

# GET EDUCATED

Your guide to everything you need  
to know about sitting your exams



Queen's  
Students'  
Union

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## FAIL TO PREPARE... PREPARE TO FAIL

- Make a study plan. Try to be realistic about how much study you can get through every day.
- Don't compare yourself to your friends. Everybody has a different way of preparing for exams and what suits someone else might not work for you.
- Avoid cutting out large parts of the subject/module/course just because you don't like them. Those topics might just be the ones that end up on the exam paper.

## THE NIGHT BEFORE

- Check the Exam Timetable - Date/Time/ Venue
- Prepare your pencil case/stationary, working pens, pencils, calculator, etc.
- Check your Exam Timetable again
- Set your alarm before going to bed and plan how you will get to the exam venue with plenty of time to get settled.
- After study, switch off your brain to sleep, do something to relax.
- If you have trouble sleeping try natural sleep aids like herbal tea or meditation.
- Set priorities, what are the most important topics (not necessarily hardest)
- Concentrate on a few topics and know them well.
- Don't spend the night before exams trying to cram in more revision.
- Work, rest and review your progress.
- Get a good nights sleep.





## ON THE DAY

- Have a healthy meal preferably one containing protein rather than carbohydrates, so you don't get sluggish during the exam
- Keep hydrated: your brain is a machine. Avoid energy drinks.
- It is recommended that you arrive 15 minutes early before your exam starts.
- School Bags, large pencil cases etc. are not allowed in the Exam Hall and must be left outside. Please do not leave valuable, as they are unsupervised.
- If you are standing outside the exam hall chatting with your friends avoid engaging in discussion about the topics with others as this can confuse you and increase your anxiety. You are as prepared as you will ever be!

## I'M GOING IN...

- Place your identity card on the desk
- Place your stationary on the desk
- Place everything else underneath your chair
- Check the module code is correct on the front of the exam paper
- Fill out the front of your answer book as clearly as possible (you cannot leave the exam hall with as Answer Book)



## DURING THE EXAM



- Keep an eye on your watch/clock
- Get an overview of the entire paper by scanning through it. Read the instructions VERY carefully, e.e. Answer two questions from section A and only 4 from section B
- Calculate the time to be spent on each question relative to the marks if it hasn't been done already
- Decide which questions are the best to answer/where you think you would gain the most amount of marks
- If you encounter an unexpected question in the exam take a minute, breathe, read the question again, attempt it or simply move on the next question and try it again later.
- If you have a question during an exam or wish to leave your seat, raise your hand and wait for permission from an invigilator.
- Keep hydrated, that's why you brought the water.

## HELPFUL TIPS

- Do not bring last minute study notes into the exam hall in your pockets as they may fall out unexpectedly; leave them outside the door of the exam hall
- Do not have writing/notes/pen marks on your hands going into an exam, even if they're not related to the exam, wash them off, or you may be questioned about it.
- Allow time at the end of the exam to review your answers. Key ideas often pop up when re-reading the text that you've written.

