

EXAM PREPARATION CHECKLIST

The key to negotiating exams successfully is to become

- "exam smart" and
- have your preparation routine finely tuned.

Complete the following checklist for each of your subjects and ensure that you

- photocopy this checklist for each subject

To do

Done

- venue, date, time, duration of exam?
- format of exam - multiple choice, essays, short answer etc
- have you allocated time to each section/question according to assigned marks?
- in most subjects, key areas of study are tested in similar ways each year. Have you assembled a probable/possible layout of questions from past exam papers?
- have you a well defined plan of attack to answer each type of question?
- are you well versed in the techniques of analytical, descriptive and expository writing? You will need to know these
- do you have to show your workings, your planning, a flowchart of the processes you followed?
- what areas of study may be examined by a knowledge of or ability to produce graphs, diagrams, pictures?
- is the exam paper divided into specific areas of study and how? Or are the areas of study integrated into the questions?
- do you have to make inferences from data?
- will you have to interpret, compare, contrast non-text subject materials and then make inferences and conclusions?
- many questions will have more than one part; do they follow on sequentially? Are they equal in marks?



- do you have to describe experiments or field work undertaken and explain outcomes?

- from your "Exam Terminology: Glossary of Key words on page 135" are you clear on what you may be asked to do in answering the questions? It is important to answer what is being asked, **not** what you think the question is

- have you planned answers to probable/ possible questions? Be flexible and avoid repeating text verbatim in your answers

- have you assembled a list of dot points to build on for each area of study?

- anything else?

It all gets down to effort; luck is a result of good planning and the harder you work the more luck you will have

**E** **Enthusiasm, Energy, Elation**  
"wanting to" rather than "having to"

**F** **Faith, Focus, Fight**  
a genuine belief in your ability to succeed

**F** **Friends, Family, Fun**  
your support team in good and not so good times

**O** **Organisation, Ownership, Onus**  
prioritising your time to get everything done

**R** **Responsibility, Reliability, Resourcefulness**  
facing challenges and not side stepping anything

**T** **Teamwork, Toughness, Tenacity**  
working with people with single minded purpose



"80% of the game is preparation, 20% is playing." MW.