



The Essentials of Exam Preparation

Mind yourself

- Keep to your normal routines as much as possible
- Sleep well, and at the usual bedtime
- Eat regularly and have a balanced diet
- Exercise
- Keep to your plan
- Avoid distractions
- If you feel under stress, talk to someone like your parents or guidance counsellor

Be prepared

- Knowing the format of the exam paper can be reassuring
- Be aware that much information exists about the format of exams, especially about the State examinations
- How long is the examination?
- What is the exam format?
- Is the format the same every year?
- Will there be any changes to the format this year?
- Are certain topics associated with each question?
- What types of questions are asked?
- Can some questions be predicted?
- Are past exam papers available?
- Are there short questions and long questions?
- Are there optional questions?
- How many marks are associated with each question?
- How much time should be spent at each question?
- How should you plan your time in the examination?

Revise

- Plan your revision as you would plan your study
- You will find study guidelines [here](#)
- Use your notes as much as possible
- When in doubt, use the textbook but avoid the temptation to re-read everything
- Summarise what you know about a topic to help revision
- Ask yourself questions about the topic
- Answer the questions
- Then use your notes or textbook to check your answers
- Try to answer questions under exam conditions, especially by timing your answers
- Take regular breaks, as you would when studying
- Try to achieve a balance between the subjects you like, those at which you are good and those at which you are not so good
- Mind yourself

The exam

- Be rested
- Check your timetable
- Have your pens and instruments ready
- Try to stay calm
- Have a plan of action. How much time will you spend reading the questions? In what order do you intend answering the questions? What options do you have? Will you attempt the easy questions first? Will you jot down notes before you begin? Where will you jot down the notes?
- Read the exam paper carefully. Better to spend a few minutes reading than to misread a question.
- Quickly note the main points of your answers
- Watch your times
- Be sure to answer all questions as required
- Stay until the end of the exam time
- If you have time, read over your answers
- When the exam is over, avoid negative discussions about it and begin your preparations for the next exam

