

Practice Exam Session

How to answer an Elements exam

Step 1: Read carefully

- Take time to read the question once, without taking notes, simply to get familiar with the material.
- Understand what is being asked of you.
- Once you know what is being asked of you, read the question again, this time highlighting important information and making notes of anything that comes to mind.

Step 2: Identify the issue(s)

- Identify the issue(s) raised by the exam question.

“Whether the one year limitation period applicable to claims of age discrimination under the N.Y. Human Rights Law accrues from the date discriminatory action began or from the date the plaintiff acquired knowledge of the discriminatory action.”

Step 3: Outline your answer

- Before you start writing, take the time to organize your thoughts and the information provided in the question.
- List key information and decide what value it has, how you can use it and what other material it relates to.
- Decide what your answer is before you start writing.

Step 4: Write

- Remember the question you are asked to answer.
- Follow the outline you prepared so you do not forget anything and your answer is well organized.
- Write concisely and clearly.
- Provide well-reasoned analysis.

Step 5: Review

- If you have some time left, reread your answer carefully to correct any errors or add any missing points.
- Try not to change your answer at the last minute. It is usually not a good idea.

Some tips

- Make sure you answer the question you are asked.
- While there is no right or wrong answer, you must arrive to a conclusion using strong legal reasoning.
- Allocate your time carefully.
- Organization is key.