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.

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| **1. Be organised** | • Plan the day’s arrangements, including transport so that you arrive early.  
• Sit up the front of the room to avoid being distracted by other students.  
• 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.  
• Bring your student ID and place it on the desk so that the supervisor can verify your name and student number. |
| **2. Perusal time** | • The perusal or reading time is normally 10 minutes.  
• Make the most of it by:  
  - clarifying instructions, paying particular attention to task, content and limiting words  
  - underlining or highlighting key words,  
  - planning how you will use your time (see below),  
  - deciding on the order in which you will answer the questions  
  - jotting down important notes, formulas, facts that are in your brain ready to be downloaded for use later in the exam. |
| **3. Plan your time** | • Plan how you will use your time during the exam.  
• Confirm the time and marks allocated for the exam.  
• 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. |
| **4. Questions** | • Read the question and instruction a second time.  
• Attempt all questions doing the easy ones first.  
• 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”. |
| **5. Plan your responses** | • Plan your essay or short answer questions with the same structure you would normally adopt with an essay – introduction, body and conclusion.  
• In an exam it is particularly important to stick to the point and remain focused to ensure that you are answering the question.  
• Constantly check that you are sticking to your time plan, which you formulated in the perusal time.  
• Do not get bogged down on difficult questions - move on and return to the question later. Anxiety may prevent clear thinking. |
### 6. Stay the distance

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:

- Proofread your answers, you can always improve on a first draft.
- Even on difficult questions you can have a shot at putting down possible key points or relevant formulas.
- Again check that you have answered all questions and followed the instructions carefully.
- 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!

### 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](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.