

# Exam Preparation Checklist

Exams can be a daunting part of university life, and it's only natural that you will want to be as prepared as possible to perform at your best. When it comes to revision there are no right or wrongs, so you might find what works for your course mates, doesn't work for you.

Studies show that being held accountable can increase our motivation towards a particular task (Converse et al., 2014). With this in mind, we have created a checklist of recommended strategies for you to mix, match and even give to a friend to make sure you stick to your word.

Start building your unique revision toolkit today by ticking your pre, on-the-day and post-exam intentions. Don't forget to sign it at the end!

## Pre-exam

### Practical

I am going to:

- Attend all contact hours
- Clarify exam content with my tutor
- Check the module learning outcomes
- Check my module reading list
- Summarize my notes
- Review practical details about the exam e.g. time
- Source past papers
- Familiarise myself with question words
- Book a study room
- Tell friends and family when I am revising
- Create an inspiring study space
- Make an exam calendar
- Make a revision timetable
- Set measurable goals
- Organise a study group with friends/virtual study group
- Practice under exam conditions
- Check that I know my exam time and room

### Study Techniques

I am going to:

- Colour code my notes
- Practice the *Pomodoro* technique
- Create a mind map of themes
- Make and use flashcards
- Watch memory technique videos
- Use a 'self-control' app to block distraction websites
- Use a mnemonics generator
- Access *Uniskills* toolkits
- Record myself speaking my notes
- Teach somebody else my content
- Alternate topics I find interesting/boring/easy/difficult

## Wellbeing

I am going to:

- Regulate my sleeping pattern
- Stock up on brain food
- Schedule time for exercise
- Adopt mindfulness techniques
- Talk to somebody if my stress or anxiety feels unmanageable

## On the day

I am going to:

- Eat a nutritious breakfast
- Stay hydrated
- Check my exam time
- Check my room number
- Check permitted equipment
- Check my route for transport problems
- Arrive in good time
- Visualise a positive exam experience
- Shift my mind-set from 'I am scared about my exam' to 'I am excited about this challenge'
- Focus on material I know

## Post Exam

I am going to:

- Reward myself
- Avoid comparing answers
- Reflect on the process
- Seek and act upon feedback

Signed: \_\_\_\_\_

CONVERSE, P. D., PICCONE, K., LOCKAMY, C. N., MILOSLAVIC, S. A., MYSIK, K. AND PATHAK, J., 2014. Accountability and interdependence. *Journal of Applied Social Psychology*. 44, pp. 210-219.