

# NCEA EXAM PREPARATION

## STEP ONE - FACT GATHERING

- Do you have your exam admission slip?
- If you don't have your exam slip, **please see Mr Richards**.
- Check it to see which of your subjects have NCEA external exams.
- When are each of your exams? (NCEA exams start at 9:30 and 2:30 pm)
- Which topics / standards will be in the exam? NB: You no longer have an opportunity to opt into or out of standards.

Subject	Exam?	Date / Time	Exam Length (hrs)	Topics / Standards
	✓ / ✗			
	✓ / ✗			
	✓ / ✗			
	✓ / ✗			
	✓ / ✗			
	✓ / ✗			

## STEP TWO - PLANNING

- Aim to prepare for each exam by spending at least 3 hours revising for each topic / standard.
- How many hours in total will you need to set aside to achieve this?
- Use [this doc](#) as a means of planning the leadup to and duration of the school exams.

### **STEP THREE - STUDYING**

- Often the most challenging part of preparing for exams: just doing the mahi!
- Avoid the temptation to procrastinate (ie: a clean room or a binged series on Netflix are not going to help you come exam day).
- For each topic / standard:
  - Review and summarise key theory / knowledge (refer to course objectives / learning outcomes)
  - Attempt a previous NCEA paper
  - Refer to the marking schedule: where are the gaps in your knowledge? Where do you have to focus further attention?
  - Source previous exam questions focused on the gaps in your knowledge.
  - Write down any questions you may have and ask your teacher.

### **STEP FOUR - EXAM DAY**

- Resist the temptation to pull an all-nighter: aim to get 8 hours of sleep prior to each exam.
- Eat a good, nutritious breakfast - a mix of complex carbohydrates and protein is optimal (eggs on toast or porridge with yoghurt, fruit and nuts / seeds are both great options)
- Ensure you leave home with plenty of time, there is nothing more stressful than running late!
- When you get called into your exam:
  - Chase the butterflies away with box breathing: in for four counts, out for four counts
  - When time starts, read through each paper. Is there one that feels like it might be easier or more straightforward? Start with that one!
  - Remember too, you don't need to start on the first question, pick a question that you feel you can confidently answer. Then go back and complete the rest.
  - Before you put pen to paper, roughly plan your response to the question. TEDS / SEXY or other acronyms are a good structure to follow.
  - Keep an eye on the time: if your exam is a 2 hour exam, aim to spend 50 minutes on each paper, and review your answers for the last 20 minutes.