



# ACE YOUR EXAMS

Student Template Pack

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## Activity 1: Elevate Exam Checklist

<b>EXAM PREPARATION – THE WEEKS BEFORE</b>		<b>YES</b>	<b>NO</b>
1	I give myself at least 3 weeks to prepare for exams		
2	My notes are finished well in advance of exams (2 weeks before the exam day)		
3	I spend at least 1 week on practice questions/papers only		
4	I do practice questions open-book initially, then when I feel more comfortable I transition to closed-book		
5	I do practice questions/papers without time constraints initially, then when I feel more comfortable I time myself		
6	I mark any practice questions/papers that I do		
<b>EXAM PREPARATION - ON THE DAY OF THE EXAM</b>			
7	I stick as closely as possible to my usual routine (eg. what time I wake up, go to bed)		
8	I avoid people who speculate about what might be in the exam		
9	I avoid cramming outside the exam hall		
<b>DURING THE EXAM</b>			
10	I read all questions thoroughly during reading time, and make sure to consider the instructional words used (eg. discuss, analyse, evaluate, etc.)		
11	I ration my time according to the number of marks allocated to each question		
12	Before I start writing a short-answer or essay response, I take the time to consider all answers and plan out my response		
13	I regularly take deep breaths to help avoid tension and to break up sections		
14	I allow a small amount of time to review what I have written and make any edits		
<b>AFTER THE EXAM</b>			
15	I ask for my teacher's advice on how to improve my marks		
16	I identify what types of exam questions (multiple choice, short answer, essay) that I lose marks in		
17	I identify what topics I am weak in based on the questions I answered incorrectly		
18	I use sample responses from people that are getting higher marks than me to see what they are doing differently		

**SCORE OUT OF 18:** \_\_\_\_\_  
*Which areas do you have the most 'No's'?*

## Activity 2: Elevate Exam Planner

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Subject	Goal	Tasks	Deadline	Status

## Activity 3: Elevate Exam Debrief

Subject: \_\_\_\_\_ Mark: \_\_\_\_\_

Did I achieve my goal? Yes No

Total hours spent studying: \_\_\_\_\_

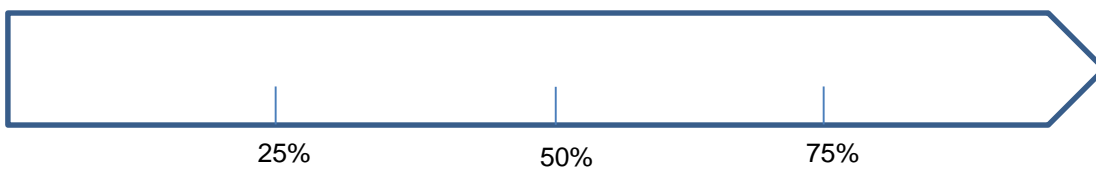
Total hours spent making notes: \_\_\_\_\_ Percentage: \_\_\_\_\_

Total hours spent memorising notes: \_\_\_\_\_ Percentage: \_\_\_\_\_

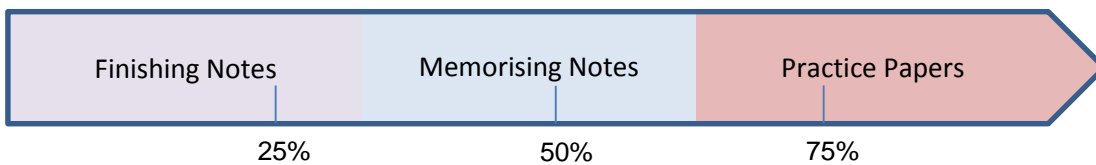
Total hours on practice papers: \_\_\_\_\_ Percentage: \_\_\_\_\_

### Exam Preparation Health Check:

Enter the amount of time you spend on each task as a percentage



A top performing student's study profile will be split like this:



Number of practice papers completed: \_\_\_\_\_ (Your target is 5 practice papers per exam.)

What could I have changed or improved in my preparation? (ie. Were you cramming the night before? Did you do enough practice papers? Did you get feedback for all of your practice papers?)

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What could you have improved in the exam room? (ie. Did you spend enough time planning? Did you read every question carefully? Did you run out of time?)

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The 3 things I can immediately change or improve are:

Action / Change	Deadline	Completed?

## Activity 4: Elevate Mistakes Finder

Subject: \_\_\_\_\_ Assessment: \_\_\_\_\_ Mark: \_\_\_\_\_

Section	Question Number	Marks Lost eg. 2/5	Topic Covered	Type of Question