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# ACE YOUR EXAMS

10 STEPS TO EXAM EXCELLENCE WORKBOOK



# 6 Biggest Mistakes In Exam Preparation

Mistake



1.

☐

2.

☐

3.

☐

4.

☐

5.

☐

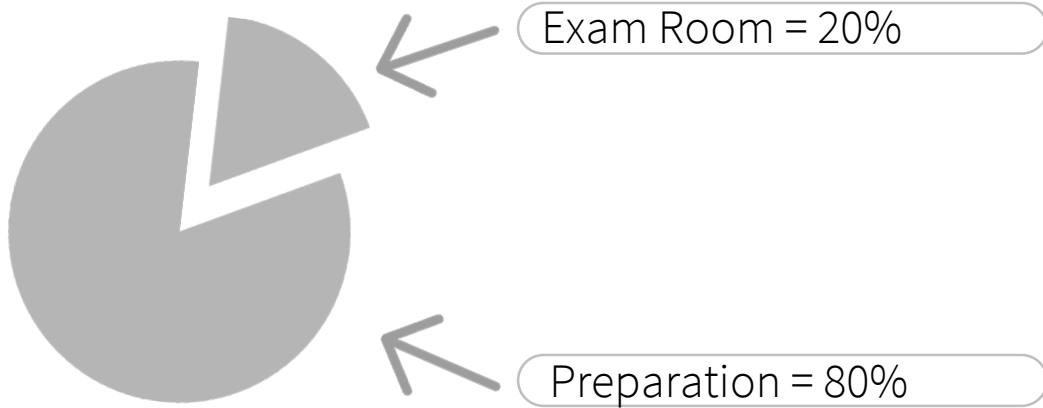
6.

☐

Number of areas for immediate improvement:



# 7 Steps For Preparation— Excellence



Our research has shown that only 20% of your success comes down to the tricks and techniques you can adopt in the exam room. **80%** of your success comes down to how you **prepare**.

Step 1





# 7 Steps For Preparation— Excellence

Step 2



Step 3



Step 4





# 7 Steps For Preparation— Excellence

Step 5



Step 6

Subject

Goal

To Do

Deadline

Step 7





## Staying organised before exams

Research shows that most students prepare for exams in an unstructured manner, which results in them often leaving the highest value work until too late. By using an exam planner, we can map out exactly what needs to be done in preparation for exams and split that preparation into specific tasks (as in column 3 of the exam planner). We can then assign deadlines to each task so that we ensure everything gets done on time. See an example below for Science.

Subject	Goal	To Do	Deadline
Science	85%	<div>Learn definitions:</div> <div><div>-Create glossary</div><div>-Memorise it</div><div>-Definition test</div></div> <div>4 past exams:</div> <div><div>-exam 1 (open)</div><div>-exam 2 (open)</div><div>-exam 3 (closed)</div><div>-exam 4 (exam)</div></div>	<div>-Monday Week 7</div> <div>-Friday Week 7</div> <div>-Tuesday Week 8</div> <div>-Thursday Week 8</div> <div>-Monday Week 9</div> <div>-Friday Week 9</div> <div>-Tuesday Week 10</div>



Download an exam planner from the Student Portal  
at [austudent.elevateeducation.com](https://austudent.elevateeducation.com)



# 3 Steps To Exam Room Excellence

Do you do any of these things before/in an exam?



1. Do you study outside the exam room?
2. Do you hang around with everyone else outside the exam room?
3. Do you stress out before or at the start of the exam?
4. Do you ever spend too much time on certain sections of the exam?
5. Do you ever walk out of the exam room saying, "why did I leave that out?" or "I wish I had put that in my essay?"
6. Are you a 'regurgitator' - you give the examiner every single thing you know?

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Step 1



In

Hold

Out



# 3 Steps To Exam Room Excellence

## Step 2

Each mark =

/

?

If the paper is worth 80 marks and you have 2 hours to do it,  
each mark is worth

?

How long would you spend on the following questions?

4 marks =  minutes

6 marks =  minutes

10 marks =  minutes

## Step 3

