



# PREPARING FOR EXAMS

Preparing for exams begins on the day you begin your studies, not just the week before your exam. It involves being organised with your notes and study material, your time and your mental preparation.

## BE ORGANISED

- Make a study plan and allocate the necessary amount of time to each subject.
- Plan for breaks and relaxation.
- Organise your study material and notes to ensure you have all the relevant material for each topic and subject.
- Arrange your physical environment so you can work comfortably – tidy your desk, remove any distractions.
- Find out all you can about the exam, the topics, length, date, time and location.

## STUDY AND REVISE

- Revising means to test your understanding on key points, arguments and facts rather than just re-reading in the hope that it will 'stick.'
- Aim for regular repetition in short, concentrated bursts. Take breaks to refresh your mind.
- Use brain-storms, mind-maps and flow-charts to explore topics, test how much you know and how your ideas fit together.
- Use revision cards to record facts, connections and essay outlines on specific topics.
- Write 'practice' exams under comparable conditions.

## DEAL WITH STRESS

- Identify stress early and take action to deal with it.
- Practice controlled, regular breathing.
- Maintain a healthy lifestyle including exercise, sleep, healthy food and plenty of water.
- Get support from peers and family.

## ON THE DAY OF THE EXAM

- Analyse the question and write a brief essay plan.
- Allocate portions of time for each question.
- Begin with the easiest question first.
- Ensure you actually answer the question that has been asked, not a version of it.
- Leave time at the end to read through what you have written and make any small corrections.
- Don't over analyse your attempt when you have finished. Put the exam behind you and move on.