



## Fit to Sit: Top tips for sitting an exam

Dear Student,

We know it can be overwhelming and stressful studying for an exam. To help you out, we have developed this guide that provides top tips for exam preparation, during the exam, and reflection for future exams. The tips are given by UWL students! We are all different, and have different learning styles and studying techniques, so it is just important to find what works for you. If you follow the tips, we believe you will be on the right path!

### Exam Preparation

- ✚ **Make a plan for your exam revision**, considering:
  - Your current strategies for revision (e.g. working through a sample exam paper)
  - Other strategies you haven't tried (e.g., group study, tutoring, etc)
  - Factors that might influence your success (e.g., time management, completing all reading in advance, work or other obligations, deciding on books/notes to take into the exam room, etc)
  - The support and feedback available to you (e.g., revision days, drop-in support, Academic Skills Workshops, etc)
  - Monitor and change your revision plan as necessary, but **DO REVISE**.
  - In an Open Book exam, learn your material as thoroughly as you would for any other exam and organize your resources, so that you can find the information you need efficiently, without wasting precious time.
- ✚ **Prepare for exam day - preparation gives confidence!**  
For example: plan your travel, know the room location, set aside what you need to bring with you on exam day (e.g. books, notes), get enough sleep, eat well, etc

### During the Exam

- ✚ **Assess the questions to maximize marks:**
  - If possible, read all the questions first or glance through the exam and identify which questions are worth more.
  - It may help to quickly jot down notes throughout the test to help remind you of answers later.
  - Identify which questions you can answer quickly and which will need more time.
  - Identify which questions you are likely to get correct and allow time to answer these.
- ✚ **Time management:**
  - Divide your time by considering: how long the exam will take, the questions you need to answer, and how many marks each is worth (you might be able to do this in advance).
  - Consider planning the order in which you will answer questions and how you will distribute your time and effort during the test.
  - Do your best to stick to this plan and monitor your progress against your time management plan throughout.

### Reflection for Future Exams

- ✚ **Reflect on the effectiveness of your plan and strategy:**
  - Did your revising work well and adequately prepare you?
  - Did your plan to maximize points and manage your time work well during the exam?
  - Consider and incorporate marks or feedback from the lecturer, tutors, and student support teams.
- ✚ **Make a new plan for future exams:**
  - Keep what worked well for you
  - Change what you want to do differently next time.

If you need any help, ask your Lecturer or Personal Tutor. If you have any questions or need study support, please email: [Study.Support@uwl.ac.uk](mailto:Study.Support@uwl.ac.uk) or visit our Study Support hub