

# Library Helpsheet



## Exam preparation

Exams can be scary but being prepared can always help lower stress levels.

## Revision before the exam

Revision is the key to making sure you are prepared for exams – understanding what you have learned all year in class. Depending on your preferred methods of studying - e.g. using notes, mind maps, mock questions, reading - your **final set of notes** for studying prior to the exams will look different. This is why it is important to plan ahead and discover the best way of studying long before the exams begin. It is never too early to start!

Your **final set of notes** may be one of these or a combination of several. See what works for you well before exam time:

- a set of mind maps
- a set of diagrams with your notes written beside them
- a set of cards with bullet points for different topics
- an audio recording played on your phone
- a folder containing a summary sheet for each topic within the subject
- a set of memory joggers – like rhymes or slogans called mnemonics
- a set of questions you have made yourself – with answers!
- a set of mock questions – a sample for each question which may come up in the exam



## Revision – get organised!

- Get your notes organised - get them into a folder perhaps and if any are missing, ask your teacher for copies
- **Start early** – don't wait until a couple of days before an exam to start studying. Plan ahead and have a study timetable which will keep you focused. Revising as you go means you build your knowledge up and identify areas you don't understand early on
- Build up to 1 hour study periods. Have a 5 minutes break then start again. Aim for 8 hours a week. Choose a time and try to stick to it
- Organise your **study space** – if it is tidy you can get started right away - no distractions!



## Revision – tips

- Use **specimen past papers** for practice, especially to help you get the timings right. Try doing a few under exam conditions i.e. uninterrupted and within the time allocated
- Focus on studying what is most likely to appear in the exam – using the past papers will help you see what comes up most. Also ask your teacher
- Go to any **supported study classes** teachers are running to get help, or
- Have a **study group** with friends – ask each other questions to share knowledge – also hearing answers out loud can help you understand a topic better. However, don't fall into the trap of chatting rather than studying!



## Before exam day

- Make sure you know the **time** of the exam and when you need to be there – often 15 minutes before the exam
- Make sure you know **where** to go to sit the exam – room and if you have a designated seat
- Make sure you have everything you need e.g. pencils, erasers, pens, calculator, ruler, protractor etc. and if any items are excluded from an exam
- Have a good night's **sleep** - try to relax
- Don't study too late as you will be exhausted
- Make sure you **eat** something before the exam for energy but avoid sugary foods as these give a quick burst of energy and then you will crash in the middle of the exam; cereals, pasta, or rice provide slow releasing energy
- Remember to go to the toilet before going into the exam hall.



## Exam day – main points

- Remember to **listen to any instruction** the invigilator provides
- Remember to **fill in all the details** on your paper e.g. name, school, candidate number, and put these on any additional sheets you use.
- **Read the instructions** carefully on the exam paper as this will tell you how many questions you need to answer etc.
- Remember to **write clearly**.

## Exam day – be organised

- Read the questions carefully to see where they link to what you know
- Tick the questions you feel confident about answering and try those first
- Make sure you know if there are **options** e.g. 4 from 6 questions, or if all questions must be answered
- **Plan your time** and stick to it e.g. if you have to answer 4 questions in 2 hours then allocate 10 minutes to read the questions and select which you will answer; 5 minutes planning for each question; 20 minutes to answer each question; and 10 minutes to read over your answers and make any changes before the end
- However, if you run out of time, just make bullet points of the information for a question as you can get credit for attempting it
- Be sure to have a beginning, middle and end to any essay questions
- Make sure you label any diagrams or graphs, and use a ruler for straight lines.



## Multiple Choice

Multiple choice questions consist of the right answer and several plausible answers (look as if they could be right but they are wrong). The best way to answer multiple choice is to work **out the answer first** so as not to be misguided by possible answers.



There is **no hidden pattern** to the answers so don't waste time trying to find it!

## End of the exam

Don't rehash the paper and agonise over what you should have done – **forget it and move on** to the next one!