

PREPARING FOR and COMMUNICATING via EXAMS

What do you feel about exams?

- * A fair test of knowledge and skill**
- * A barrier to surmount**
- * An unpleasant ordeal**
- * An unfair experience**
- * An exciting challenge**
- * A chance to 'show off'**
- * A necessary evil**
- * A frightening prospect**

**Your feelings will affect
your performance!**

- EXAMS - ADVANTAGES & DISADVANTAGES

Advantages:

Treat everyone the same: (time, place & task)

Test skills of recall, concentration, mental ability and communication.

Include time pressure : and therefore measure 'productivity' and 'efficiency' as well as knowledge

Assessment can be reasonably objective allowing fair comparisons

Disadvantages:

Can give a 'false' result - if having an 'off' day or if excessive nervousness causes unrepresentative performance.

Can be rather 'artificial'

Cannot adequately test some skills especially manual or creative skills.

EXAMINATION PREPARATION & TECHNIQUE

Preparation:

There is no substitute for a steady conscientious effort over the whole period leading up to the exam.

Revise using notes, past tutorial work and past examination papers.

Do not revise right up to the exam - take a break - it allows assimilation and restores mental alertness.

Technique:

Ensure bodily comfort - toilet, clothes, no drugs or alcohol or excessive coffee etc. As far as possible keep to your normal daily schedule before and during exams.

Be sure of the paper, date and time. If traveling allow for delay.

Read the questions carefully - attempt questions in order - most confident to least confident.

Use an appropriate 'attack' technique (DIPAC).

Read and comply with all instructions.

Bring necessary equipment - pens, calculator, drawing instruments etc.

Don't leave early - unless you consider you have already obtained 100%.