

SIT-DOWN EXAM TAKING STRATEGIES

Before

Check the **date, time and venue** of where you are writing



Make sure you have all the **materials you need**



Arrive at exam venue at least **30 minutes** before the exam starts to get comfortable



Don't get nervous because you peers are nervous



In the Exam



Make sure all **your details** are **written correctly** on the exam paper

Read directions/instructions carefully and underline what you must do



Read the whole paper, check both sides before you start to answer

If you experience a **mind dump**, **jot ideas down** on separate sheet of paper



Proportion your time per question based on marks

Boost your confidence and build momentum by answering questions you know best first



Do not panic if you see a question you did not anticipate

If you go blank, **go to the next** question or another part of the exam



In a Question



Before you answer, **read the question twice** to work out what the question means.

Read questions **phrase for phrase** and **highlight key words** in questions.



Check action verbs (i.e., discuss, compare) and do only what you are asked to do.

Beware of time limits.



Plan your answer – clear argument, **use examples** from course materials, **avoid irrelevant detail**, get to the point quickly, include introduction and conclusion.