

Exam Techniques

The Night Before the Exam

- Check what you are allowed to take into the exam room
- Erase calculator memory
- Pack your bag
- Check you know where the exam is, how to get there, and where to park
- Work out what time you will need to leave, adding plenty of extra time so that you arrive early
- Set an alarm
- Aim to get plenty of sleep

On the Day

- Have breakfast
- Arrive early
- Avoid conversation with other students
- Use relaxation and positive self-talk techniques



During the Exam

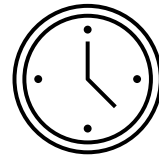
- Use the first 10 minutes to check the number and types of questions and allocate time according to the value of each question (see next page for time allocation guide).
- Look at both sides of the exam paper to ensure you haven't missed anything.
- Decide on the order you will answer the questions (will you start with multi-choice, essay, or short answer?), beginning with the easiest.
- Stick to your time allocation for each question.
- If you haven't completed the question in the time allocation, put a mark beside the question and move to the next question.
- Attempt all questions.
- Revisit all incompleted questions. If you still don't know the answer, make a guess.
- Use the last 10 minutes to check you have attempted all questions and crossed out anything you don't want marked.

Exam Time Planning

Check the marks allocated for

- multiple choice questions
- short answer questions
- essay questions

Work out the time allocation according to the marks for each question.



For example,

If a 2 hour (120 minute) exam paper has

- 30 marks for 30 multiple choice questions
- 30 marks for 6 short answer questions
- 40 marks for an essay,

allocate the 100 marks across the 120 minute time period.

Allow at least 10 minutes at the start of the exam to familiarise yourself with the exam paper and 10 minutes at the end of the exam to check that you have completed all questions.

That leaves 100 minutes for 100 marks (1 minute per mark).

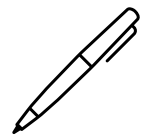
Task	Minutes
Familiarise with the exam paper	10 minutes
30 multiple choice questions (30 marks)	$30 \times 1 \text{ minute} = 30 \text{ minutes}$
6 short answer questions (30 marks)	$6 \times 5 \text{ minutes} = 30 \text{ minutes}$
1 essay (40 marks)	$1 \times 40 \text{ minutes} = 40 \text{ minutes}$
Checking time	10 minutes
Total	120 minutes

Multiple Choice Questions

- Read every option before deciding the correct answer
- Exclude wrong answers
- Read each option carefully as sometimes more than one option may appear to be correct, but one is more correct than the others
- If you don't know the answer, put a mark beside the question and move to the next question
- After you have attempted all other questions, return to the unanswered questions
- If you do not know the answer, make a guess.

Short Answer Questions

- Underline the topic and the instructions words (e.g., discuss, describe, explain, etc.)
- Note down key words
- Decide on the order of the key points
- If you are to write a paragraph, start with a topic sentence
- Write in complete sentences
- If you run out of time, write bullet points
- Cross out any notes that you don't want marked



Essay Questions

- Underline the topic and the instructions words (e.g., discuss, describe, explain, etc.)
- Note down the key points using a mindmap or bullet pointed list and delete any repetition
- Decide on the order of the key points, numbering them on your plan
- Clearly and legibly write the essay
 - Introduction to introduce the topic, context, and scope of the essay
 - Key points in order (write a topic sentence for each paragraph)
 - Conclusion to summarise the key points
- If you run out of time, write bullet points
- Cross out any notes that you don't want marked
- Leave space in case you get time to come back and write some more

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