

Exam Survival Kit

Exam Tips



Library

Contact us on: all_library_staff@hughbaird.ac.uk

<p>Useful references</p>	<p>Cottrell, S (2007) <i>The Exam Skills Handbook</i> Basingstoke: Palgrave Macmillan</p> <p>Cottrell, S (2008) <i>The Study Skills Handbook 3rd Edition</i> Basingstoke: Palgrave Macmillan</p> <p>Evens, M (2002) <i>Exams are Easy: when you know how</i> Oxford: How To Books Ltd</p> <p>Henderson, P (1993) <i>How to Succeed in Exams & Assessments</i> London: Collins Educational Ltd</p> <p>Higgins, N et.al (2002) <i>An A-Z of Exam Survival: taking the stress out of exams and revision</i> Surrey: Trotman and Company Ltd</p>
<p>Useful Websites</p>	<p><i>Easy time-management tips - NHS Choices</i> http://www.nhs.uk/Conditions/stress-anxiety-depression/Pages/Time-management-tips.aspx</p> <p><i>Coping with Stress – NHS Choices</i> http://www.nhs.uk/conditions/stress-anxiety-depression/pages/coping-with-exam-stress.aspx</p> <p><i>How to manage your time effectively - University of Kent</i> http://www.kent.ac.uk/careers/sk/time.htm</p> <p><i>Tips for Time Management and Balancing a Busy Workload ...</i> http://www.jobs.ac.uk/careers-advice/</p> <p><i>Note: use 'Time Management' as the Search term in Careers Advice box.</i></p> <p><i>Study Skills University of Manchester</i> http://www.humanities.manchester.ac.uk/studyskills/organising/time_management/index.html</p> <p><i>Skills for OU Study - The Open University</i> www2.open.ac.uk/</p> <p><i>BBC Advice</i> http://www.bbc.co.uk/programmes/articles/1HsY1X8ySjKBMVXPVCbP4qH/exam-stress</p> <p><i>Young Minds</i> http://www.youngminds.org.uk/for_parents/worried_about_your_child/schoolwork_exam_stress</p> <p><i>Exam stress School and college Explore ChildLine</i> https://www.childline.org.uk/Explore/SchoolCollege/.../exam-stress.aspx</p>

Top Tips to Overcome Exam Stress

Tip 1 Get plenty of exercise

- ❖ At least 20 minutes a day can help relieve frustration
- ❖ Fresh air and activity can help relaxation
- ❖ Walking is good: you do not have to join a gym or play team sports
- ❖ Sleep – this helps recharge the batteries, improves concentration and your mind still revised whilst you rest

Tip 2 Don't skip breakfast & eat healthily... e.g.

- ❖ Muesli, porridge, eggs on toast
- ❖ Fresh or dried fruit, peanut butter & toast, mixed nuts & raisins
- ❖ Lean beef burgers & salad, pasta & sauce, fishcakes and couscous salad

Be Aware

- ❖ Sugar-coated cereal will give you a quick energy burst BUT a longer energy slump!!
- ❖ Fizzy drinks are rich in sugar too, these can make you hyperactive and BLOCK concentration

Tip 3 Make your study area a positive learning environment

- ❖ Getting organised before you start really helps, if you don't need it clear it away
- ❖ Make sure your desk is well lit.
- ❖ The room should be warm (18- 23 °C), but not stuffy
- ❖ Your seat should give you support and be at a height so you can rest your arms on the desk

Tip 4 Do things your own way

- ❖ Avoid comparing your abilities with your mates. Those "Oh my God I've only read Rozenrantz & Guildenstern Are Dead 17 times" conversations are such a wind up.
- ❖ Everyone approaches revision in different ways, so just make sure you've chosen the method that works best for you.
- ❖ Make a realistic timetable, and stick to it.

Tip 5 Be open to help, ask

- ❖ Your Tutors - they will go over a point again. If you've lost your notes, ask for extra handouts. Ask for revision lists and practice papers.
- ❖ Your family – to test you and be good listeners when you explain a topic to them. To keep you on track with your routine
- ❖ Your friends –to chat things through with you, keep you cheerful, help out with lost notes. Go out with you on those very important days off.

Tip 6 Take breaks – these must be short - 5 minutes should do.

- ❖ Listen to your favourite music – helps put you in a positive mood.
- ❖ Eat a healthy snack – you work better when given good fuel
- ❖ Have a drink of water – dehydration can damage your concentration
- ❖ Take some exercise – this helps in getting oxygen to the brain

Tip 7 Try relaxation techniques

- ❖ Meditation and activities such as Yoga or Tai Chi can help relax both mind and body
- ❖ Deep breathing exercises help release stressful tensions
- ❖ Do something that you really enjoy

Remember

Maximising your Revision

- ❖ Don't work for hours without a break. Revise for 20-30 minutes and then take a five – minute break.
- ❖ Do good things in your break: listen to music, eat healthy snacks, drink some water, exercise. Don't read a book, watch TV or play on the computer; it will conflict with what your brain is trying to learn.
- ❖ When you go back to your revision, review what you have just learnt.
- ❖ Regularly review the facts you have learnt.

Get Motivated

- ❖ Set yourself some goals and promise yourself a treat when the exams are over.
- ❖ Make the most of all the expertise and talent available to you at college and at home. If you don't understand something, ask your tutor to explain.
- ❖ Get organised. Find a quiet place to revise and make sure you have everything you need.
- ❖ Use yearly and weekly planners to help you organise your time effectively.

Know what to expect in the exam

- ❖ Use past exam papers to familiarise yourself with the format of the exam.
- ❖ Use past exam papers in the time allocated, to familiarise yourself with the amount of time you have to answer the questions/paper.
- ❖ Make sure you understand the language the examiners use.

Before the exam

- ❖ Check the exam location, travel time and/or parking
- ❖ Have everything you will need ready, the night before the exam.
- ❖ Make sure you are at your best by getting a good night's sleep before the exam.
- ❖ Have a good breakfast in the morning.
- ❖ Take some water into the exam if you are allowed.
- ❖ Think positively and keep calm. Try to avoid pre-exam talk.

During the exam

- ❖ Have a watch on your desk. The marks for each question are usually shown in brackets – use this as a guide as to how much time to spend on each question, and try to stick to it.
- ❖ Write legibly – the more slowly an examiner is forced to read, the less chance there is that s/he can work out what your answer is saying.
- ❖ Make sure you read and understand the instructions and rules on the front of the exam paper.
- ❖ Allow some time at the start to read and consider the questions carefully before you choose. Mark the questions you will definitely do and those that you might do.
- ❖ Read all the questions at least twice. Make sure you answer the question set, not the question you wish had been set.
- ❖ If you find a question is particularly hard, move onto the next one. Go back to it if you have time at the end.
- ❖ Read through the answers, check for mistakes and omissions, add bits at the end using * in the text.