Exams? Left it too late?

Aim of this factsheet
To provide hints and tips to avoid panic if you have started your revision too late.

Get yourself organised

a) Count the amount of days and hours you have available for revision.

b) Note the number of exams you have to take then look at the weighting of each one, which is the proportion of the overall module mark the exam is worth (30%, 70% or 100% of the available marks).

c) Once you have the above information you should be able to judge is the most important for your overall grade. For example, if you have two exams, one of which is worth 60% and the other a 100% of the module marks; you divide the time you have available to revise in the same proportion.

d) Know the learning outcomes for each exam you have and focus your revision on these.

e) Choose your topic areas. Think about which areas come up regularly on past papers, whether your tutor provided any tips for study areas, what lectures have you had in the module.

f) See the Exam Revision and Techniques factsheet and decide which revision strategy suits you best.

g) Create a revision timetable in blocks of time no longer than 1-2 hours. Build in regular breaks of 15 or 30 minutes to drink, eat and sleep. DO NOT WORK CONSTANTLY. A tired brain cannot function efficiently. Remember you are not superhuman! Be realistic!

h) Make a ‘to do’ list of specific areas for revision.

i) Cross off revision topics so that you can see progress. Do not be tempted to work for longer on a topic than you have planned.

Keep calm and carry on

• If you start panicking, your studying will become less effective. Take some time out to gather your thoughts and calm down.
• Make sure you take time to eat and sleep.
• Assign clear goals to tasks and make sure it is feasible to complete them in the time you have allocated.
• Make a TO DO list and cross things off as you compete them as this is motivating and demonstrates progress.
• See the Stress Management factsheet for further information.
**Practice makes perfect**

Check your knowledge by:
- Answer questions from past papers.
- Create your own questions.
- Write timed model answers.
- Make question and answer cards, spider diagrams and posters.

Remember to include theories, models, policies, competencies, case studies, case law, experts etc. as appropriate in your subject area.

You do not need full referencing but make sure you can spell names correctly.

In the exam make sure that you:
- Take time to read through the whole paper before choosing the questions you are going to answer.
- Make sure you answer the number of question set.
- Do not just spew out the knowledge you have learnt. Answer the question!
- Do not spend too long on any one question.
- Answer the correct number of questions.
- Take care not to spend too long on a question worth only a few marks.
- Take time at the end of the exam to read though and check your answers.
- If you go blank on a question leave room to finish it at the end and move on to another one.

Do not let others reduce your self-confidence. Avoid discussing the paper just before going into the exam. Do not worry if you have revised different topics to others. This just means that you are going to answer different questions.

**References and further reading**


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**For an appointment or further advice:**
- **Click:** [http://libguides.staffs.ac.uk/AcademicSkills](http://libguides.staffs.ac.uk/AcademicSkills)
- **Call:** 01785 353500
- **Email:** academicskills@staffs.ac.uk
- **Visit:** Skills Space, Thompson Library, Stoke / Blackheath Lane, Stafford / Shrewsbury Hospital

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