

*Preparing for  
Examinations - a review  
for better performance*

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# Intended Learning Outcomes

**At the end of this workshop, you can:**

- 1. Describe the main preparatory activities** to be undertaken before the examination;
- 2. Use appropriate skills to answer different** question types; and
- 3. Manage time used to answer** each question according to marks allocated to each question.

# Basic Techniques

- General preparation
- Revision
- Skills related to different question types
- Time management
- State of mind

# Basic Techniques

- General preparation
- Revision
- Skills related to different disciplines/techniques
- Time management
- State of mind

# What are the difficulties you would encounter for the preparation examinations?

- Time Management
- Organizing teaching materials
- Preparing notes for revision
- Skills dealing with different question types

# General Preparation (1)

- Best strategy
  - Develop a **habit of continual** revision throughout the year
- Know your **strength and weakness**
  - Take the score of continuous assessment tasks/ mid-term tests/quizzes as indicators
  - Take action accordingly

# General Preparation (2)

- Be familiar with the **format** of the examination
  - Closed book or open book
  - Length of the exam
  - Question types
    - MCQs, fill in blanks,
    - Questions requiring different cognitive skills
      - E.g. list, explain, compare and contrast, apply knowledge to solve problems etc.
    - Questions requiring short [few lines] or long answers [1-2 page(s)]
      - **Practice hand-writing essays** instead of using a computer
      - Write in **simple and concise** manner

# Basic Techniques

- General preparation
- **Revision**
- Skills related to different disciplines/techniques
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# Revision (1)

- **Get organized**

- For each course, organize the ppts, marked assignments, quizzes, tests etc. in good order

- **Know your strength and weakness**

- Go through each course and mark topics which you know well and those which you need help

# Revision (2)

## 1) \*Prepare a schedule of revision accordingly

Rearrange your routine daily schedule, must set aside EXTRA time for revision and stick to it

## 2) \*Learn how to make notes to enhance your memory

Create mind-maps, flow diagrams, fish-bone charts etc.

## 3) \*Form study groups to cover one another's weakness and practice answering the questions

# Revision (3)

## 1. Prepare a schedule of revision accordingly

- Rearrange your routine daily schedule, must set aside EXTRA time for revision and stick to it
- Check how much time you have before examination for revision – **MUST MAKE TIME**
- Allocate **more time for courses/topics you are not familiar with**

# Revision (4)

## 1. Prepare a schedule of revision accordingly

- Rearrange your routine daily schedule, must set aside EXTRA time for revision and stick to it
- Make sure you have time to go over **all the courses** during the revision period
- **The day before the exam** should just be a **quick revision** with your notes, especially parts that you are not familiar with

# Revision (5)

## 2. Learn how to make notes to enhance your memory

– Create mind-maps, flow diagrams, fish-bone charts etc.

- After reading through your notes, perhaps lesson by lesson, **note main points**, using **concise and simple language** just **by recalling what you read**
- If you found difficulty to memorize a lot of information at one time, **cut it down to reasonable sections** and repeat the process

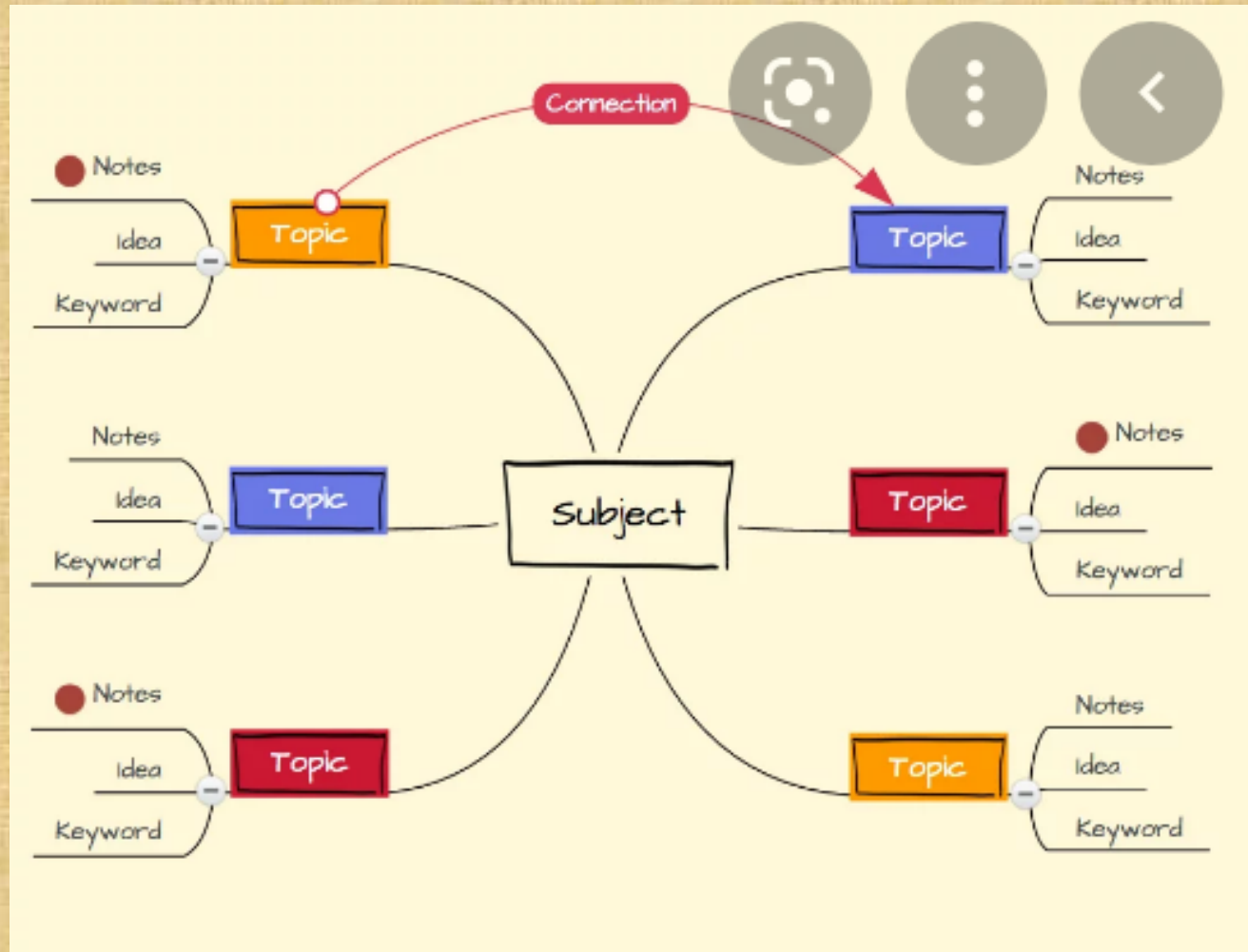
# Revision (6)

## 3. Learn how to make notes to enhance your memory

– Create mind-maps, flow diagrams, fish-bone charts etc.

- Then **summarize it by diagrams** such as mind-maps, flow diagrams, fish-bone charts etc. for each section
- Make a **diagrammatic presentation** giving you an **overall picture with key points of the topic**
- **CREATE** your own questions and share with your study group

# Revision (7)



# Revision (8)

## 3. Form study groups to cover one another's weakness and practice answering the questions

- **Teamwork can help to improve** your techniques in answering examination questions
- Create your own questions and share with your peers
- Try to answer your peers' questions and share.
- **Be critical but constructive** when dealing with one another's questions / answers
- Can divide topics amongst the team to improve on the efficiency on the revision of different topics



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# Skills

## Skills on dealing with different question types

- **Simple memory recall** – list, define, state....
- **Require further elaboration**
  - *Describe, explain, how.., what..., illustrate*
- **Require some analysis**
  - *Discuss, analyze, compare and contrast, differentiate*
- **Require application of knowledge**
  - *Apply, predict, forecast, solving problems*

# Basic Techniques

- General preparation
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# Time Management in the Exam (1)

- Check the instruction page if there is an overall description of the paper.
  - No. of pages of the exam paper
  - Description
    - This paper has 3 sections, totaling 100 marks.
    - **Section A (50 marks)**. This section has 10 short questions. Each question carries 5 marks. ANSWER ALL QUESTIONS IN THIS SECTION.
    - **Section B ( 30 marks)**. This section has 3 long questions. Each question carries 10 marks. ANSWER ALL QUESTIONS IN THIS SECTION.
    - **Section C (20 marks)**. This section has 3 questions. Each question carries 20 marks. ANSWER ONE QUESTION IN THIS SECTION.

# Time Management in the Exam (2)

- **Divide your time** according to the marks allocated for each question in relation to the time available.
- **Must attempt ALL the questions** required
  - ✓ Attempt All the MUST ANSWER questions
  - ✓ **Select the** right number of questions **to be answered in the** Sections with Choice

# Time Management in the Exam (3)

- This paper has 3 sections, totaling 100 marks.
- **Section A (50 marks).** This section has 10 short questions. Each question carries 5 marks. ANSWER ALL QUESTIONS IN THIS SECTION.
- **Section B (30 marks).** This section has 3 long questions. Each question carries 10 marks. ANSWER ALL QUESTIONS IN THIS SECTION.
- **Section C (20 marks).** This section has 3 questions. Each question carries 20 marks. ANSWER ONE QUESTION IN THIS SECTION.
- 2h exam = 120 mins
- 10 mins to read through paper
- 10 mins to read through answers at the end
- 100 minutes left
- Thus
  - 50 mins for Section A (5 mins for each qn)
  - 30 mins for Section B ( ca. 10 mins for each qn)
  - 20 mins for Section C (20 mins for the only qn)

Session : Semester A 2017-2018

Time allowed : Two hours

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This paper has 8 pages. (Including this cover page and Appendices)

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**Instruction to candidates:**

1. This paper consists of 2 sections.
  2. Answer **ALL** questions in Section A and **TWO** questions in Section B.
  3. For Section A, mark the answers on the Multiple-Choice Answer Sheet provided.
  4. For Section B, start each question on a new page and show sufficient working. Take **TWO** decimal places for answers.
  5. The question paper must be handed in together with the Answer Book and Multiple-Choice Answer Sheet at the end of the examination.
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Time allowed : 2 Hours

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This paper has 8 pages (including this cover page).

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1. This paper consists of 25 multiple choice questions and 5 written essay questions in two sections.
  2. Please complete **ALL** multiple choice questions in section A (25%).
  3. Please complete **3** out of the 5 written essay questions in Section B (75%).
  4. Use the supplied answer book to answer all the questions.
  5. Write the question numbers that you attempted on the front cover of your answer book and at the top right-hand corner of each page of your written answers.
  6. Start a new page for each question. If additional sheet is used, insert appropriately to the corresponding question.
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*This is a closed-book examination.*



# Time Management in the Exam (4)

- Must attempt **ALL** required questions.
- **Start with easy question** first and do not go beyond the time even if you want to say more.
- For **long answers, draft** a framework of your answer
  - First the main body first with key points
  - Then short intro and concise conclusions

# Time Management in the Exam (5)

## VERY IMPORTANT

- For essay type answers,
  - to gain passing mark and average mark is easy
  - BUT to earn extra marks will be hard
- Thus even if you know a lot about the topic, **DO NOT spend extra time to earn a few more marks** at the expense of not being able to complete answering other questions in the exam paper

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# Reduce Stress

In general,

- Enough rest, including sleeping well
- Eat well
- Take breaks between revisions
  - Do simple stretching exercises
  - Treat yourself with some favourite snacks
  - Listen to your favourite music
- <http://m.wikihow.com/Relax-Before-a-Final-Exam-in-College>

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*Thank you!*