

DON'T PANIC

Exam advice sheet

1. You have plenty of time. Use your extra time to re-read your work so you can:
 - Add information.
 - Proof read for spelling.

2. Use the reader so that;
 - You understand the paper.
 - You ask for words to be re-read.
 - You follow carefully and use the words in the questions when you write your answers.

3. Use the questions and all other written information to:
 - Give you words for your answers.
 - Help you phrase your answers.
 - Help you spell correctly.

4. Use more than one pen. Pens vary in size and shape. If you have different types, you will;
 - Have a spare pen if ink runs out.
 - Be able to use the one you feel most comfortable with.
 - In long exams, swapping pens helps to rest your hand.

5. Revision. Vary how you revise.
 - Use pictures and colours.
 - Flashcards and key words will help.
 - Flow-charts linking one idea with another.

If there is an opportunity to draw and label as well as write, then do so if it helps you express a *correct* answer.

We can concentrate for only short periods.

- Do not sit and revise for too long without a break.
- Have small targets, e.g. learn a particular topic in a fixed amount of time. Then leave and try something else.

6. Relax.

- If you are tense, you will not be able to remember the facts.
- Try tensing the muscles in your hands and then relaxing them. (If you want some tips ask!) You can do the same with your neck and shoulders.
- Arrive at school early and make sure you are comfortable before the exam begins.
- Check all equipment.

7. Make sure that what you write it as clear as you can write it.

- If it cannot be read, it will be wrong.
- Aim to be understood, so use simple sentences.
- Spell words by breaking them down so they can be read. Don't rely on just the shape.

M Johnson 96