**Basic Exam Techniques**

Make sure your equipment is ready in a clear plastic bag/pencil case the night before & in your blazer pocket or school bag.

Have something to eat before the exam. The energy boost will help & you won’t be able to concentrate if you are hungry.

Make sure you know in advance where you are sitting, and arrive in plenty of time so that you are not flustered.

Do not pick up your pen immediately you turn the paper over. You will not need to write anything for a while. Don’t worry if others around you seem to be writing immediately.

Read through all the questions. Make sure you know which ones you need to answer.

Then pick your pen/pencil up & read through them again this time underlining key words or instructions for example if they ask for TWO examples under line this.

Also, using a space at the side of the exam paper, spend a few minutes jotting down any ideas that immediately spring to mind when you read the question – these could be just one word/phrase from your revision. This will help you focus on the other questions because you won’t need to worry about forgetting to include it in your answers – you have already written yourself a very brief reminder. You can cross through these notes when you have completed the question.

Always re-read the question & your answer before the end of the exam to ensure you have answered as fully as you have been asked.

Make sure you keep an eye on the time throughout; don’t spend more time than you should on any question, as time used there might mean less time to do other questions. You can always go back to a question if you have time at the end.