

How to prepare for the Exams !

Preparation throughout the year

- ✓ Adequate and early preparation is very important to reduce examination tension
- ✓ Preparation starts from the day the students enters the class for that year
- ✓ Attending classes regularly and listening with interest
- ✓ Taking down proper notes in the class
- ✓ Reading textbooks and comparing it to the class notes, to get a clear picture and understanding of the lesson covered by the teacher
- ✓ Any reading is to be understood by its concept and than just memorizing it.
- ✓ Writing and summarizing by the student in a way, which is easy for him/her to remember what is read(using mnemonics as an aid to cover all points)
- ✓ Discussing the lesson with friends out of class
- ✓ Clarifying doubts with teachers and other classmates
- ✓ Getting the help of teachers, parents or a tutor if the student has difficulty in understanding certain topics or chapters
- ✓ Finding a method to connect it to other known information
- ✓ Reviewing notes regularly
- ✓ Giving more time and importance to subjects found difficult by the student – e.g. Mathematics, Social
- ✓ Avoiding choosing portions in each subject and reading only that based on earlier question papers

One Month Before the Exams

- ✓ Preparing a study plan
- ✓ Combining favorite and not so favorite subjects in the study plan of a day
- ✓ Trying and completing two Model Question Exams(each subject)in this time
- ✓ Having fixed time of sleep and relaxation(including TV Time)
- ✓ Meditating and doing autosuggestion every day – to be calm in the examination situation
- ✓ Discussing with one's parent or sibling or friend regarding progress in the exam

Some Don'ts Few Days Before the Exams

- × Collecting new notes and materials from friends and reading them till the last minute with no time for revision
- × Trying to learn new things on one's own at the last moment
- × Sitting for long hours continuously to read. Not taking breaks for bath, food, relaxation and sleep. It makes one feel more tired, reduces concentration and makes studying boring and anxiety producing activity.
- × Keeping awake whole night and reading for few days before the exams
- × Excessive use of coffee or tea to keep awake the whole night
- × Giving up studying totally as the student feels that his/her mind is 'BLANK' and seems to have forgotten everything that was read; hence giving up.
- × Spending time to trace the 'question paper' or teachers who are probable involved in paper correction
- × Copying large amount of materials on bits of paper thinking that it might help during exams

Some Do's on the Day of Examination

- ✓ Having a good night's sleep the previous night
- ✓ Having a light but adequate breakfast
- ✓ Leaving for the examination hall well in advance
- ✓ Checking whether one has taken all the necessary things – pens, pencils, geometry box, hall-ticket – a checklist of all items is essential
- ✓ Going to the toilet before entering the examination hall
- ✓ Taking deep breaths, making suggestion or a prayer to do well

Steps to be Followed when the Students Gets the Question Paper in Hand

- ✓ Reading the instructions carefully. If there are any doubts clarify with the instructors, teacher or invigilator
- ✓ Budgeting the time and planning the answers. Allocating time for each question. Many times students write one answer too long a time and ends up with too little time for the other questions
- ✓ Choosing the best known questions if choices are available
- ✓ If not sure of an answer, not spending long time thinking and recalling answers. Going to the next known question. Handling the less known questions towards the end
- ✓ Writing legibly – if mistake is made do not overwrite but cross it out
- ✓ Highlighting important points – underline, write in Capital etc.
- ✓ Answering to the point and not writing unnecessary information to make the answer paper appear long
- ✓ Giving equal importance to things like formulas(maths, science), drawing figures(science), marking on the map(geography), graphs(maths and physics)
- ✓ Most of the students have a habit of discussing answers with friends after the examination. This makes the students anxious and worried. The anxiety may interfere with the reading for the next examination. Once an exam is over it is better to concentrate on the next one. Review and discussion could be done after the last examination.

How to Handle the Anxiety:

The Guidelines:

- ✓ Following "How to Prepare for Exams" suggestions during preparation before and on the day of exams
- ✓ Following some specific relaxation techniques many times a day - meditation, breathing exercises, prayers and autosuggestion. This method must be comfortable and useful to the student. So it is necessary that the student starts using it, months before the exams and see whether it is effective for him/her.
- ✓ Solving old examination papers within specified time – 3 hours i.e doing mock exams on one's own
- ✓ Recognizing whether one is mildly anxious or highly anxious that interferes with concentration and learning. If one is highly anxious, sharing it with someone whom the student trusts in and taking help is desirable
- ✓ Avoiding negative thoughts, for example "I have not prepared well." "I may fail in this exams", or "I have not covered all the portions".
- ✓ Practice group relaxation exercises in the school for 10 minutes every day at least 3 months before exams.

ALL THE BEST ! GOD BE WITH YOU !

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