

TIPS FOR SUCCESSFUL EXAM PREPARATION FOR STUDENTS



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Exams are unavoidable for most of the students in the current system of education. One has to face examination at one time or the other. In our modern educational system, EXAMINATION is the only way of assessing the academic ability of a student. Hence, examinations have become crucial for students. There are several examinations, which a student has to take to be able to go for higher level of education. However intelligent or well read a student may be, if she/he does not do well in a particular exam the consequences of not being able to continue education are there. Doing well in exams is thus very important.

Success in the Examination Depends on many Factors like:

- Motivation to study.
- Commitment to complete education.
- Time management.
- Regular study habits.



Tips for Successful Exam Preparation for Students

- Ability to handle the stress of planning, preparing and facing the examinations.
- Appropriate preparation for the specific examinations.

Failure in an Examination Depends on many Factors like:

- Lack of motivation to study.
- Lack of commitment.
- Lack of regular study habits over the year.
- Lack of clarity in whatever one has read – due to poor reading habits.
- Lack of adequate preparation for the examination – Preparing for exams at the last minute.
- Fear of failure.
- Becoming ‘anxious’ and ‘stress’ during the examination.
- Not writing legibly/writing full of corrections and overwriting.
- Not adjusting the size and way of answering depending on the question and the marks allotted.
- Difficulties in summarizing and writing in exams.
- Not managing time during the three hours of exam



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– writing excessively for the first few questions and omitting the last few questions due to lack of time.

- A teacher you could stress that preparation over months is more important than last minute preparation.

How to prepare for Examination:

Guidelines

- Preparation throughout the year.
- Adequate and early preparation is very important to reduce examination tension.
- Preparation starts from the day the student 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 clear picture and understanding of the lesson covered by the teacher.
- Any reading is to be understood by its concept than just memorizing it.
- Writing and summarizing by the student in a way, which is easy for him/her to remember what is



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read.

- Discussing the lesson with friends out of the class.
- Clarifying doubts with teachers or 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 – eg. Mathematics, English.
- Avoiding choosing portions in each subject and reading only that based on earlier question papers.

One Month before the Examination

- Preparing a study plan.
- Combining favourite and not so favourite 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 T.V. time)



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- 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 preparation from time to time.

Some Don'ts Few Days before the Examination

- Collecting new notes and materials from friends and reading them till the last minute without time for revision.
- Trying to learn new things on one's own at the last minute.
- 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 stressful.
- 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 papers' or



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teachers who are probably involved in paper connection.

- Copying large amount of materials on bits of paper thinking that it might help during exams.

Some Do's on the Day of the 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 instructor, teacher or invigilator.
- Budgeting the time and planning the answer. Allocating time for each question. Many times students write one answer for too long a time and



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ends 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 a 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 appear long.
- Giving equal importance to things like formulas (Maths, Science), drawing figures (Science), marking on the map (Geography), graphs (Maths and Physics).
- Trying to finish ten minutes earlier. This helps the student to go through the paper and correct mistakes/underline important points etc.
- Most of the students have a habit of discussing answers with friends after the examination. This makes the student anxious and worried. The anxiety may interfere with the reading for the



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next examination. Once an exam is over it is better to concentrate on the next one. Review and discussion can be done after the last examination.

Anxiety and Exams

Most of the students suffer from anxiety about examination and their performance. While anxiety by itself is not bad, not being able to recognize and cope with it can be disastrous. Many students do not know how to handle this stress, which results in poor performance in examination despite good preparation. Sometimes it can lead to extreme actions like suicidal attempts or running away from home. The normal responses to exam stress are:

- Not being able to concentrate or remember what was read earlier.
- Difficulty in falling sleep or not feeling refreshed even after sleeping for many hours.
- Constant irritability, anger, worry or listlessness.
- Discomfort in the stomach.
- Decreased appetite or increased appetite.
- Vomiting sensation.
- Stomach pain.
- Loose stools.
- Frequent urge to urinate.



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- Mild fever.

Reasons for Anxiety

- Inadequate preparation for examination.
- High expectations from parents, teachers and oneself.
- Unhealthy competition in the class to secure the highest marks. Here the focus is only on securing the highest marks and not on performing well and this affects the performance.
- Jealousy.
- Bad experience in a previous exam that may increase the anxiety e.g. 'I failed last year. So I will probably fail this time also'.
- Distraction during exams – holidays, visitors, festivals, and other events.
- Generally anxious person.

