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ACE YOUR EXAMS

10 STEPS TO EXAM EXCELLENCE WORKBOOK



6 biggest mistakes in exam preparation

Mistake



1. Not enough time to prepare

2. Doing the wrong work

3. No goal

4. No plan

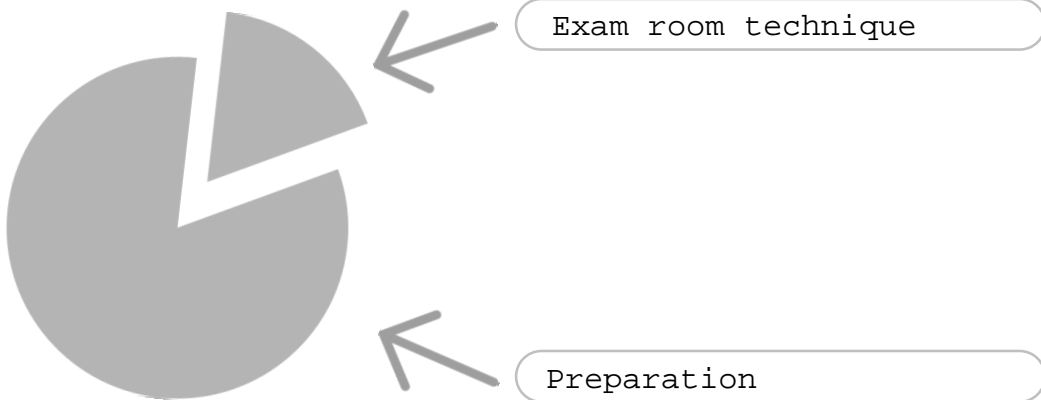
5. Not correcting past mistakes

6. Not enough practice questions

Number of areas for immediate improvement:



7 steps for preparation — excellence



Step 1

Give yourself adequate time to prepare

- Finish notes
- Memorise (1 week)
- Practise (2 weeks)



7 steps for preparation — excellence

Step 2

Go through past papers & identify where you lost marks

- Mistakes - lack of knowledge
- Where have I lost marks?
- Correct them

Step 3

Get teacher's advice

- Ask where you lost marks specifically
- Ask how to correct them
- Create a checklist
- Make sure you understand

Step 4

Learn from the people around you

- Steal from people higher than you in class!
- Copy them! (Do not copy word for word - copy their techniques, don't plagiarise).



7 steps for preparation — excellence

Step 5

Fix the mistakes

- Re-do the sections
- Get them re-marked

Step 6

Use an exam planner

Subject	Goal	To do	Deadline

Step 7

Practice Papers

- Chunks - do it in sections
- Cheat - use books/ resources
- Check - get them marked as you go along
- Challenge - do the whole exam paper



Staying organised before exams

Research shows that most students prepare for exams in an unstructured manner, which results in students often leaving the highest value work until too late. By using an exam planner, we can map out exactly what needs to be done in preparation for exams and split that preparation into specific tasks (as in column 3 of the exam planner). We can then assign deadlines to each task so that we ensure everything gets done on time. See an example below for Biology.

Subject	Goal	To do	Deadline
Biology	A	Learn definitions: -create glossary -memorise it -definition test 4 past exams: -exam 1 (open) -exam 2 (open) -exam 3 (closed) -exam 4 (exam)	-07/09 -09/09 -10/09 -12/09 -14/09 -16/09 -20/09



Download a an exam planner from the Student Portal at www.elevateeducation.com



3 steps to exam room excellence

Do you do any of these things before /in an exam?



1. Do you study outside the exam room?
2. Do you hang around with everyone else outside the exam room?
3. Do you stress out before or at the start of the exam?
4. Do you ever spend too much time on certain sections of the exam?
5. Do you ever walk out of the exam room saying, "why did I leave that out" or "I wish I had put that in my essay?"
6. Are you a 'regurgitator'; you give the examiner every single thing you know?

Step 1

Stay calm

- Develop a routine
- Avoid stress
- Breathing exercises

In Hold Out



3 steps to exam room excellence

Step 2

Ration your time

Each mark =

minutes

mark

?

If the paper is worth 20 marks and you have 2 hours to do it, each mark is worth minutes.

?

How long would you spend on the following questions?

4 marks = minutes.

6 marks = minutes.

10 marks = minutes.

Step 3

Consider all answers

- Read the question twice
- Underline key words
- Mind map important information
- Trust your gut