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ACE YOUR EXAMS

12 STEPS TO EXAM EXCELLENCE WORKBOOK



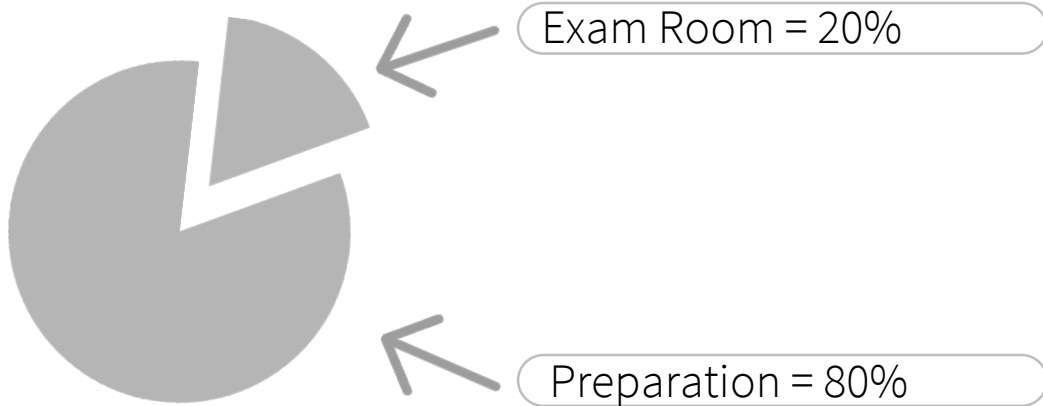
6 biggest mistakes in exam preparation

	Mistake	✓
1.	<input type="text"/>	<input type="checkbox"/>
2.	<input type="text"/>	<input type="checkbox"/>
3.	<input type="text"/>	<input type="checkbox"/>
4.	<input type="text"/>	<input type="checkbox"/>
5.	<input type="text"/>	<input type="checkbox"/>
6.	<input type="text"/>	<input type="checkbox"/>

Number of areas for immediate improvement:



7 steps for preparation — excellence



Our research has shown that only 20% of your success comes down to the tricks and techniques you can adopt in the exam room. **80%** of your success comes down to how you **prepare**.

Step 1

Give yourself adequate time to prepare





7 steps for preparation — excellence

Step 2

Go through past papers & identify where you lost marks



Step 3

Get teacher's advice



Step 4

Learn from the people around you





7 steps for preparation — excellence

Step 5

Fix the mistake



Step 6

Use an exam planner

Subject

Goal

To do

Deadline

Step 7

Practice Papers





Staying organised before exams

Research shows that most students prepare for exams in an unstructured manner, which results in students often leaving the highest value work until too late. By using an exam planner, we can map out exactly what needs to be done in preparation for exams and split that preparation into specific tasks (as in column 3 of the exam planner). We can then assign deadlines to each task so that we ensure everything gets done on time. See an example below for Biology.

Subject	Goal	To do	Deadline
Biology	85%	Learn definitions: -create glossary -memorise it -definition test 4 past exams: -exam 1 (open) -exam 2 (open) -exam 3 (closed) -exam 4 (exam)	-07/09 -09/09 -10/09 -12/09 -14/09 -16/09 -20/09



Download a an exam planner from the Student Portal at www.elevateeducation.com



3 steps to exam room excellence

Do you do any of these things before /in an exam?



1. Do you study outside the exam room?
2. Do you hang around with everyone else outside the exam room?
3. Do you stress out before or at the start of the exam?
4. Do you ever spend too much time on certain sections of the exam?
5. Do you ever walk out of the exam room saying, "why did I leave that out" or "I wish I had put that in my essay?"
6. Are you a 'regurgitator'; you give the examiner every single thing you know?

Step 1

Stay calm



In Hold Out



3 steps to exam room excellence

Step 2

Ration your time

Each mark =

/

?

If the paper is worth 20 marks and you have 2 hours to do it, each mark is worth minutes.

?

How long would you spend on the following questions?

4 marks = minutes.

6 marks = minutes.

10 marks = minutes.

Step 3

Consider all answers

