

EXAM/TEST CHECKLIST

To do well on exams / tests the key is to be

- "exam smart"
- be fully prepared
- have a finely tuned question answering routine.

- are you clear on possible exam / test wording in the questions. See "Exam Wording" page 145.

- do you have to describe experiments or work done on excursions?

Completing the following checklist for each of your subjects will ensure that you are.

- photocopy this checklist for each subject.

- have you put together a list of dot points to summarise each area of study?

To do

Done

- date, time, room, duration of exam / test

- layout of the exam / test
  - \* multiple choice
  - \* short answer
  - \* essay
  - \* extended questions

- Anything else?

It all gets down to **effort**; luck is a result of good planning.

- in most subjects, key areas of study are tested in similar ways each year – have you looked at past exam / test papers for ideas?

**E**

**Enthusiasm and Energy**

"wanting to" rather than "having to"

- have you a plan to answer each type of question?

**F**

**Faith and Focus**

a genuine belief in your ability to succeed

- do you have to show your workings, your planning, a flowchart that you followed?

**F**

**Friends and Family**

your support team in good and bad times

- is the exam / test divided into individual areas of study or are they combined in questions?

**O**

**Organisation and Ownership**

prioritising your time to get everything done

- will you have to interpret or draw diagrams, tables, graphs or pictures?

**R**

**Responsibility and Reliability**

facing challenges and not side stepping anything

- will the questions have more than one part and are they equal in marks?

**T**

**Teamwork and Toughness**

working with people with single minded purpose

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