

Exam Preparation

“ Failure to prepare is preparing to fail.”



Strategies for Success:

1. Consistently practice solid study habits throughout the semester
2. Develop strategies for different test-types questions
3. Start study preparations early... at **least** five days before your exam
4. Avoid exam panic!! Keep up with all of your assignments and readings.

EXAM FACTS:

- Master Exam timetables [showing all formal exams] will be distributed to classroom teachers and posted on classroom walls and hallways.
- Individual students may receive a copy of their own personal exam schedules
- In-class exams will be written prior to exam week and individual teachers will announce the days of the exams for their classes
- Be sure to copy your exam schedule into your Agenda Book and write down the dates on a calendar at home. Some people even post the exam schedule on the refrigerator at home.
 - Note the time, date and place (i.e. 8:45 am, WED. Jan #, Rm #234 or Gym A)
 - Check for conflicts {if you have 2 exams at the same time you need to see your Vice Principal immediately to make some changes}
- Exams may be written in classrooms {small number of students writing} or in the GYM {A,B,C}



SKILLS TO BETTER LEARNING



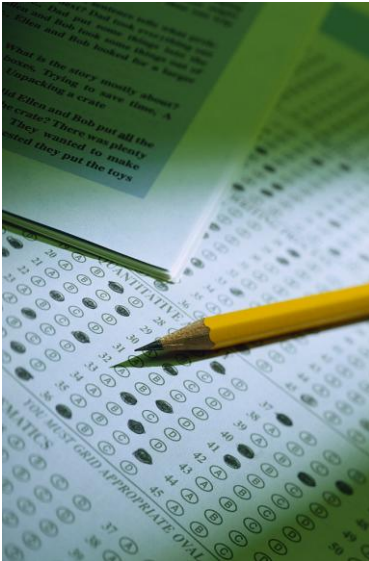
- Textbooks must be returned prior to your exam. Your teachers will have you check your books a few weeks before the end of the semester to make sure you have YOUR book and not someone else's. Each textbook has been assigned a specific number. Some teachers will collect textbooks in the classroom before the exam day. Other teachers will allow you to study with your textbooks and return them the day you are writing your exam. You will need to find out where and when you must return your materials BEFORE the exam. If you do not have your textbooks you must see your Vice Principal BEFORE you enter the exam area. You do not want the Vice Principal to remove you during the exam to discuss your missing materials - this will take time away from writing your exam and may hinder your success.

- Students **MUST** be in complete uniform to write exams.
- You should arrive at the exam area approximately 15 minutes before the scheduled exam time. You may be allowed to enter the exam area about 10 minutes prior to the starting time.
- Absolutely **NO TALKING** is permitted in the exam area prior and during the exam.
- Once you are in the exam area, you must stay until the announced time. Grades 9 and 10 may write exams one and a half hours long. Students must stay for a minimum of **ONE** hour.
- Many exams may be taking place at the same time. It is important for you to complete the attendance card with your personal information. This card is used for attendance purposes and will be collected by the teachers who are supervising the exams.
- Only bring your writing materials to your desk - pencils, erasers, pens, calculator[s]. Purses, bags, coats, and study notes are not permitted in the exam area. Be sure to lock them in your locker.

SKILLS TO BETTER LEARNING

Before starting the exam:

- Place your name and your teacher's name on each page of your test [test booklets, Scantron sheets and lined paper]



- Check to make sure you have all of the pages
- Be sure to read all instructions carefully
- If Scantron sheets are used for Answer Sheets be sure to complete them carefully

During the exam:

- Read all questions carefully, and do exactly what the questions ask you to do.
- Answer the questions you know first. This is a good way to build your confidence.
- Do not get stuck on one question. Mark the ones you are not sure or and return to them later.
- Underline or circle key words - this helps you focus on important ideas
- Plan your answers - brief outlines and brainstorming allow you to focus on important points
- Make your understanding of the material evident - use examples and diagrams [your teacher is looking for more than memorization]
- Watch your TIME - questions worth smaller amounts should be given less amount of time
- Show ALL your work - don't skip steps - even if they don't seem necessary to you [teachers need to see the process and may give part marks for the work shown]

SKILLS TO BETTER LEARNING

When you have completed your exam:

- Remember - It is NOT a race!!! Take your time. Use ALL of the time that is allotted.
- **PROOFREAD CAREFULLY.** Check for errors and blanks. Go back to any questions you may have passed over. Check your spelling and grammar.
- Organize the test pages in the proper order
- Clear your desk, remove scrap paper and unused paper
- Hand -in your test materials to your teacher - teachers will be standing at the side/front/back of the test area with signs for your completed exams
- Remember to do this quietly as many students may still be writing
- **CONCENTRATE on PREPARING for your NEXT EXAM!!!!**

Helpful Tips:

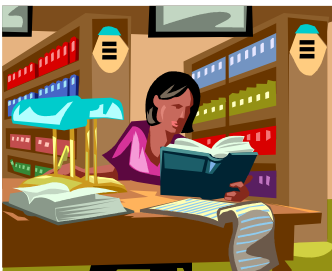
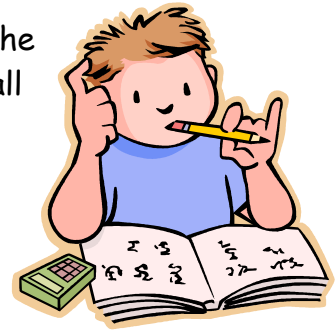
1. Study your weakest subject first.
2. Review semester tests.
3. Break up study sessions into 20 minute intervals. Find the time of day that is best for you.
4. Avoid distractions.
5. Be active - take notes, highlight material, draw diagrams, make charts, create questions & answer them, read aloud etc.
6. Know the difference between UNDERSTANDING and MEMORIZING. Understanding will allow you to put information into your own words. Memorizing may require acronyms [HOMES.. for the Great Lakes] and other strategies to recall information quickly.
7. Be sure to get a good night's sleep.
8. Eat a healthy breakfast. Keep your energy up.



SKILLS TO BETTER LEARNING

THE STUDYING PROCESS:

- a. Complete an Exam Checklist to make sure you have the necessary materials, location and time to study for all your exams.
- b. Find your *COURSE OUTLINE*. This will identify the major topics you have studied over the semester. It will serve as a quick reference for important areas to review.
- c. Collect your unit tests and test review notes. The tests will show important facts that your teacher believes to be important. Your review notes will help to begin the reviewing process.
- d. Ask your teacher as early as possible for assistance with any difficulties you encounter.
- e. Complete the exam review provided by your teacher.
- f. Listen carefully for hints the teacher may offer about the content of the exam.
- g. Find out what kinds of questions will be asked. Know how to answer each type of question, including multiple-choice, matching, short-response and essay.
- h. Learn the meaning of key words in questions, such as *COMPARE*, *DISCUSS*, *DESCRIBE*, *ILLUSTRATE*, *DEFINE*, and *SUMMARIZE*.
- i. Create a *STUDY SCHEDULE* at least 2 weeks before the examination period.
- j. Create summary sheets for each major topic in the course. Be sure to include definitions, formulae and examples for each.
- k. Re-take and review prior unit tests. Create new practice tests.
- l. Finding a partner to study with after you have reviewed your own materials may help. Sometimes we learn more when we explain things to other people. Putting information into our own words allows us to remember things a little easier.



EXAM CHECKLIST

Questions You Need to Ask and ANSWER!!!!

1. What exams do I have? Do I have one in every subject?
2. When are my exams? What days and what times?
3. Where do I write my exams? Where is the location?
4. What do I do with my textbooks? Where do they go? When are they supposed to be handed in? What happens if I have lost my book(s)? What do I need to do?

COURSE	EXAM		DATE	TIME	LOCATION	BOOK SUBMISSION
	YES	NO				

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