**Keep calm and carry on**

Read the question carefully. Read it again. Read it thoroughly. Circle the verbs. Check exactly what you are being asked to do, not what you want to do.

It is natural to be afraid of the unknown. Knowing what is ahead of you in an examination takes away much of the fear. Have the exam format well thought out beforehand. Know how best to use time during the exam: how to plan your answers, and how to answer the question you have been asked.

Exams are about what you understand more than what you remember. It is your chance to show just how well you can cope with a stressful situation and still give your best performance. It is not just what you know but how you use it that counts on the day.

A certain level of stress is healthy. It gears you up for the "big performance." Ensure you keep your stress levels healthy so that they work for you rather than against you on the day.

Arrive at the examination hall a few minutes early. Do not bring a stock of books.

You can bring a few notes / flash cards to glance over as a last-minute measure.

Have bottled water, but avoid chewy (noisy) sweets and chewing gum.

When you are handed your paper, attend to the routine details first. Fill in all the examination paper details correctly. Steady yourself.

Never panic, even if at first the question seems alien. It will be linked with something you have covered in your coursework. lt is your job to find the link.

Choose your questions and stick to your choice. The reason for this is that your brain will continue to work on other questions while you plan the first one. Resist temptation to switch to another question, particularly if you have already started one. This is only a panic response. Ignore it and continue.

Plan your answer before you start. If points or ideas for your other choice question come up, you can write them on a separate page. Never, ever rush into writing, planning is time well spent.

Do your best question first. This will get the "flow" going and give you confidence. Once you have completed your first (best) question, it might be useful to plan your other questions. If you are pressed for time later on, you will not have to rush your thinking: your plan will be there for you.

Check weighting. **Spend the time on questions that will bring you higher marks, not on questions that have fewer marks. Managing your time in an exam is crucial to getting you the best advantage.**

Pacing and timing (rather than speed) in an exam are very important. Have a clear idea of how you will use your time- even before you start. Good preparation is the key.

Show the starting point and the various stages in any calculation so that the examiner can follow what you are doing. This way, even if you make a small mathematical slip and end up with the wrong answer, you can still score almost full marks (only one mark is deducted for an arithmetical slip).lf you do not show the starting point and the various stages, and end up with a wrong answer, you score no points.

Avoid going for what appears to be an easy option, for example, choosing the "8" or more personal / creative option in the comprehension section of the English paper. Any creative or personal response needs to be as well planned and organised as the more formal type questions.

You have 2 - 3 weeks of examinations. Do not burn out half-way through. Preserve

your energies. Keep your best for the examination hall.

 Write clearly. NO post mortems. They will only fill you with dread or complacency.

 Neither is useful. Reward yourself afterwards.

 Prepare for your next exam. Good luck. You have worked hard you deserve it!

**Believe in yourself, and in your ability to succeed!**