

Exam Toolkit Checklist

Here some are suggested checklist ideas to aid with planning. This means thinking ahead through what you will need to do in a structured and calm way to help ease stress, and growing confidence by taking ownership of the parts of the exam process where you have some agency.

The rest of the toolkit can help you further with ideas of how to approach these tasks. Use the checklist to review and bring together your plans. You can adapt and add to these lists, using your own ideas and ways of working.

Pre-Exam

I know when and where my exams are held, and what I need/am permitted to bring

I have checked the exam regulations

I am confident about what the exam may cover

I am confident about the format of the exam (exam type and pattern of questions/tasks)

I have planned timings (in relation to available marks and task)

I have located and accessed any past papers, examples, resources, supporting or practice materials and revision classes

I have made an exam timetable – when and where exams are

I have made a realistic revision timetable – when and where I will revise

I have made a reflective revision timetable (how I will revise, planning tasks, managing commitments)

I have included time for rest / breaks / time-off

I have included time for self-care / nutrition / socialising

I have included time for exercise / being outside

I have learned what support is available

I have asked for help / support where a need has been identified

I have tried a range of active revision activities

I have created my own revision resources / tried a new revision strategy

I have planned exam timings, for reading and planning, reviewing and checking, as well as completing tasks.

In-Exam

You won't be able to take this checklist in with you, but thinking through the day in advance can help to manage the uncertainty and reduce stress.

Do I have everything I need? (Water, clothing, equipment, permitted resources)

Do I have the right paper / information / all pages / resources? (If there is any problem, I will ask the invigilator straight away.)

Have I made a note of planned timings?

Am I able to monitor time?

Have I reviewed the whole paper / task / instructions before beginning to respond?

Have I broken down the question or task?

What strategies do I have for any unforeseen challenges on the day? (unfamiliar wording, hoped for questions not coming up, feelings of panic)

Post Exam

In this period, it is important to rest before reflecting, and using your experience to adapt and progress in your learning.

I have had a break from thinking about the exam before reflecting

I have long-term goals clear in my mind to build resilience

I know how to access / who to approach for feedback

I have used marks / feedback to prepare for the next assessment

I have identified who to speak to for support and advice if it has not gone to plan

I have reflected honestly on what worked and what didn't – I will use this to adapt and plan future learning

I can discuss my reflections with those teaching and supporting my learning