EXAM PREPARATION CHECKLIST

On the day: getting to the start
- Which days are the exams on?
- What time do they start?
- When do you have to be there?
- Where are they?
- Do you know where the room is in the building?
- Where are the nearest toilets?
- How are you getting there?

On the day: equipment
- What resources (if any) can you take into the exam?
- Do you need any special equipment?
- Can you take a bag in? If not, is there somewhere to store it?
- Are you required to write in ink? Use an HB pencil?
- What books and/or materials are you allowed to take in?
- Have you got water – in a clear bottle with all labels removed?

On the day: format
- How long does the examination last?
- How many questions do you have to answer?
- What kind of questions are there – short answers, essays, multiple choice?
- Do some questions carry more marks than others?
- Do questions contain options within them e.g. Part A or Part B?
- Are some questions likely to be compulsory?
- Is the exam paper divided into parts?
- How many questions do you have to answer for each part?
- Are there any questions you will not be allowed to answer, for example, because you have submitted course work in that area?
On the day: timing

- How many questions are there?
- How much time is there for each question?
- Time per question:
  - Take the total time
  - Subtract the time to read and decide which questions you will answer
  - Set aside some time to check your answers
  - Divide the remaining time by the number of questions
  - Be careful to consider how many marks each question is worth and adjust the allocated time accordingly