



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.



Related resources:

Revision Action Plan
Writing Exam Essays and Short
Answers Quickly

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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 your argument rather than relying on them.



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