

PLAN TO PERFORM..... . *Journey of thousand miles begin with a single step.*

Few weeks before the Examinations

- Prepare a study plan by combining favorite and not so favorite subjects in the study plan of a day.
- Try and complete two Model Question Examinations (each subject) in this time.
- Have fixed time of sleep and relaxation (including T.V. time).
- Meditate and give autosuggestions every day – to be clam in the examination situation.
- Discuss with one’s parent or sibling or friend regarding examination preparation from time to time.

Few days before the examinations

Do’s

- Prepare a revision time table.
- Make your books, notes and essays more user friendly with summary notes, headings, subheadings, highlighting and revision cards.
- Find out what way of revising suits you- alone or with a friend, morning or late at night, short, sharp bursts or longer revision sessions.
- Take notes of important points when revising as an aid for future revision. Look at past examination paper and try answering some of the questions.
- If you feel stressed out, talk to someone you feel comfortable to.

Don’ts

- Collect new notes and materials from friends, read and learn them till the last minute without time for revision.
- Sit for long hours continuously to read by not taking breaks for bath, food, relaxation and sleep. It makes you feel more tired, reduces concentration and makes studying boring and anxiety producing. Or keep awake whole night and reading for few days before the examinations.
- Excessive use of Coffee or Tea or Cigarettes to keep awake the whole night.
- Give up studying totally.
- Spending time to trace the ‘question papers’ or teachers who are probably involved in paper setting.

General tips one day before the examinations

- Don’t look for some new notes before one day. Don’t try to learn anything new, rather focus on already prepared ones..
- Talk with your family members to come out with your stress
- Try to have light dinner.
- Don’t cram all night before an examination.
- Have a relaxing night before the examinations.

On the day of the examination

Do’s

- Have a light but adequate breakfast
- Check whether one has taken all the necessary things – pens, pencils, geometry box, and hall-ticket – a checklist of all items is essential
- Leave for the examination hall well in advance
- Avoid people who panic, wait in a place where people are calm
- Go to the toilet before entering the examination hall
- Take deep breaths, making a suggestion or a prayer to do well and keep yourself relaxed.

Don’ts

- Don’t skip your breakfast, getting hungry during the middle of the examination can be distracting.
- Avoid negative thoughts, for example ‘I have not prepared well’, ‘I may fail in this examination’ or ‘I have not covered all the portions’.
- Avoid revising things just before entering your examination hall.

“The true art of memory is the art of alteration”

- Samuel Johnson

In the examination hall

- Read the instructions carefully. If there are any doubts clarify with the instructor, teacher or invigilator.
- Budget the time and plan the answers. Allocate time for each question.
- Choose the best known questions if choices are available.
- If not sure of an answer, do not spend long time thinking and recalling answers. Go to the next question. Handle the less known questions later.
- Write legibly – if a mistake is made do not overwrite but cross it out.
- Answer to the point and avoid writing unnecessary information to make the answer appear long
- Try to finish a little earlier. Then go through the paper to correct mistakes/ underline important points etc. Highlight important points – underline, write in capital etc.
- If you are feeling stressed during a test, try **relaxation techniques** , such as :
 - Take in a deep breath, and then take it out. Try to release the tension with each breath you exhale.
 - Tighten up your hand or feet muscles for 5 seconds and then release the tension to keep you relaxed. Repeat this couple of times.

- Visualize a peaceful and relaxing setting to feel light and relaxed.

Writing better answers in the examination - Give your best shot

- Speed and accuracy is the name of the game, combine wisdom with work, write with a firm focus calmly and confidently. Make boxes
- Before you start answering, take few minutes to read through the whole examination. Get an idea of what the examination is like. Read the instructions carefully.
- Notice the relevant value assigned to each question and number your answers correctly.
- Make sure that you answer the question asked and not answer what you hoped or wished the question would be.
- Be clear about the certain “code words” that examiners use, which indicates what kind of answer they are looking for. Different kind of questions asks you to an answer accordingly. Be very much clear about the terminologies. Few of them are:
 1. **DEFINE:** tell what a term briefly means .definitions can be clarified by giving brief examples.
 2. **LIST, ENUMERATE:** give a series of point and number them 1, 2, 3.....
 3. **STATE:** Give the main points in brief
 4. **SUMMARIZE:** Give a shortened account of something longer
 5. **EXPLAIN:** Give a longer, more detailed account of a thing or idea, offer more facts and examples to support your answer, state how and why something is.
 6. **DESCRIBE, DISCUSS:** Explain in some detail.
 7. **OUTLINE:** Develop an organized account of something, distinguishing between main and secondary points.
 8. **ILLUSTRATE:** Explain by giving examples
 9. **RELATE:** Show connections between things
 10. **COMPARE / CONTRAST:** Discuss two or more items, not just one. Compare means to tell how the items are alike, contrast means to tell how they are different.
 11. **CLASSIFY:** Follow a process like definition for several items in turn, tell how each item is like and unlike the others.
 12. **ANALYZE:** Describe the constituent parts of something and show how they relate to each other.
 13. **PROVE, JUSTIFY:** Give well developed reasons for something
 14. **INTERPRET:** Explain the meaning and significance of something
 15. **CRITICIZE, EVALUATE:** Set out criteria for considering the value of a thing or idea and systematically measure it against those criteria, give negative and positive aspects of something and your overall judgment of it.

Near the end of the examination

- Unless you know that points will be taken off for wrong answers, leave nothing blank. Even if you are wildly guessing, you might get lucky.
- Even with an essay question, write what you know. A partial answer tells the teacher what you still need to learn, and may result in points (remember any points are better than none).
- Before you turn the answer sheet in, make sure that you have your name on the sheet.
- On standardized forms, make sure that all the pencil marks are nice and dark and in the ovals.
- On multiple choice questions that are not on standardized forms, make sure your intended answer is clear, and that you followed the teacher's guidance about how to write the answer properly.
- Give at least 5-10 minutes to skim through the answer sheet that you have not missed out answering a question. Also, check whether you have numbered the questions correctly.
- 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 next examination. Once an examination is over it is better to concentrate on the next once. Review and discussion could be done after the last examination

“Education is what survives when what has been learnt has been forgotten.”

- B. F. Skinner

****ALL THE BEST****

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