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Study Factsheet Series - No 11

Successful Exam Preparation

Preparation

- > Work out what you need to know (ask your teacher/other students).
- > Timetable your revision in the weeks leading up to exams.
- > Familiarise yourself with the format (do past exams for practice).
- > Prioritise your work. What are the gaps in your knowledge?
- > Ask yourself, "If I were the teacher, what exam questions would I ask?"
- > Make sense of the information with mental picture/cues/summaries and keywords.
- > Remember exams are aimed at finding out what you know and understand; they're not a trap.

The night before

- > Don't try to learn new things.
- > Review your summaries.
- > Have faith in your own preparation to date.

On the day

- > Arrive on time.
- > Remind yourself to stay focused.
- > Read the whole paper.
- > Underline main words.
- > Write a plan, allocate time.
- > Start with the easiest. (The only exceptions to this recommendation are (a) when the directions insist you work in a certain order, or (b) when the test is sequential, one question leading into the next one).
- > Jot down key words in the margins if it helps you to remember.
- > Attempt all questions.
- > Move on if you're stuck, then come back. Memory blocks may be overcome by relaxing (see below).



Dealing with anxiety

- > Are your palms sweating, stomach churning, heart racing? Then you're probably anxious and this is normal.
- > So...remember to BREATHE DEEPLY (hold, slowly and release)
- > Stretch all your limbs
- > Shrug your shoulders
- > Tell yourself to relax
- > Remind yourself it's okay ...
- > And you WILL GET THROUGH THIS.

Tip: Halfway through each answer, reread the question and make sure you're on track. You will still have time to start again if you need to.

Tip: Overcome by fear? Close your eyes and picture yourself calm, confident and in control

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