

What to do IN THE EXAMINATION ROOM

1. Before the exam starts you should ...

- Arrive for your exam AT LEAST 5 MINUTES EARLY!
- Bring a watch with you.
- Make sure that you are physically comfortable.
- Check that you can see a clock and that you know the time that the exam finishes.
- Ignore everyone else.
- You should have considered using a time allocation plan for each question.

2. When the exam starts, you should ...

- Write down any memory triggers as soon as possible.
- Read the instructions on the paper carefully.
- Check how many questions you have to answer and then read ALL the questions carefully.

3. Before diving in and answering the questions, ask yourself ...

- To identify questions that you feel confident you understand.
- To identify questions that you feel confident you can answer fully.
- What is the question actually asking me?
- What key points do I need to include in my response in order to answer the question?
- Precisely, what will the examiner be looking for in my answer?
- Have you underlined or **highlighted** the **keywords**?
- Have I made a careful selection of the questions you feel most able to answer?
- Have I avoided questions that could reveal your inadequate knowledge of the subject or those that you don't really understand?

• When you start answering the questions ...

- Use your time allocation plan for each question and jot down the time you will stop each question. (Allow time at the end for checking.)
- For your first answer choose the easiest question or one you know most– but stop on time.
- Plan your answers: deciding which triggers are relevant and decide on the order. (Stick to your plan.)

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- Re-read the question and check your plan will answer all aspects of the question.
- In your opening paragraph, explain your interpretation of the question by rephrasing.
- If the question requires short answers plan a sentence in your head before you write it.
- If you start to run out of time jot down notes or a plan of the answer that you would have written. (You may get some credit for doing this.)
- If your mind goes blank, do not panic. Take a few slow, deep breaths. Think about the classroom or the place where you study, the colour of your highlighter/pens, the sounds you remember; doing this can help you to trace back the memories you need to answer the question.
- If you realise you are answering a question incorrectly;
 - Re-plan and decide to keep going,
 - Change course,
 - Restart the question or,
 - Select another, more suitable question - this will depend on the time available to you.

**AT ALL TIMES REMEMBER THAT FAILING AN EXAM
IS NOT THE END OF THE WORLD!**