpose

To provide students with guidelines for effectively answering end-semester examination questions, focusing on structuring answers, managing time, and addressing questions in alignment with the Learning Outcomes of BBA(Hons) Degree programs of the Faculty of Management and Finance, University of Ruhuna.

## Guidelines

<b>Preparation</b>	<ul style="list-style-type: none"><li>○ Listen to all announcements and comply with the instructions provided by the supervisor in the examination hall.</li><li>○ Fill out the required details correctly on the front page of the answer booklet.</li><li>○ Write your student registration number (MF/Year/Number) on all the sheets in the answer booklet and on any additional papers you attached to the answer booklet.</li></ul>
<b>Reading the Question Paper</b>	<ul style="list-style-type: none"><li>○ Read the instructions provided in the question paper before start writing answers.</li><li>○ Skim through the paper first.</li><li>○ Pay attention to the action verbs of the questions and decide how you should approach your answer (e.g., explain, analyze, discuss, compare and contrast).</li><li>○ Read the question carefully to see what is being requested in the question.</li></ul>
<b>Writing Answers and Presentation</b>	<ul style="list-style-type: none"><li>○ Understand what is requested in the question and answer to the point (do not include irrelevant information).</li><li>○ Plan your answer before answering each question.</li><li>○ Organize the answer in a proper flow and logical structure.</li><li>○ Indicate the question number and part number(s) appropriately along with the answer.</li><li>○ Start to write answers for each new question on a fresh page. (answers for sub-questions can continue on the same page).</li><li>○ Make clear references when answering a question in parts across different pages of the answer booklet or on additional papers (e.g. Please find answers for Question 3 (ii) on page 12).</li></ul>

	<ul style="list-style-type: none"> <li>○ Write neatly and clearly. Avoid too small or too large handwriting.</li> </ul>
<b>Time Management</b>	<ul style="list-style-type: none"> <li>○ Allocate your time according to the marks assigned to each question.</li> <li>○ Keep track of time to ensure you complete your answers within the allotted time.</li> <li>○ Save time to review your answers and ensure you have attempted all questions, including relevant sub-sections.</li> </ul>
<b>Finishing up and Handing over the Answer Script</b>	<ul style="list-style-type: none"> <li>○ Tie up your answer script at least 5 minutes before the end of the examination.</li> <li>○ Ensure all additional sheets are attached to the answer script, and cross off all pages not intended for marking (such as working).</li> </ul>

## Resources



Examination Manual of University of Ruhuna – A must read for understanding the overall examination process and punishments for examination offences of University of Ruhuna: <https://adm.ruh.ac.lk/cqa/wp-content/uploads/2024/08/Examinations-Manual.pdf>



Link to access the past papers of the subjects offered by the Faculty: [http://ir.lib.ruh.ac.lk/xmlui/handle/iruor/350/discover?filtertype=author&filter\\_relational\\_operator>equals&filter=MGT](http://ir.lib.ruh.ac.lk/xmlui/handle/iruor/350/discover?filtertype=author&filter_relational_operator>equals&filter=MGT)



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