

# Get into good exam habits now!

Take a moment to focus on the right approach for this exam.

## Effective time management

- Watch the clock, allow 1.8 minutes per mark. Work out how long you can spend on each question and do not exceed that time.
- Take a few moments to think what the requirements are asking for and how you are going to answer them.

## Effective planning

- This paper is in exactly the same format as the real exam. You should read through the paper and plan the order in which you will tackle the questions. Always start with the one you feel most confident about and take time to choose the questions you will answer in sections with choice.
- Read the requirements carefully: focus on mark allocation, question words (see below) and potential overlap between requirements.
- Identify and make sure you pick up the easy marks available in each question.

## Effective layout

- Present your numerical solutions using the standard layouts you have seen. Show and reference your workings clearly.
- With written elements try and make a number of distinct points using headings and short paragraphs. You should aim to make a separate point for each mark.
- Ensure that you explain the points you are making ie. why is the point a strength, criticism or opportunity?
- Give yourself plenty of space to add extra lines as necessary, it will also make it easier for the examiner to mark.

## Common terminology

Identify	List relevant points
Discuss	Explain the opposing arguments
Describe	Present the characteristics of
Summarise	State briefly the essential points
Recommend	Present information to enable the recipient to take action
Analyse	Determine and explain the constituent parts of
Explain	Set out in detail the meaning of
Illustrate	Use an example to explain something
Appraise/assess/ evaluate	Judge the importance or value of