

What Exams Are For

To show what **you understand** by getting you to **solve problems**.
So you have to understand! And you have to practise solving problems!

Before the exam: STUDY**Make sure you UNDERSTAND**

- Remembering things
 - Things to remember:
 - Definitions
 - Theorems (don't have to remember what number they are)
 - Formulas
 - Procedures
 - How to remember:
 - Try to remember
 - Make connections
 - "Spelling" contract
- Summarise notes and organise ideas
 - Lists
 - Mind maps
 - Connections
 - Not the order it was taught in!
- Ask yourself questions
 - Why is this here?
 - How are things connected?
 - What would happen if...?
 - How do I use this?

PRACTISE solving problems

- In exam conditions!
PRACTICE MAKES PERMANENT
 - Quiet place
 - No phone, email, facebook, twitter...
 - Time limit
 - No notes/solutions!
 - Proper written answers

Note: a good way to make a practice exam is to take a question from each tute
- Ask yourself questions
 - What understanding am I showing?
 - How do I tell if I'm right?
 - Is there a better way?
 - Does this tell me about how to solve problems?
 - Does it change my understanding?

Get some HELP

- Know who and when
 - Yourself
 - Friends
 - Course consulting
 - Lecturer consulting
 - MLC Drop-In Centre
10am – 4pm Weekdays until end of exams
- Be prepared, be specific
- Ask early, ask often

Before the exam: GOOD ADVICE

Be ORGANISED

- Plan your time
- Set up your study space
- Have everything you need

Be HEALTHY

- Eat properly
- Sleep properly
- Relax / exercise

Be REALISTIC

- Short bursts of study
- Start early
- Let some other things go

Before the exam: GETTING READY

Have a plan for getting there

- Know when and where it is
 - Date
 - Time
 - Location
- Know how to get there
 - Public Transport
 - Check timetables
 - Go early
 - Have a back-up-plan
 - Driving
 - Know the route
 - Allow for traffic
 - Plan your parking

Leave time for GETTING READY

- Eat
- Collect what you need
 - Pens / pencils – more than one!
 - Calculator (only if allowed) – batteries!
 - Notes (only if allowed)
 - Clothing for the exam hall climate
 - Watch / clock
 - Water (clear bottle)
 - Snacks
 - A positive attitude

At the exam: ADVICE

WAITING time

- Turn off your phone
- Don't cram!
- Stay away from people who are cramming!
- Calm down

READING time

- Write down your mental cheat sheet
- Read the whole exam
- Plan your time
- Find the things you know how to do
- Start writing down definitions

WRITING time

- Read the whole question
- Write something for every part of every question
- Use the rest of the exam for inspiration
- Just start writing
- If you're taking too long, move on

EXTRA time

- NEVER leave early!
- Check all your work
 - Have I answered the question?
 - Is my working right?
 - Have I shown my understanding?

At the exam: ANSWERING QUESTIONS

KEY WORDS tell you what to do

Verify	Sub in to check – <i>don't</i> solve the problem from scratch!
State / Write down	Just write it down; no working needed.
Solve / Find / Determine	Find the missing values.
Express / Write	Arrange to write it in a particular way
Find / Evaluate/ Calculate	Do the process to get the answer.
Show	Use logical steps
Prove	Use logical steps – and you <i>must</i> use the definition!
Hence	You <i>must</i> use the part above
Hence or otherwise	You can use a different way (but still a good idea to use the part above)
Formulate	Change the problem into equations but don't solve!
Interpret	Write a sentence about the meaning.

Remember your PROBLEM-SOLVING SKILLS

PREPARE YOURSELF	UNDERSTAND THE PROBLEM	DECIDE WHAT TO DO	DO IT	LOOK BACK	REWARD YOURSELF
You can do it!	What do the words and symbols mean?	Look at other problems for inspiration.	Write or draw – it helps you think.	Did you reach the goal?	You did it!
	What is the goal?	Break the problem into smaller parts.	Keep the goal in mind.	Could someone else understand your work?	
	Can you find other related information?	Focus on one part at a time.	If it isn't working, try something else.	Is there something you can learn?	

At the exam: CHECKING YOUR WORK

Looking for ERRORS

- Read it "aloud" in your head.
- Check the original question.
- Watch the minus signs!
- Think about what the answer ought to look like.
- Strategies specific to the topic.

Correcting ERRORS

- Put a note to say why it's wrong.
- Don't cross it out until you have something to replace it.
- Tell the marker what you're doing.
- If necessary, start again.

After the exam

- Reward yourself
- Don't worry
- Relax and rest
- Don't party too hard
- MUCH later: ask yourself how you could do better...