



# 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 |
|---------|------|-------|----------|--------|
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## Activity 3: Elevate Exam Debrief

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

Did I achieve my goal? Yes No

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

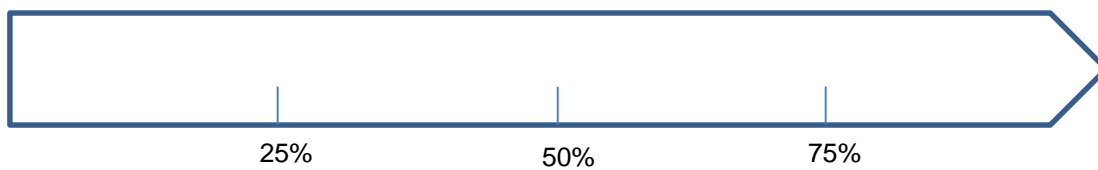
Total hours spent making notes: \_\_\_\_\_ Percentage: \_\_\_\_\_

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

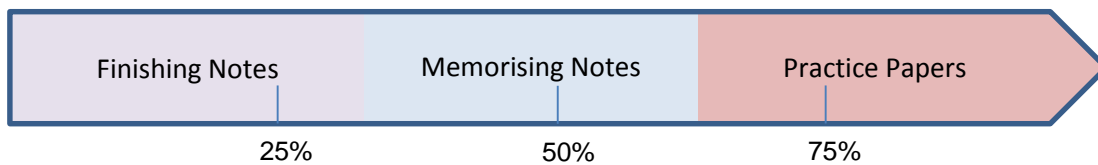
Total hours on practice papers: \_\_\_\_\_ Percentage: \_\_\_\_\_

### 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

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

| Section | Question Number | Marks Lost<br>eg. 2/5 | Topic Covered | Type of Question |
|---------|-----------------|-----------------------|---------------|------------------|
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