

## **SOME HANDY TIPS TO GET THROUGH THE EXAMS**

We have put together this document to help you before and during the Exam period it does not cover every eventuality but is meant to be of assistance in helping to get organised and you can always add on your own thoughts.

### **BEFORE THE EXAM - REVISION**

Organise a little space at home with all your essential subject notes/text books. Keep it as tidy as you can.

Pin up your Exam Timetable. Highlight all your exams so you can see easily all the dates and you can check whether they are a.m. or p.m.

If you have lost some notes see if you can copy a friend's.

Review your mock exams. Think about what went right/wrong ..... try to learn from your mistakes.

Take advantage of all revision classes.

If it is all feeling too much ask for some help – see a teacher. We are all here to help.

Try to get into a routine. Remember to get your 5-a-day, get some fresh air during your revision days – exercise is good, and try to get plenty of sleep.

If it suits you revise with a friend.

It is often best to revise in shorter time periods than trying to cram for hours at a time.

Remember – it is normal to find revision hard work. When it gets too much take a break and go back to it later – think about the holiday you will have when it is all over!!

### **THE EXAM PERIOD**

Make sure you have the right day and time for your exam.

Prepare all the equipment you need the day before the exam and make sure you have spare black pens and pencils. Check your calculator. Having everything ready will reduce your anxiety.

Arrive in plenty of time before the exam so you can check where your exam will be located. If you have to rely on public transport to get to school you may want to allow extra time for your journey during this period – delays often happen – you do not want to arrive late for your exam.

Know what you are expected to do for each exam, the instructions may be different to those of your mocks so make sure you understand directions.

Check the length of the exam and manage your time for each question – you will only be given a 5 minute warning before the end of the exam.

Read the question thoroughly – break it down into the command words (e.g. describe, explain, draw, compare, contrast ...) keep to the topic and make your answer relevant.

Do not worry about what other people are doing. If you need a tissue, a drink of water, a bathroom break etc. – raise your hand and ask.

During the exam if you feel unwell raise your hand and tell the invigilator.

Should you make a mistake do not panic, keep calm, take a deep breath and start again.

If you are running out of time use bullet points to complete you paper and show the examiner how you would have concluded your answer.

Should you finish early go back over your answers and check your responses.

Above all, stay calm, remember, you have done all the work and just do your best.

GOOD LUCK !!