

Exam Preparation

Here are some ideas. Are there some things that you hadn't considered?

| A regular place to study | Yes | No | Maybe |
|--|-----|----|-------|
| Is the study environment good? | | | |
| Does it have good light? Good temperature? Fresh air/well ventilated? | | | |
| Have you cleared away everything except what you are working on? | | | |
| Is it distraction free? Do you have a list of common interruptions you get/may get? | | | |
| Do you have a strategy for interruptions? Are there ways to avoid them? | | | |
| Do you have all the materials you may need readily available? | | | |
| Do you have a clear idea of exactly what you will do each session? | | | |

| Time Management | Yes | No | Maybe |
|--|-----|----|-------|
| Start revision early. | | | |
| Have you developed your study timetable? (If no, look at the online guide to Time Management). | | | |
| Remember... | | | |
| Divide large jobs into manageable tasks. | | | |
| Write down the specific task you wish to accomplish, and the time you wish to accomplish it in. | | | |
| Divide your work into short study periods, 15-40 minutes, then have a break for 5-10mins. This helps maintain focus and helps with retention of knowledge. | | | |
| Consider setting a reward for completed tasks. This can be motivating. | | | |
| Are you aware of what time of day you learn best? Timetable your study for these times. | | | |

| Keep yourself OK | Yes | No | Maybe |
|---|-----|----|-------|
| Have you scheduled time for plenty of sleep and exercise? (Both help with learning/memory and retrieval of knowledge). | | | |
| Have you organised to eat good foods? Some foods slow your metabolism and interfere with your ability to study and learn. Some foods/drinks overload or exhaust your system. Be careful. Remember to drink some water. | | | |
| Do you have a way of identifying your stressors (the things that cause you stress and worry)? Have you worked out what you can do about them? | | | |
| Do you talk to yourself positively and confidently? | | | |
| Do you know ways of keeping yourself relaxed and calm? | | | |

| Be familiar with the exam format | Yes | No | Maybe |
|--|-----|----|-------|
| Are you able to obtain copies of previous exam papers? | | | |
| Do you know what the format of your exam will be? How long will it be? How many sections are there? Are all questions compulsory or will there be a choice? Will it be multiple choice/short answer/ or essay? | | | |
| It is important that you know how much time you can afford to spend on each question. Do you know how to work this out? | | | |

| Know and use your learning style |
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| Refer to the Learning Styles guide |

EXAM DAY

| Organise to keep yourself stress-free |
|--|
| <ol style="list-style-type: none"> 1. Pack your bags the night before. 2. Get a good night's sleep. 3. Eat breakfast. 4. Arrive in plenty of time. 5. Avoid conversations with other students. 6. Talk positively to yourself. |

Exam Room Tips

- Read carefully before you begin.
- Allocate time according to the value of each question and keep to your schedule.
- Attempt all questions.
- Begin with the easiest question.
- Aim for clear presentation of your ideas
 - Read the question - Note there is an online guide *Instruction Words* to common key words used in assignments and exams
 - Jot down all relevant points
 - Put points in order
 - Cut out any repetition
 - Write the answer on your exam paper. Write legibly and clearly using short sentences. Clearly put a line through material to be ignored
- Clearly label each question and leave plenty of space between your answers
- THINK MORE AND WRITE LESS.

Multiple Choice Tips

- Read all the test before you begin. Sometimes an answer, or hint to help answer one question will be found in a question further on.
- With longer questions find and underline the key words.
- Read all the choices. There may be two answers that are similar but one is better or there may be an “all of the above” option.
- If you are sure one of the multi choice answers is incorrect put a line through it and do not look at this option again.
- Choose neither or both of two options which imply the correctness of the other.
- Choose neither or one of two statements one of which, if correct would imply the incorrectness of the other.
- Keep to your time allocation for each question. If you are not sure about the answer to a question put a mark beside it and move on. Reconsider it if you have time later on. If you do not have time to rethink the answer make a guess.

Common Key Words used in assignments and exams

- Refer to the *Instruction Words* guide