

### The exam room

- ✓ Try to remember all the advice your lecturers or teachers gave you.
- ✓ Listen carefully to what the exam invigilator tells you.
- ✓ Check that you have all pages, questions, answer sheets and scrap paper.
- ✓ Read **ALL** the instructions on the paper....even if you think you know them....because they *can* change.
- ✓ Check your desk/chair is comfortable.
- ✓ Put your watch where you can see it easily.
- ✓ Relax, calm down....take a few deep breaths.
- ✓ Think positively – believe in yourself.
- ✓ Make sure you check how many questions you need to answer and at least attempt all of them. If in doubt, ask the invigilator or examiner.
- ✓ If you have been awarded extra time, check that the invigilator knows



### Planning, timing & technique

- ✓ Before you start writing, read the questions 2-3 times....slowly. Don't rush at this point, it is very important to know exactly what you have to do.
- ✓ Use a highlighter to highlight key words in the questions.
- ✓ Consider the weighting of marks each question carries, don't spend too much time on areas that carry few marks and then have to rush areas with more marks.
- ✓ Estimate how long each part will take to finish.
- ✓ Allow time for choosing, planning, writing, checking and proof-reading. Leave 10-15 minutes at the end of the exam to read through and check your answers.
- ✓ Consider starting with answers you know best. This may help your confidence and leave time for answers you're more worried about.
- ✓ Check the time after each part is completed to make sure you are on track.
- ✓ If you are short of time, it's better to write an essay in note-form than write nothing at all. Write an introduction, outline the argument in bullet-points, and then write your conclusion.