

# 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.

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