

Name

PREPARING FOR EXAMS

22 EXAM STUDY TIPS

(for the 4 weeks prior to exams)



This resources is also available on-line

Organise your time and study space

1. **Make a realistic study timetable** (fill in regular appointments, practices, family commitments, work, travel, ordinary homework, unmissable tv).
2. **Spend 10 mins of every study hour** on physical activity or brain gym.
3. Make sure your family knows your needs, and negotiate about theirs. (*please*, and *swap*, are good words; show your families the study timetable and tell them what you're trying to achieve.)
4. **Avoid possible distractions:** facebook, music etc
5. When the exam timetable is out, **make a separate study plan** for that week
6. Get enough **sleep, food and exercise.**
7. **Buy a new pen** or two.

Organise your notes

8. **Check you have notes for all subjects;** photocopy the missing ones.
9. **Sort notes for each subject** into the order you need them.
10. **Highlight main points** (Good study equipment – highlighters and post-its).
11. **Use post-its to write questions** you need answered.
12. **Make flash cards** for technical vocab you need to know.
13. **Check your summary pages** and amend them if necessary.
14. **Revise your flashcards.**
15. **Make a one-page summary sheet for each topic;** or a summary notebook for each subject. (Bullet points are a good tool; or a mindmap)
16. **Read a topic on to a device and play it back.** (Follow-up: did it make sense? Why/why not?)

Practise for the exams

17. **Get copies of old exam papers** and check what you have to answer in each paper and also what equipment you need to bring.
18. **Use post-its to write questions** about exam papers.
19. **Practise writing short answers** against the clock.
20. **Do a 2-minute brainstorm/mindmap** for each essay question in a paper.
21. **Write an essay answer in your own time** and using your notes – the best possible answer.
22. **Re-write this essay** in the time you'll have to do it in the exam.

Using the above strategies will help you manage any exam stress you may have. If you find you are struggling to manage your exam related stress make an appointment to see the school counsellor. **Caregivers can make a big difference in keeping your morale high and can help you to plan and pace your work with time for relaxation.**

The following links provide lots of useful advice and resources <http://www.studyit.org.nz/>, <http://studytime.co.nz/about-studytime/> and www.nzqa.govt.nz . Students should also check their Google Classrooms for resources.

EXAM KAUPAPA

Before the exam...

- Eat a healthy meal
- Organise transport so you arrive at least 10 minutes early – it takes time to organise students into the hall
- Keep calm (and remember that it's normal to be nervous)
- Deep breathing helps keep you calm
- Remember that last-minute study is a waste of your time
- Bring the correct equipment – check what it is for each subject. Always have a spare pen
- You may have water if you wish, but no other drinks, or food
- You may not have any electronic equipment other than what is authorised for that exam
- Check your chair and table are steady
- In school exams, sit in a place where you can see the time and where you feel comfortable (In NCEA, you will have allocated seats)

During the exam...

- Read the paper carefully
- Make sure you know what you have to do for each question
- Write question numbers clearly (but not the actual question)
- Plan long answers – a couple of minutes spent on a plan will help you keep to the point
- Organise the papers in the order in which you wish to do them
- If you finish early, use the time to check for small errors, and that you have provided enough examples
- Use the full time allowed for each question
- You may not communicate in any way with any other student
- You may not leave your seat unless given permission by a supervisor
- If you wish to ask a supervisor a question, or seek permission to use the toilet, you must put up your hand and wait patiently till a supervisor comes to you

EXAM TIMETABLE for

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Subject:					
Time:					
Equipment to bring:					
Afternoon					
Subject:					
Time:					
Equipment to bring:					

Good timing...

- work for 40 minutes, then have a 20 minute break
- study hard at times when you're most awake; use sleepy times for rest, relaxation, exercise
- study one subject at a time; have all your notes for it ready first
- find out how much time you have for your longest question and practise writing as much as you can in this time (use an alarm clock). This will also help train your writing hand so you don't get cramp
- study well before the exam, not in the last ten minutes
- just before your exam do some deep breathing, and remember that being a bit nervous can help you work more efficiently
- turn off the music – you will have to do without it in the exam, and you need to practise concentrating without it!!

STUDY SKILLS TO SUIT YOUR LEARNING STYLES

Visual learners:

- colour each subject and activity a different colour
- put a tick for each segment accomplished
- read your notes and highlight main points, with subheadings a different colour
- mark things you need more information about with post-its
- make summary sheets for each topic
- make a summary notebook for each subject – one topic per page
- put all your notes onto computer – copying them out is a good memorising exercise

Auditory learners:

- go and tell someone else in your house all about it
- ask them to check up on you every day or so
- get some Mozart or other baroque composers' music from the Wellington Public Library (if you haven't got any) and play it quietly as background to study
- sing a list of facts
- read your notes aloud and record on a device
- replay this frequently and listen carefully
- work out a theme tune of your own choice to signify this year's study goals, and play it at the start and end of each study session you have

Kinaesthetic learners:

- work out a physical exercise that you can use to start and finish each study time, or one for each subject
- put the work for each subject in a separate file box
- as soon as you've completed a study task, collect up and file all the material
- have scissors and coloured pens so you can make boxes or constructions for each topic

STUDY PLANNER for

Days	Monday	Tues	Wed	Thurs	Friday	Sat	Sunday
Dates							
Times							
early							
4-4.30							
4.30-5							
5-5.30							
5.30-6							
6-6.30							
6.30-7							
7-7.30							
7.30-8							
8-8.30							
8.30-9							
9-9.30							
9.30-10							

STUDY PLANNER for

Days	Monday	Tues	Wed	Thurs	Friday	Sat	Sunday
Dates							
Times							
Before school							
4-4.30							
4.30-5							
5-5.30							
5.30-6							
6-6.30							
6.30-7							
7-7.30							
7.30-8							
8-8.30							
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9-9.30							
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Notes