

Passing exams

General

- You need a good comfortable pen, because you will need to write approximately 1-2 lines of text per minute.

Choosing questions

- Familiarise yourselves with the structure of the exam paper and make sure you attempt only as many questions as needed, and not more. Otherwise, you would waste your exam time on something which does not improve your marks. For example, if the instructions say 'answer three questions out of four', choose only three questions and answer them.
- Look at the number of marks corresponding to each sub-question. Usually smaller sub-questions (15% or less) are easier to answer.
- When you come to the exam, each sub-question should remind you of some statement or example which you have already encountered in the module. If a sub-question seems totally unfamiliar, it means you have missed some part of the module, and you are not likely to answer this sub-question correctly; therefore, it is better to spend your time answering other sub-questions. Use your revision classes to familiarise yourselves with all types of statements and examples which might become exam sub-questions.

Time management

- During revision classes, study the structure of the exam paper and calculate the amount of time which can be spent answering each sub-question. As a rough guide for most exam papers, a 5% sub-question should be answered in 2 minutes (accordingly, a 10% question should be answered in 4 minutes, and so on). When you answer each sub-question, stick to this time guideline and don't overspend time on any single sub-question. If you can't answer a sub-question within the correct time scale, it probably means that your answer is not going exactly in the right direction (although there might be some good points in your solution, and you might get some marks for it). Therefore, when you have overspent the time allocated for answering a sub-question, stop answering this sub-question (even if your answer is somewhat unfinished) and proceed to the next one.
- In the beginning of the exam, spend several minutes deciding which sub-questions you prefer to answer, and, accordingly, decide which questions you will attempt. You may use the margins of the exam paper to put some marks (for example, pluses and minuses) to plan your answering strategy.
- When you answer questions in the exam paper and sub-questions within questions, it is better to stick to the order in which they are in the exam paper.