

## GUIDELINES TO BE FOLLOWED FOR EXAMINATION

Dear Students,

The following guidelines **related to examination** have to be followed **by you** for **achieving** success:

- **Withdraw** yourself from irrelevant activities and focus on studies.
- **Utilize** your revision hours effectively. This will reduce your pre-exam stress. For the purpose, you must prepare a revision time-table and follow it.
- **Study** as per your time-table. Do not just read for the sake of reading. If required, prepare notes. In fact, writing practice will help you to memorize the answers well.
- **Revise** your lessons regularly so that it will not be felt burdensome during the examination time and the topics will remain quite familiar to you. After having revised the lessons, discuss the topics with your classmates.
- **Use diagrammatic representation** wherever possible. You may find this easier to retain the fact.
- **Take a break of 5-minutes** after each 60 minutes when you study at home. You can take a longer break of 15 minutes after every 3 hours of study.
- **Eat healthily & regularly.**
- **Drink pure water** at regular intervals.
- **Do not waste** your time in viewing TV or talking to your friends over phone.
- **Never resort** to any UFM( Unfair Means) during examination.
- **Relax and reduce** any feeling of stress by playing some game when you find time. Regular and moderate exercise will boost your energy.
- **Prepare yourself well** according to the time-table of the examination. For the purpose, you must mount the time-table at its suitable place in your house.
- **Have sound sleep** the night before every exam so that you are stress free & fresh.
- **Before leaving home for the examination**, ensure that you carry all the necessary stationeries viz. pencils, erasers, sharpener etc. which should be put into your bag the previous evening.
- **On the examination days**, you should never worry even if you feel that you are not able to recollect anything! Give it your best shot; you will be able to recall unto your memory once the question paper appear before you.
- **Attempt all the questions.** If you get stuck on any question because it seems difficult or confusing, move on to the next & return to the tough ones later.
- **Plan your timings** well during the examination. You must keep at least 15 minutes for revision before submission of your answer script.
- **Draw a margin** on the left hand side of the answer sheet.
- **Write the question no. and bit no.** against the question attempted.
- **Cross-check** the answers before submitting your answer script.

**Remember :** Success depends on your well-organized and well regulated preparation. This preparation will enable you to gain confidence while writing the answers in the examination hall. Examinations are not the be-all-and-end-all of your life; they are just one aspect of your life though an important one.

## STRATEGIES THAT WILL HELP YOU TO SCORE WELL IN EXAMINATION

1	<b>Set your targets and develop a study plan for each subject</b>	Carefully read the course overview of each subject and clearly understand what the course covers and how will it be scored .Accordingly identify and set your academic goals subject wise and write it down to strengthen your resolve .
2	<b>Identify your learning style and pace</b>	Every individual is unique in terms of his /her learning style and at the same time we don't learn at the same speed. Identify your learning style (visual, auditory, kinesthetic) and your pace of learning and adopt the suitable study method for yourself. It will save your time and improve academic performance.
3	<b>Manage your time by preparing and following weekly and daily routines .</b>	Time management skills will help you to gain control over your study workload, achieve to the best of your ability and stress out less. Learn to prioritize, minimize your distractions and focus upon your academic goals Schedule your academic activities in the form of weekly and daily routines in order to achieve your set targets.
4	<b>Organize your study materials</b>	While studying a subject keep your study materials organized. The text book, reference book, exercise books (for class work, home work and assignments) and class notes must be well arranged and available to you .
5	<b>Read , learn and write</b>	While preparing your lessons, read and comprehend the contents, highlight or underline the important portions, learn the lesson part by part by writing down what you had learned.
6	<b>Apply memory enhancing techniques</b>	Read and understand the basic principles of memorization and learn some tips to improve your memory ( for example: using memory cues and codes to remember lengthy concepts , creating mind maps ,visualizing the learning contents , using audio visual aids etc )
7	<b>Attend classes regularly</b>	While preparing for exams attend your classes regularly as it will provide an opportunity to clarify your doubts , review your lessons and participate in activities .It will surely enhance your learning

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8	Solve practice papers	Learning alone doesn't help us to perform well in examinations .Rather we need to develop our answer writing and time management skills .Solving practice papers provides us a clear idea about our preparation ,our knowledge gaps and enables us to develop our answer writing skills .
9	Practice the art of concentration	Develop your power of concentration as it will help you .One hour of concentrated study is worth than several hours of distracted study. This critical skill enables you to do more in time and is one of the essential qualities ensuring academic success.
10	Take breaks while studying	Long hours of study often results into fatigue leading to reduced learning speed and greater distraction. Therefore it is always advisable to take short breaks occasionally preferably after the completion of a particular topic or chapter .This will help you to remain motivated .
11	Seek help from teachers	Along with self study you need continuous guidance and support from your teachers with regard to clarification of doubts , learning and answer writing techniques specific to each subject
12	Teach and learn yourself	Apart from sufficient amount of self study, learning with friends may also provide an opportunity to develop your knowledge. While explaining concepts to others, clarifying their doubts, you tend to learn and remember your lessons better.
13	Reward your self	Self rewarding strategies makes learning a positive experience and keeps the learner motivated particularly during long hours of study .The reward can be anything for example : treating yourself with your favorite chocolate ,watching television for some time or playing for 30 minutes after the learning a topic .
14	Stay well rested and avoid unhealthy food	Adequate rest ( at least 6 to 8 hours of sleep ) is extremely important as lack of sleep affects our memory , power of concentration and performance at the time of examination. Avoid eating junk food before and during the exams. Try to have a healthy and balanced diet.