

STUDENT HANDOUTS: EXAM TECHNIQUES

When the time comes to take your exams, a natural reaction is to panic! Here are a few strategies to help support the exam process:

Before the Exam:
Make sure you have
all the information
you need

- Where is the exam?
- What time is it?
- How long is it?
- How many questions will there be?
- Do you need any specific equipment?
- What will the format be?

Before the Exam:
Make sure you have
everything you need

- Check your pencil case
- Make sure your pens work, pencil is sharp
- Put everything together ready for the exam the day before

The day before:

- Go over revision notes
- Check everything is ready
- Go for a walk
- Close your eyes; visualise yourself in the exam hall
- Walk through in your mind the different stages of the exam, remain calm
- Talk through your notes with a friend

At the beginning
and during exam

- Listen** carefully to instructions
- Try **deep breathing** to keep calm
- Visualise** yourself completing the exam
- Focus** upon your notes - visualise them
- Read instructions** carefully
- Look** through the paper - review any tricky areas
- Star** questions to complete first - do the easy ones first
- Highlight** key words in a question
- Take note of the number of **marks** awarded
- Plan** your answer
- Pace** yourself
- Check** your answers



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