

GUIDELINES FOR EXAM WRITING

For passing your CA exam, I suggest some tips divided in three phases. Each of these phases are inter linked and weakness in any one of this segment can damage your success. So be careful.

1. Revision stage
2. In the Exam stage
3. After the Exam stage

REVISION STAGE

- Use Pictures, Diagram, Flow chart, drawings, tables and **illustrations**. *Since they are easy to remember than a page of text.*
- **Using colors** to remember different topic is more effective. (For eg Red colour for difficult & must do topics before exam and green for easy & must do topics etc.).
- It can be a good idea to revise in a situation that resembles the exam. So try to write mock or test papers.
- Identify the most relevant chapters for CA exam **through scanners and suggested answers**. Try to cover all those areas first.
- Use negative approach (i.e. read everything assuming anything can be asked in paper) before sufficient time is left before exams but during the exam days be optimistic and assume that the topic you are studying only will be asked in the exam.

IN THE EXAM STAGE

- Relax, take long breath and get used to room and sitting
- In the exam room try not to be so wound up that you panic or become over-excited and make a silly mistake.
- Read all the instructions and guidelines carefully and make sure that you understand what to do.
- Read all the questions and choose those which you wish to answer first.
- *Read the questions very carefully and highlight the main points you think you need to address. Highlight the relevant points in the questions. All the information in the figures (financial information) must be highlighted. If do so, it will catch the attention at the later point of time.*
(You will be given 15 minutes extra to read the question paper)
- Make a time management strategy. Allocate the time according to the mark. **You will not get any over time in exam.**
- Better to present the answer in point wise format with good heading and sub heading and decent margin for the same. This will make a good impression. Create a good impression with the examiner.
- **Never leave a question unanswered.** Even a few sentences answering a unknown question partially may give you the opportunity of scoring few marks.

How shall I write answer to any question?

Question asked in examination can broadly be classified into 3 categories and precautions regarding each have been stated below:

1) Practical/Computation Question	○ <u>“Statement showing computation of-----“</u> shall be created. ○ As much working notes as possible shall be written down. ○ All presumption shall also be stated.
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2) Short questions	○ Whenever any question uses the word “<u>answer with reference to the decided case-law/Section</u>”, it makes it mandatory to state the name of case-law/Section. So student shall try their best to remember case-law names/Section. ○ Write down your own simple language.
3) <u>Descripted Questions</u> a) Definitions b) Other	○ It is expected to re-state the legal language, to the extent possible. ○ Write your own language and simple language.

What should be the length of any answer?

In nutshell, quality of answer is more relevant than its length.

Student shall not try to create false impression by increasing length of question - he shall not keep on beating about the bush.

Still as a general guideline:

- (1) Question carrying 2 marks :- 4-5 lines of examination answer-sheet is enough;
- (2) Question carrying 3 marks :- 7-8 lines of examination answer-sheet is enough;
- (3) Question carrying 5 marks :- Full 1 page is enough;

What shall I do if in the end, I am running short of time and many questions are pending?

This is one problem which is faced by many students because of bad time management. Student must ensure that he is not writing unnecessarily lengthy answers to those questions with which he is most comfortable.

Still if in any case, despite best of his precautions and efforts, he runs short of time, then he shall **write down main points** in answers. Much of details shall be skipped in such situation.

AFTER THE EXAM STAGE

- 1) The first thing students tend to do after an exam is go back to their notes and read about the topic they have just written about. Try not to do this if possible, as you may stress yourself unnecessarily.
- 2) Also, try not to do a post-mortem of the exam with your friends as this may make you (or your friends) unnecessarily anxious. This will spoil the mood of next exam leading to poor performance in the next exam and ultimately failure. Kill such curiosity.
- 3) Focus on preparing for the next exam instead.
- 4) After all your exams are over, celebrate and don't think about the result. You have done your best and now its turn of god, who will do the rest.

ARE U EASILY DISCOURAGED?

Here is a Man who failed in Business at the age of 31

Defeated for Legislature at the age of 32

Again failed in Business at the age of 34

Sweetheart dies 35

Had nervous breakdown at the age of 36

Defeated in Election at the age of 38

Again defeated in Elections at the age of 43

Defeated for Vice President at the age of 46

Defeated in Senator at the age of 48

Elected President of America at the age of 52

AND THAT MAN WAS "ABRAHAM LINCON"

SO, DEAR FRIENDS, I WOULD LIKE TO END UP HERE BY SAYING THAT NEVER BE DISCOURAGED,

TRUST YOUR GUTS, TRUST YOUR TALENT. YOU HAD MADE IN PAST, AND YOU WILL MAKE IT THIS TIME ALSO.

TRUST YOURSELF.

ALL THE BEST

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