

HUGH BAIRD COLLEGE LIBRARY

STEPS TO SUCCESS



Exam Tips

Get the best from yourself

- ❖ Give your brain plenty of oxygen by exercising. You can revise more effectively if you feel fit and well.
- ❖ Eat healthy food while you are revising. Your brain works better when you give it good fuel.
- ❖ Think positively. Give your brain positive messages so that it will want to study.
- ❖ Keep calm. If your brain is stressed it will not operate effectively.
- ❖ Take regular breaks during your study time.
- ❖ Get enough sleep. Your brain will carry on sorting out what you have revised while you sleep.

Maximising your Revision

- ❖ Don't work for hours without a break. Revise for 20-30 minutes and then take a five – minute break.
- ❖ Good things to do 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.
- ❖ Make sure you read and understand the instructions and rules on the front of the exam paper.

For example:

Use **black** ink or ball-point pen.

Fill in the boxes at the top of this page with your name, centre number and candidate number.

Answer **all** questions.

Answer the questions in the **spaces provided** – there may be more space than you need.

Calculators may be used.

- ❖ Allow some time at the start to read the questions and consider the information/advice offered carefully before you choose. Mark the questions you will definitely do and those that you might do.

For example:

Questions labelled with an **asterisk** (*) are ones where the quality of your written communication will be assessed – you should take particular care on these questions with your spelling, punctuation and grammar, as well as the clarity of expression.

- ❖ Read all the questions at least twice. Make sure you answer the question set, not the question you wish had been set.
- ❖ 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.
- ❖ 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.