



## Exam Technique

### RTQ & ATQ

**Read the question** carefully! Sometimes nerves lead us to reading words or numbers incorrectly or even misunderstanding what the question is asking.

*Tip:* read every question twice and highlight key words.

**Answer the Question** - don't lose focus on what you're being asked to do.

*Tip:* When writing long answers, refer back to the question regularly to keep your answer on track.



### DISCUSS

What 'careless' errors have you made in recent tests?

Put yourself in the examiner's shoes!

They set questions which allow you to show your knowledge and mark your script positively. They will look for what you have done well and try to award you marks.



If you find yourself panicking in an exam take time to **stop** and **think**.

Remember your relaxation techniques.

Take a sip of water and stretch.

Concentrate on what you are doing and do not worry about those around you.

You may have plenty of spare time in some exams, but need to rush to finish others.

It is important to divide your time sensibly between all of the questions on the paper.

Remember that the amount of marks available indicates the length of answer required.

If you are stuck on a tricky question, leave it and go on to the next one.

Go back and have another go at tough questions at the end.



Use any remaining time to **check your work**.

Does it make sense?

Have you RTQ and ATQ?

Check all calculations,

Check your spelling.

