



## SOME HELPFUL HINTS WHEN PREPARING FOR EXAMINATIONS

The staff members at AICM are keen for you to do well in your upcoming examinations. Your progress is important to us. We have put together some helpful hints that staff members have contributed to that might assist you in the preparation and planning process.

### PRE-EXAMINATION

- Focus on the key elements of your unit – don't get side tracked with trivia;
- Look carefully at in class assignments and tests to show where your weaknesses are – and then spend time working on these;
- Prepare each day – don't leave it until the last minute (don't 'cram'; it generally does not work).

### EXAMINATION

- Arrive 10-15 minutes early – this will lower stress levels;
- Sit quietly and go through the anticipated key headings in your head;
- Read the paper through carefully before starting to write;
- Complete all questions – never leave spaces;
- Stay focused – never panic – and write carefully and legibly;
- A wristwatch can help you check the time you are spending on each question and help you stay on track.

### POST-EXAMINATION

- Prepare for the next examination using same pre-examination strategy;
- Celebrate your successes;
- Develop a strategy to reverse your failures.