**18.2 GUIDANCE FOR PREPARATION OF EXAMS**

Preparation of exams is an important part of academic life. Students learn their courses by attending lectures and studying on daily basis. They need to appear in exam which assesses how much they have learnt throughout an academic session.

Students, who know the methods of preparing for exam, score high in their exam. The important tips for making preparation for exam are as follows.

1. **Making a plan for studies to manage your time**

* Making a plan and managing time for achieving something ensures your success.
* Normally the preparation for exam starts from the very first day of the academic session.
* You must make a clear plan to complete studies in time to avoid getting stressed during exam.
* Your plan should be based on calculation of how much work you require in the academic session to complete your studies before the exam starts.
* You should devise a road map reflecting no. of lessons and chapters, as well as a schedule for them.
* You can make such a plan by calculating available time in an academic session and the amount of course you have to study in the session.
* It will help you utilize your time properly to complete your studies in time.

1. **Attend your class regularly and keep on studying till exam day.**

* Never skip your lectures.
* Lectures play important role in success in exam.
* Apart from your lectures, you should also continue your study on regular basis.
* Never stop. If you miss your lectures or stop your self-study for long, your studies will become burden for you and you will not be able to cover all of your studies in the short time available during exam for making preparation for paper.
* Continuous study helps in many ways: it helps you learn properly, it saves your time and it enables you to complete all your course in time.
* The most important benefit of continuous study is that you have ides from your previous studied topic which help in learning the next topic easily.
* Persistence is a habit of successful people.

1. **Prepare study notes for exam.**

* Study notes are crucial for preparation of exam.
* Good study notes have all the study material.
* It ensures speedy preparation for exam.
* Try to write your study notes on regular basis during your academic session.
* Collect points from your class-lectures as well as the books you study yourself.
* It should be prepared in proper sequence.
* It should have everything you require for speedy preparation for your exam.

1. **Revise your course many times.**

* Studying a subject only once is not enough.
* Study course should be revised by student as many times as possible during the academic session.
* One time study may make you to learn the subject to some extent but when you revise it you learn more and more.
* Student needs to retain what he learns, so that he may be able to reproduce the learning in writing in his exams.
* Revising a subject few times enables students to retain the learning (understanding) of the subject in his mind for quite longer time.

1. **Don’t skip topics or chapters considering them un-important’**

* Each topic of a subject has equal importance.
* Don’t skip any topic thinking it to be un-important and may not be asked in exam.
* It leads to failure in exam.
* Nowadays exam paper is set from the entire syllabus.

1. **Practice the question-papers of previous exams.**

* Every subject has some sample papers.
* There exists a need to read these sample papers.
* It reveals the nature and format of your exams.
* It tells you which kind of questions will be asked in your exams i.e. long explanatory, short explanatory or multiple choice questions.
* Always take the exams seriously which are conducted as the pre-board exams.
* Get a good night sleep
* Make sure you get at least 8 hours of quality sleep a night.
* You can’t afford to stay awake all night studying for an exam, because you won’t be able to effectively recall information for the exam.

1. **Exercise for at least 30 minutes a day every day.**

* Often students stop exercising when exam time comes because they begin to think that they don’t have enough time.
* A big mistake, because exercise helps us study more effectively for various reasons.
* Firstly, it is a great way to relieve stress and anxiety.
* Secondly, it gets blood flowing to the brain (supplying oxygen, antioxidant and glucose) which helps in thinking more clearly.

1. **Drink plenty of water**

* Often when we fail to think clearly, our brain needs to be hydrated that’s why drinking in sips regularly is required.

1. **Remember your teacher want you to do well.**

* Try to write a perfect answer.
* Your teachers are always at your side.
* If you are not sure still, write it down (even if it is in dot points), you may not get any marks for it, but there will be no negative marking unless specified.

1. **Focus on what you know rather than what you don’t know.**

* Chances are, there will always be something that you could have studied more thoroughly or don’t know so well till the day of exam.
* By that stage, you can’t do much about that, so, there is no point to be worried about that.
* You are better off focusing at the fact, you now know so much more than you did before and you’ll be able to answer many questions in exam.

1. **Eat a nutritious breakfast.**

* Studies have found that students who skip breakfast, experience a 20-40% reduction cognition (i.e. concentration, memory and alertness).
* You want to eat nutritious breakfast to satisfy for longer, stabilize your mood and give you a plenty of energy for the day.

1. **Avoid drinking caffeine (i.e. energy drinks, coke and coffee)**

* Caffeine is stimulant. It gives a rush and makes you feel good in short term, but eventually it wears off and leaves you feeling cranky and wanting more.
* It is also a diuretic, so it makes you urinate that means you lose water and become thirsty and want to drink more soft drink.
* Caffeine in coffee drives the adrenal gland to produce stress hormones, that in turn produces the fight or flight response.
* Take sips of water and fruit.

1. **Go straight to home after exam.**

* Students always try to know the worth of their fellow friends.
* In case the answer seems to be incorrect, a sort of pressure is created, that may exert a negative impact at the performance of the remaining papers.
* The exam is over; there is nothing you can do.
* So, it is better not to discus and come straight to home.

1. **Dealing with writer’s cramp/elbow.**

* This can be due to holding too tight. Loosen the grip or get a pen that won’t have to press down so hard on the paper.
* Even with a good pen, your elbow will start to hurt at some point if you are taking a 3 hour exam.
* When it does hurt, have a rest of few moments and stretch it out on your desk.

1. **Your preparation should be according to the nature of exam.**

* Prepare yourself according to the format and nature of questions asked in your exams.
* It is better to understand the format first and later start the preparation.

1. **Avoid social media.**
2. **Some subjects require more study time than others,**

* Organize your study space.
* Practice on old exams.
* Explain your answers to others.
* Organize study groups with friends.