

# HOW TO SUCCEED ON LAW SCHOOL EXAMINATIONS

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## **A. INTRODUCTION**

## **B. PREPARATION FOR EXAMINATIONS**

1. Be confidently prepared
2. Prepare throughout the entire semester
3. Pay close attention to what professor says about exam
4. Study method
  - a. Prepare and use an outline
  - b. Learn correct rules of law
  - c. Use study time wisely
  - d. Think through possible exam questions
  - e. Work through sample exams
5. Do not cram the night before exam
6. Get good night's sleep before exam
7. Arrive on time for exam

**C. TAKING EXAMINATIONS**

1. Make exam environment comfortable
2. Bring a clock or watch
3. Briefly review entire exam
4. Determine types of questions found on exam
  - a. Essay
  - b. Objective
5. Determine point value of each question
6. Read question carefully
  - a. Be certain to get facts correct
  - b. Determine purpose of each word in the problem
  - c. Watch for missing facts
  - d. Determine exactly what is being asked
7. Organize and outline your answer
  - a. Allocate approximately one-half of time
  - b. Methods of organizing answer
8. Key elements of good answer
  - a. Spot legal issues — use issue checklist
  - b. Organize issues in logical order
  - c. State correct and relevant law on first issue

- d. Apply law to exact facts of question
  - e. Resolve issue
  - f. Repeat process for next issue
9. Writing the exam
- a. Think before you write and write intelligently
  - b. Write clearly in ink or use a typewriter
  - c. Follow professor's instructions carefully
  - d. Be neat
  - e. Write concisely and avoid ambiguity
  - f. Use abbreviations with care
  - g. Take special steps if poor handwriting
  - h. Use good grammar
  - i. Select words carefully
  - j. Do not make up law
  - k. Explain answers fully; assume that professor does not know the law
  - l. Avoid the treatise answer
  - m. Usually no need to cite cases or statutes
  - n. Budget your time carefully

- o. Avoid repeating yourself
- p. Avoid writing useless things
- q. Avoid slang, swearing, jokes, etc.
- r. Label segments of your answer
- s. Keep one main idea per paragraph
- t. Re-read all your answers

**D. AFTER THE EXAMINATION**

1. Do not discuss exam with anyone
2. Do not worry about your answers
3. Relax
4. Study for next exam

**E. SPECIFICS FOR PROF. BEYER**

1. Closed book
2. Objective questions – potential for multiple correct answers
3. Essay questions – space limitations

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