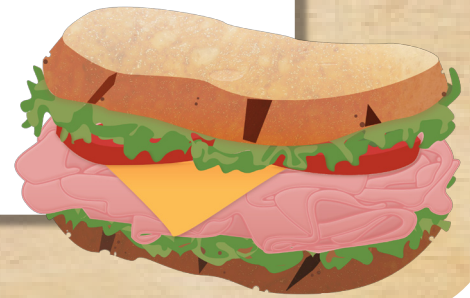


SQA Study Guides

Getting it right
on exam days

How you deal with the actual exam day itself can make a big difference to the outcome.

- Be organised and arrive early.
- Don't tackle exams on an empty stomach – it's hard to concentrate when you feel hungry.
- Once you've sat down, take a few minutes to calm any nerves by breathing deeply.



One of the biggest mistakes people make in exams is failing to read the questions properly.

- Read through the exam questions once and then re-read each question.
- Remember that even reading the wording slightly wrong can cause problems so check thoroughly.
- Jot down some quick notes (including any facts or formulae) that will help you answer the questions.



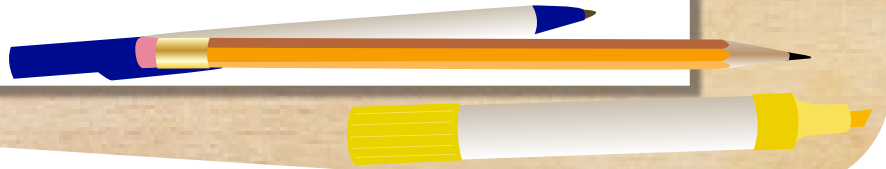
With only a limited amount available, planning your time well in an exam is crucial.

- Use the number of marks each question is worth as a guide to its importance.
- Make a rough note of the time you should take for each question.
- Always allow 20 minutes at the end for checking over your work and filling in any gaps.



Remember, you don't always have to tackle the questions in the order that they appear on the paper.

- Start with the easiest question first – it's good for your confidence!
- If you get stuck, just leave a gap then come back to it later.
- Keep a close watch on the time that you have allocated to each question.



Don't rush into exam answers. Take a moment to plan it out.

- Underline key words in the question.
- Identify the main topic and discussion areas.
- Make a list of key points that you want to make and tick them off as you go.



Checking your work over is a vital part of any exam.

- Checking time should be around 20 minutes in a 2 hour exam.
- Try to improve on any areas that you think feel awkward or miss the point.
- Fill in any gaps.
- If you've run out of time, see if you can add anything that will gain you marks.

