

# FACING EXAMS WITHOUT FEAR

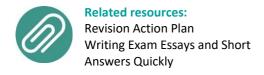
# 1. Plan the exam campaign

- Scan the whole paper.
- Read all instructions compulsory questions? type? number? marks?
- Allocate time leave time for review.
- Choose your battles-i.e. choose the questions you want to do.
- Start with the compulsory question or the one you feel most confident about.
- Answer all required questions.

# 2. Know what type of questions will be in the exam

### **Essays**

- Answer the question
  - Read the question. Read it again. Read it again if needed.
  - Analyse the question-key words-topic.
- Plan the attack
  - The five-minute mind map.
  - Questions are the key.
  - Give your opinion.
- Ready steady go
  - Get right to the point- include question words in your first sentence.
  - Use your strongest arguments first
  - One idea per paragraph.
  - Write neatly.
  - Be concise.
  - Leave space throughout to add thoughts later.
  - Be aware of the time.





# **Multiple choice**

- Find out if points are lost for wrong answers.
- Narrow down choices.
- First thought is usually best.
- Watch out for generalisations.
- **N.B**. If you struggle with multi-choice questions-cover the answers-write your own answer to the question and then match it to choices given.

### **Short answer**

- Need to be short 2-3 sentences including key words.
- If you go blank, move on quickly

# 3. Review when all questions are attempted

- Did you do as instructed?
- Did you answer the question?
- Any other points?
- Is it clear?
- Use your extra space if necessary

#### **N.B.** Open Book Tests

- Be familiar with text layout.
- · Have relevant sections marked.
- Practise locating material/information.
- You still have limited time so be as prepared as in a normal exam and use texts to reinforce you argument rather than relying on them.

