

# 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

I am going to:

- Attend all contact hours
- Make a revision timetable
- Source past papers
- Clarify exam content with my tutor
- Attend a 'Shut up and work' *Uniskills* session
- Practice the *Pomodoro* technique
- Create a mind map of themes
- Make and use flashcards
- Check the module learning outcomes
- Talk to somebody if my stress or anxiety feels unmanageable
- Watch memory technique videos on *Learning with Lynda*
- Familiarise myself with question words
- Use a 'self-control' app to block distraction websites
- Create a virtual study group
- Set measurable goals
- Summarize my notes
- Use a mnemonics generator
- Complete the *Uniskills* 'Note taking' toolkit
- Book a study room
- Adopt mindfulness techniques
- Make an exam calendar
- Tell friends and family I am revising
- Alternate topics I find interesting/boring/easy/difficult
- Write down my short and long term motivation
- Stock up on brain food
- Colour code my notes
- Practice under exam conditions
- Familiarize myself with the mark scheme
- Create an inspiring study space
- Check my module reading list
- Regulate my sleeping pattern
- Schedule time for exercise
- Make a flow chart
- Organise a study group with friends
- Make online flashcards and activities

- Record myself saying my notes
- Teach somebody else my content
- Review practical details about the exam e.g. time

## On the day

I am going to:

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

## 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., MYSIAK, K. AND PATHAK, J. (2014). Accountability and interdependence. *J Appl Soc Psychol.* 44. pp. 210-219.

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