

Key Words to look for in Exam Questions

| Stem | Type of response |
|---------------------|---|
| List | A very brief answer stating an appropriate term or name or a relevant item of key knowledge. <i>List two factors that affect the value of information produced by an organisation.</i> |
| Provide one example | A brief description/statement to illustrate a situation. <i>Provide one example of an electronic data entry method that is appropriate to use in a stock recording system.</i> |
| Identify | A brief answer in response to a particular scenario. State or list the relevant features. <i>Identify one organisational goal for this organisation that exists in the organisation</i> |
| State | A brief answer in response to a particular situation. <i>State one reason why doctors should not be allowed to change or add data.</i> |
| Recommend | Indicate what you think should be done in a particular situation <i>Select three of these components and for each recommend the appropriate specifications...</i> |
| Describe | Outline the features of a particular situation, list different aspects, perhaps give a timeline (when describing a strategy), requires more detail than a “list”. <i>Describe a file-naming convention for letters.</i> |
| Explain | Give a reason or reasons for the response given – Why is it so? Requires more depth than “describe”. <i>Explain why it is important to keep off-site backup of financial records.</i> |
| Justify | Give valid, sensible reasons for your choice of alternative. Similar to explain but you need to explain why you have chosen a particular alternative over the other. <i>Select one device for each numbered location and justify the selection.</i> |
| Discuss | Provide both sides of an issue, including arguments for and against, or give both advantages and disadvantages of a particular solution. Needs detail and depth <i>Discuss the risk this creates for the organisation.</i> |
| Explain and justify | An extended response which requires students to use their own words to illustrate how the key knowledge applies to a particular scenario and to clearly set out the reasons why they have made particular choices (advantages and disadvantages). <i>Explain and justify an appropriate security strategy for Dual Days.</i> |