

Exam Questions

Analyse the direction words, topic words and words that limit the topic. The following is a decomposed question:

Direction word↓	Topic words↓	Limit words↓
Discuss the	development of Italian art	in the 18th Century

Strategies for Short Answer Questions

- Be aware of any weighting.
- Read and analyse the direction, key and limit words carefully.
- Make everything you write worth marks.
- Use the calculated time for each question.
- Conclude with a relevant point.

Debriefing after the Exams

- Avoid exam post mortems.
- Spend some time unwinding.
- Remind yourself that there is more to life than exams – you are a person first and an examinee next!
- Review your schedule for the next exam!

Stay cool, calm and collected.

Life after Exams

- Think about what you have learned about yourself and your study techniques and strategies.
- Write to yourself to remind you of how good you are, how good it has been this time and consult the letter when your results are posted.
- Make better plans for next semester – but have a break.

Party!!



Preparation for Exams

The secret of exam preparation is to have revised effectively and as early as possible. This leaflet will give you some clues about how to perform successfully on the day. Remember examiners are on your side and they want you to succeed.

Some Exam Preliminaries

- Check exam timetable, date, time and room. Check for any last minute changes.
- If you have any disabilities (or exceptional personal circumstances) that may affect your exam performance you should consult with student services.
- Deal with your stress early! Some symptoms of stress are: restlessness, sleeplessness, fatigue. Some stress is normal and enables performance. Try yoga, meditation, aromatherapy, sport to reduce stress.
- Visualise success – completing the exam and doing well.
- Use slow, deep breathing to control anxiety.
- Preview the exam. Know the format, types of questions and the content. Find out about any exam hurdles.
- Find out what can be taken into the exam – the tools, eg. Calculators, dictionaries, water, etc.

The Night before the Exam

- Set priorities – what are the most important topics (these may not be the hardest!)
- Concentrate on a few topics and know them well.
- Don't spend the night before the exams trying to cram in more revision.
- Work, rest and review your progress.
- Prepare your exam kit and what you will need to take in with you for the next day, eg. Pens (more than 1), pencils, erasers, rulers, calculators.
- Get a good night's sleep.

On Exam Day

- Have breakfast / lunch (morning / afternoon exam)
- Take water with you (check if you are allowed this in to the exam)
- Arrive in plenty of time – read through summaries (briefly) – don't engage in discussion about the topics with others, this may distract, confuse or make you more anxious.

During the Exam

- Keep an eye on the time
- Get an overview of the paper by scanning through it.
- Read the instructions **VERY** carefully, answer required questions, eg. Answer question 1 and any 3 others; answer 1 question from Section A and 2 from Section B.
- Calculate the time to be spent on each question relative to the mark. Pace yourself accordingly.
- Decide on the order you are going to answer the questions, starting with the questions you find easiest.
- Analyse the questions:
 - What exactly is the question asking?
 - What information is available?
 - How does it relate to the semester's work?
 - Are any of the other questions similar?
 - Are there clues elsewhere in the paper?
- Jot down any formulae, notes for each question before starting to write the answers.
- Make regular checks on the time and any calculations.
- If you run out of time – jot down point form responses – they may still be worth some marks.