



## ON THE DAY OF THE EXAM

Position yourself positively for your exams. All staff at JCU want you to succeed with your chosen field of study, so access all resources necessary.

Make a plan....	What to do .....
<b>1. Be organised</b>	<ul style="list-style-type: none"><li>• Plan the day's arrangements, including transport so that you arrive early.</li><li>• Sit up the front of the room to avoid being distracted by other students.</li><li>• Bring all allowable materials with you. You can only bring in calculators, books, notes or dictionaries which are authorised on the exam paper or in a specific approval letter.</li><li>• Bring your student ID and place it on the desk so that the supervisor can verify your name and student number.</li></ul>
<b>2. Perusal time</b>	<ul style="list-style-type: none"><li>• The perusal or reading time is normally 10 minutes.</li><li>• Make the most of it by:<ul style="list-style-type: none"><li>- clarifying instructions, paying particular attention to <a href="#">task, content and limiting words</a></li><li>- underlining or highlighting key words,</li><li>- planning how you will use your time (see below),</li><li>- deciding on the order in which you will answer the questions</li><li>- jotting down important notes, formulas, facts that are in your brain ready to be downloaded for use later in the exam.</li></ul></li></ul>
<b>3. Plan your time</b>	<ul style="list-style-type: none"><li>• Plan how you will use your time during the exam.</li><li>• Confirm the time and marks allocated for the exam.</li><li>• Work out the approximate time you should spend for each mark. For example, a 3 hour (180 minute) exam worth 100 marks means that you should spend about 1.8 minutes for each mark or 18 minutes for each question worth 10 marks.</li></ul>
<b>4. Questions</b>	<ul style="list-style-type: none"><li>• Read the question and instruction a second time.</li><li>• Attempt all questions doing the easy ones first.</li><li>• By doing the easy questions first, you will reduce that initial stress, restore your confidence and you may even secure some extra time in the "bank".</li></ul>
<b>5. Plan your responses</b>	<ul style="list-style-type: none"><li>• Plan your essay or short answer questions with the same structure you would normally adopt with an essay – introduction, body and conclusion.</li><li>• In an exam it is particularly important to stick to the point and remain focused to ensure that you are answering the question.</li><li>• Constantly check that you are sticking to your time plan, which you formulated in the perusal time.</li><li>• Do not get bogged down on difficult questions - move on and return to the question later. Anxiety may prevent clear thinking.</li></ul>

<b>6. Stay the distance</b>	<p>Exams are exhausting and you may be tempted to leave early thinking you have done all you can. However, you can still do a number of things which will gain you valuable marks:</p> <ul style="list-style-type: none"><li>• Proofread your answers, you can always improve on a first draft.</li><li>• Even on difficult questions you can have a shot at putting down possible key points or relevant formulas.</li><li>• Again check that you have answered all questions and followed the instructions carefully.</li><li>• Remember that you are not allowed to leave in the last 10 minutes so take it as a challenge to see if you can scrape together an extra 10 marks in this time!</li></ul>
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**Useful strategies:**

- Get some sleep the night before
- Eat something – bananas are good
- Avoid 'panic talk' with other students
- Read the directions carefully
- Make a time management plan and stick to it
- Watch the clock
- Start with the easy ones
- Build in revision time
- Don't leave the exam early
- Take control of your stress and make it work for you!

**Useful links: \*\*\*\*Review links**

- Link to the learning centre <https://www.jcu.edu.au/students/support/study-smarter>

**Other links:**

[Monash University](#) has a detailed module on exams that includes preparation hints, strategies, types of exam questions and a number of interactive quizzes which test your knowledge of the topics covered and provide feedback.

<https://student.unsw.edu.au/surviving-exams>