

# Important Exam Techniques



## Before the exam:

- ✓ Check the exam timetable – are you sure where the exam is being held?
- ✓ Allow plenty of time to get there – no last-minute panic.
- ✓ Eat a sensible breakfast, a banana is good on a nervous stomach, take a bottle of water with you.
- ✓ Take plenty of pens, your calculator (if allowed) and any other equipment you need (e.g. highlighters).
- ✓ Read and listen to all the instructions carefully.

## During the exam:

- ✓ Read the questions carefully (more than once if you have to).
- ✓ Decide which order to do the questions. You may want to spend most time on the questions you can do well.
- ✓ Highlight key words or phrases in questions and in the text.
- ✓ Estimate how long each answer should take; write it on the paper beside the question. (Helps to know roughly how many marks per minute to work with.)
- ✓ Allow time for choosing, planning, writing, and at the end proof reading and correcting.
- ✓ Re-read the question when checking your answer, did you answer what was asked? Check the directive words – explain, describe, analyse, evaluate.
- ✓ Use the digital reader (if allowed) to have your answer read back to you, you may notice something that the spell checker has missed. Or you may find what you have written does not make sense.
- ✓ Check the time after each question is completed.
- ✓ Attempt all questions; do not leave empty spaces in your paper at the end.
- ✓ Do not leave the exam early, if you have lots of time left, you need to go back and check again that you haven't missed something out.

**St Margaret's Learning Support Team hopes that all girls have a productive study period, and a very successful exam diet.**