

MAKING THE
DAYS COUNT

**SPECIAL
POINTS OF
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- Top 10 exam tips
- Procrastination
- Common instructional words used in exams
- Don't get stuck on a question
- The night before your exam

Key Words

How to, study, exams, preparation, tips, procrastination, questions, instruction words

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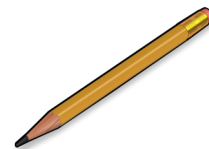
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Exam Tips

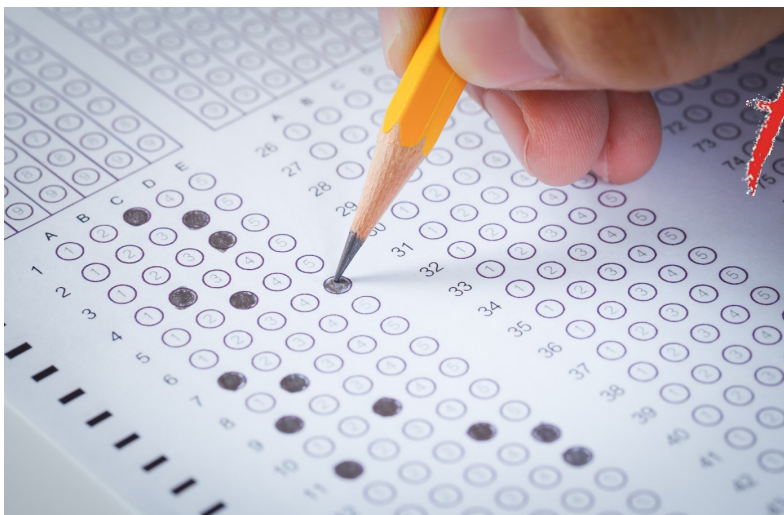
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By Dr Donnalee Taylor

Top 10 Exam Tips



1. Find out about the exams as soon as possible – this will help you be more prepared by knowing what to expect.
2. Organize your study material – condense your notes and keep condensing as you review the material.
3. Check past exam papers if they are available.
4. Check your exam timetable – make sure to prioritise what you need to study and when.
5. Make a study schedule and stick to it (see iAspire: Maximize your exam potential)
6. Don't cram your study, especially the night before.
7. Don't talk to your friends about the exam just before it commences – it can lower your confidence which can impact on your performance.
8. Use your exam reading time to prepare yourself for the exam. Read the instructions carefully and select what questions you need to answer. Familiarize yourself with how many questions there are and be sure to allot time for each question. Use your reading time to plan how you will answer the questions.
9. Break down the questions so that you understand what you are being asked. Focus on reading and identifying key terms in the question. See page 2 for key terms/words.
10. Don't stress out over an exam you have just sat. Review with yourself how the exam went and how you can improve for next time and move forward.

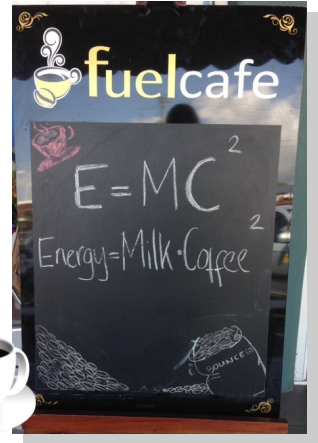


PROCRASTINATION

Procrastination will result in increased stress, a sense of guilt and a loss of personal productivity.

Everyone procrastinates to some degree, however once you get started on what ever task you have been avoiding, it never really is as bad as you originally thought it would be.

Get your task started and then reward yourself with a coffee break!



“Worrying does not empty tomorrow of its troubles; it empties today of its strength.”

- Corrie Ten Boom

(author)

“Your future is created by what you do today not by what you do tomorrow.”

- unknown

Common instruction words used in exams

Instruction Word	Meaning
Account	Describe
Brief account	Describe in a concise way
Account for	Give reasons for
Analyse	Give an organised answer looking at all aspects
Apply	Put a theory into operation
Assess	Decide on value/importance
Comment on	Give your opinion
Compare	Discuss similarities; draw conclusions on common areas
Compile	Make up [a list/plan/outline]
Consider	Describe/give our views on subject
Contrast	Discuss differences/draw own view
Criticise	Point out weak/strong points i.e. balanced answer
Define	Give the meaning of a term concisely
Demonstrate	Show by example/evidence
Describe	Narrative on process/appearance/operation/sequence
Devise	Make up
Discuss	Give own thoughts along with supported opinions
Evaluate	Decide on merit of situation/argument
Exemplify	Show by giving examples
Expand	Give more information

Don't get stuck on a question

Getting stuck on an exam question is frustrating and can stress you out.

A few tips to help you avoid stressing out:

- * If you are struggling on a question, mark it and move on to the next questions. You can go back to it later. Answering other questions can help you focus and builds confidence. If you are still struggling with the question, list the key points you want to get

across and move on. Stay focused and confident!

- * If you run out of time on a particular question, write down key words, equations and/or diagrams to show the examiner that you know the essential information. Be confident you have done your best.
- * Allocate time according to marks. As a general rule if a question is worth 10% of the total marks it should be given 10% of the time



The night before your exam

- ❑ Confirm your exams - times and locations to reduce stress.
- ❑ Don't stay up all night cramming! – you'll stress yourself out over the exam the next day. Lack of sleep will adversely affect your exam performance.
- ❑ Sleep - get a decent night's sleep. This will make you feel so much better and improve your exam performance.
- ❑ Organise your stationery - sort what equipment you need for your exams including pens, pencils, ruler, calculators student ID or anything else required. Always have a back up pen and pencil.
- ❑ Put all your equipment into a clear container or pencil case - do this so that you meet the Curriculum Council requirements and can quickly grab everything you need to crush the exam.



SERIOUSLY!
I AM GOING TO SLEEP FOR A
WEEK AFTER THESE EXAMS.

