

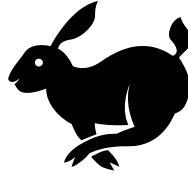


What's the point of exams?!

# Preparing for Exams!

- Exams allow you to demonstrate your knowledge and understanding of your subject
- Exams allow you to demonstrate your ability to apply concepts to new situations
- Exams allow you to demonstrate your creative and analytical skills

What's the secret of success?



## BEING PREPARED!

Rather than reading things through – try using some active revision techniques either on your own or in a group. These will help you to process and remember information to use in the exam.

### Examples of active revision – on your own

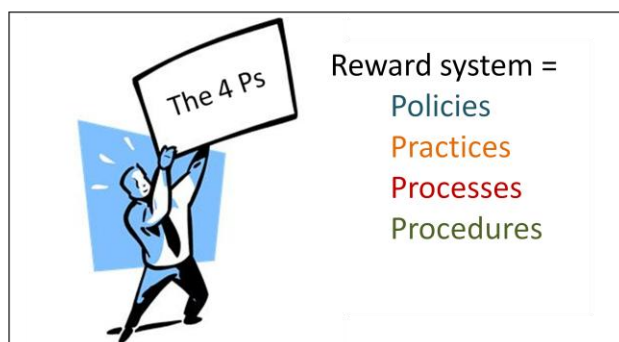
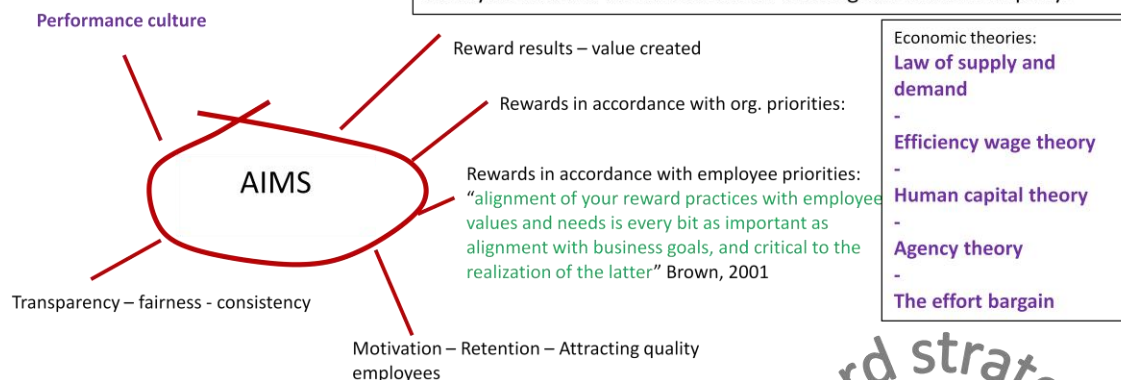


- Rewriting notes from lectures – summarising info
- Making notes from texts & further reading
- Mind maps/visual aids
- Working through problems/examples/ sample questions
- Making up your own exam paper

Use the notes you have written in lectures and in preparation for essays for revision. You might use some of the techniques below:

### Topic: *Reward Management*

SUMMARY: Reward Management deals with creating strategies and policies for fairly rewarding staff in accordance with their value and ability to assist in the achievement of the goals of the company.



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## Examples of active revision – in a group

- Have a focused debate
- Testing each other
- Marking each other's practice exams
- Swapping made-up exam papers



But I have a terrible memory!

- Exams aren't a memory test
- You won't see a question that says "Write down everything you know about..."
- Instead they are assessing your understanding, ability to apply what you have learned and your analytical/critical skills



However some things you will need to memorise – instead of trying to cram everything into your head try carefully selecting information to memorise that will be useful in the exam.

## Things to Memorise

- Definitions of key terms
- Short quotes and sources
- Examples to illustrate topics

## How to Memorise

- Reciting information to yourself (talking to yourself aids memory)
- Revision cards (small pieces of information that will jog your memory)
- Mnemonics (taking the first letter of each word of a phrase or list of items and constructing a new phrase that you will remember. For example: You have to remember this list: strategic, creative, encouraging, analytical, purposeful – so you use the letters **SCEAP** to construct: **Some Caterpillars Eat Around Penguins**)
- Memory journey (You place things that you have to remember in a familiar place or journey you make every day and then think through this journey or place in the exam aid memory recall)



I don't know what to expect!

- Research the exam structure
- Look at past papers to find out types of question, mark weighting, times allowed
- Check learning outcomes for units
- Look for exam advice in course handbook
- Check marking schemes



# Preparing for Exams!

## Just a few days to go...

I always leave it to the last minute, help!

- Distil your notes to cards with single words
- Get someone to test you
- Plan an exam strategy

## If you haven't started yet...

- Accept the time you have
- Don't waste time over-planning
- Test others

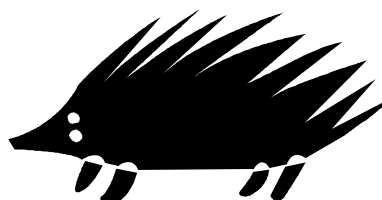


## In the run-up to the exam...

- Plan your revision time – where will you revise, what time of day?
- Don't revise for too long each day
- Allow yourself rewards to motivate yourself!
- Try some relaxation techniques or do some physical exercise
- Exams are a test of your abilities – make sure you are rested enough to be able to demonstrate those abilities

I always get in a panic!!!!!!!!!!!!!!

## You need an exam strategy:



Each strategy has its own advantages and disadvantages you need to find the one that works best for you

- Answering the most difficult question first
- Answering the short fact-based questions first
- Planning each answer before you start writing
- Leaving any question you don't understand until last



## Short Questions

- Number of marks suggests how many points you need to make
- Two part questions
- If you don't know something, don't worry – guess!

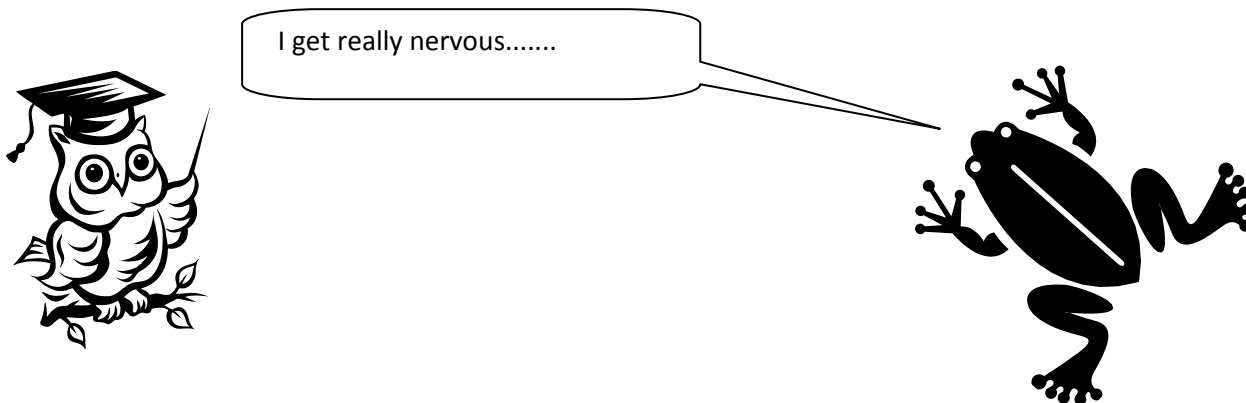
## Essays Questions

For essays there is a four part process, which will help you to produce a coherent and well argued answer:

**1) Interpretation** (think carefully about what the question is asking you) **2) Planning** (write a mini

# Preparing for Exams!

plan before you start to write)**3) Writing** (take your time to write clearly and follow your plan) **4) Checking** (allow yourself a couple of minutes at the end to check that your essay does answer the question and has not become unfocused)



**Nerves/anxiety** are caused by too much of the hormone adrenaline being released

**Symptoms are:** sweaty palms, fast heart-rate, dry mouth, nausea

**But also adrenaline can have some positive effects:** sharper eye-sight, faster brain function, extra energy

**Solutions in the exam room:**

- Sweaty palms – little bit of talc before the exam, breathing exercise, gentle arm exercises, avoid caffeine
- Fast heart-rate – gentle breathing and shoulder exercises (see our nerves handout)
- Dry mouth – mints, water, gently biting inside of your cheeks
- Nausea – mint tea, mints, gentle breathing exercise