

# Get into good exam habits now!

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

## Effective time management

- Watch the clock, allocate 1.8 minutes to each mark and move on if you get behind.
- Take a few moments to think what the requirements are asking for and how you are going to answer them.
- Remember one mark is usually allocated for each valid point you give in a discursive question.

## 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.
- 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

Advise	To counsel, inform or notify
Analyse	Examine in detail the structure of
Calculate/compute	To ascertain or reckon mathematically
Compare and contrast	Show the similarities and/or differences
Define	Give the exact meaning of
Describe	Communicate the key features of
Discuss	To examine in detail by argument
Distinguish	Highlight the differences between
Evaluate	To appraise or assess the value of
Explain	Make clear or intelligible/state the meaning of
Identify	Recognise, establish or select after consideration
Interpret	Process information to explain its meaning
Justify	To produce reasons in support of
List	State short pieces of information on separate lines
Prepare	To make or get ready for use
Recommend	To advise on a course of action
Summarise	To express the most important facts of