

Tests and exams are a part of your student journey, but by following the tips below you can ensure you are well prepared to perform at your best on the day.

Find out as much as you can about the exam.

- ✦ How much is the exam worth to your overall mark?
- ✦ What type of exam is it? Is it a multiple choice, short/long answer?
- ✦ How long is the exam?
- ✦ How much is each question worth?

Have your study material organised

Ensure that you have all your study notes for each subject organised together. This will save you time when studying, as you will not be constantly looking for relevant material.

Get hold of past exam papers

Being able to see past exam papers will allow you to practice applying your knowledge in an exam situation. You can familiarise yourself with the structure and format of past questions and you may see patterns emerge. Your teacher should be able to provide you with some.

Ensure you are well rested

Ensure you get to bed early the night before the exam and eat a healthy breakfast on the morning of the exam.

Check the exam timetable

Check the exam timetable to ensure you know when and where you'll be sitting the exam.

Ensure you are well prepared

Make sure you have everything you need to sit the exam (pens, paper, rulers, special equipment). You will not be able to borrow these items once in the exam.

Don't cram the night before

You will not be able to revise all study material in one night. Ensure you have planned your study well enough so that the night before you will merely be revising what you already know.

Use your reading time wisely

Reading time is very useful as it can help you to plan how you will tackle the exam paper.

Read the instructions on the paper very carefully then scan the whole paper. Work out how long you have to answer each question and how much each question is worth.

You can also mark any easy questions and start to plan any long answers/essays.

Break down the questions

Ensure you fully understand the question you are being asked. A good way to do this is to break the question down. Look for the key terms in the question that will outline how you are required to answer it. Key terms may be "explain", "compare", "describe" or "discuss". Ensure you know how to respond to each of these requirements.

If you don't answer the question properly you won't get full marks for it.

Answering multiple choice questions

Read all the answer choices before selecting the answer.

A good tip is to cover the choices and answer the question yourself first. Then look at the choices and hopefully your answer will be there.

If you are not sure of the answer, lightly cross out the choices you know are incorrect. This may help you to focus on the remaining choices and see the best answer.

Answer every question. A guess is better than nothing, as you may get it correct.

Don't leave any questions unanswered.

It is better to have some form of answer to a question than to leave it completely blank. Questions quite often have a number of marks assigned to them, so you may still get some marks, as opposed to none.

Review after the exam

While talking to friends after the exam and comparing answers is not a good idea, it can help to sit down yourself and review how you went in the exam. Try not to stress out about an exam you have already done, but rather look for ways you can improve in the future. Look at your study timetable and habits and see if there are any areas you can tweak for the next time, so you can feel confident for any future exams.