

TOP 20 Examination Tips

1. Be sure to use the exam requirements, recommended literature and mock papers.

2. Complete the mock first without consulting the answers. Then make sure to carefully read and understand the feedback.

3. Have all necessary material with you.

You can't borrow items such as pens, pencils, rulers or special equipment while in an examination.

4. Have a relaxing night before your exams.

Have an early night, and try to have a healthy breakfast.

5. Make sure to allow for plenty of time when travelling to the exam location. Enter an exam well-rested.

6. Read the entire paper.

Where you have choices, decide which ones you plan to answer. Read the question very carefully. Consider what precisely is being asked. If the question demands four arguments, then give four, not three or five. Do not write more than required in the hope that the people marking the exams will select the correct answers.

7. Plan your time.

Spend some time drafting a plan for the questions you choose to answer.

8. Jot down ideas as they come to you.

While you are answering one question, information about another may suddenly occur to you. Jot it down somewhere because when you come to that question perhaps an hour later, you may have forgotten it.

9. Start with the easy questions. Do not get stuck on difficult ones, but put those questions aside and return to them later.

10. Often, first impressions are best. Therefore, do not change your answers unless you are absolutely certain that you have made a mistake.

11. When you compose the entire answer yourself: make sure you write clearly.

12. Be Specific.

One of the frustrating things for examiners can be that they can see the candidate knows about the topic, but is not being specific enough in their answers. The marks are awarded for specific words or terms being mentioned in the answer, therefore be sure to use the keywords of the topic.

13. Don't leave any questions unanswered.

If you are short of time, use note form. Remember, you can only be marked on the answers you give.

14. Never leave the room early.

If you have time at the end, go over your work, add information (e.g. in the margin). You can't return if you suddenly remember a fact after you have left.

15. Do not spend too long on multiple choice questions.

With multiple choice questions it is best to cover the answers and work out your own before looking at the choices on paper. If you can't answer the question come back to it later - have a guess.

16. In the case of multiple choice questions: think of your own answer first before looking at the answers listed on the page.

17. When Running Out Of Time.

If, despite your time management technique, it is clear that you are not going to finish, then adopt this simple technique.

18. Let's say there are five questions left and only ten minutes... spend two minutes on each and give a partial answer to each.

Because majority of the marks for a question are gained in the first couple of

minutes where you write down the key words and ideas. The extra time gains the bonus marks and it takes more time or writing to get these.

19. Maintain a stable energy level.

Eating foods such as chocolate bars before an exam might give you an energy boost to begin with but your blood sugar levels will drop within an hour and your energy will plunge dramatically, making it hard for you to concentrate.

20. When you are finished, check carefully whether you have answered all the questions