

STUDY SKILLS- ADVICE ON EXAM TIMING AND CONTENT



On the day of your exam, timing is crucial ...

- Have a reliable clock on your desk to keep a check on time.
- When you get your paper **do not rush in to writing**. Take your time to select your questions carefully.
- Read all questions and instructions. Decide which questions to do and make sure you know what questions are being asked.
- **Underline the key words** in the questions. Use the key words when answering to help stick to the questions being asked.
- Answer/ start with the **easiest question first**, to control panic/ anxiety. But remember not to go over time on questions which you know a great deal about.
- Concentrate the greatest effort on the **questions with the most marks**.
- If the paper is not what you expected then there could be a tendency to panic. **Never, NEVER panic**. Take a few deep breaths and tackle something that you feel you can do.

- **Map, when possible, responses before answering.** Brainstorm to remember key headings and develop key points. Organise these points in to the most relevant order and rearrange them to enable you to put the best answer possible together. leave out any unnecessary points.
- **If you run out of time** jots points down in bullet form instead.
- **Re-read your work quickly**, while you write and afterwards. This will help eliminate repetition and errors.

Remember- DO NOT do a postmortem on your exam afterwards! You cannot change it, so leave it go! Move on and try and look forward to your next exam