

## Before the exam

### Lincoln University Examination Regulations

Be familiar with these. See the Lincoln University Calendar.

*Note: Check to find out if the exam is the same format as it was in previous years.*

### Examination Timetable

Check and double check *day, date, time, place*.

Record on a calendar.

Ask someone else to check these details.

Familiarise yourself with the exam location beforehand.

### Requirements

Check if

- open book?
- resource sheet allowed?
- calculator allowed?
- other specialist equipment needed?

Remember: Pens, pencils, ID card, etc.

## Your well being

### Mental

Being nervous (adrenalin flowing) is natural. If stressed, seek help.

### Aids prior to exam

- deep breathing
- meditation
- music
- walking quietly

### Physical

Arrive at exam

- rested and relaxed
- fed and watered
- in plenty of time

### On your arrival

Focus on a positive attitude and making the best use of your knowledge.

Avoid talking to others about what you have learnt.

## In the exam room

*Note: Check examination room location.*

### When you sit down

- display your ID Card
- get organised
- make yourself comfortable
- try to relax

### When you have your paper

- listen for any extra instructions
- read the whole paper thoroughly
- note carefully
  - compulsory questions
  - number required from each section
  - choices

### Starting

- read the instructions twice
- mark the questions you are going to do
- plan your time

#### time per question

$$= \frac{\text{total minutes minus 30 for checking}}{\text{total marks}} \times \text{marks per question}$$

- decide on order, doing easy and compulsory questions first

## Answering the questions

### Plan your answer

- read the question again
- highlight (use different colours)
  - instructions (e.g. compare or describe)
  - topic (e.g. social policy in the 1920's)
  - focus (e.g. as it applies to urban labourers)
- check interpretation of question
- sketch an answer plan and check again that it answers the question
- stick to your time schedule

### Write your answer

- use a new page for each question
- leave space for later additions
- jot down the remaining main points if time runs out

*Note: Even if you still have more to add to the question you are working on, move on to the next question. You may have time to return to it later.*

## Closing

### Towards the end (last 30 minutes)

- check you have followed instructions, e.g. done the required number and completed the compulsory questions
- use any extra time to complete or add to answers
- proof read your answers for legibility and sense

### After the examination

- avoid post mortems
- treat yourself to a 'planned' reward (the form this should take will depend on whether this is your final exam or not!)

