Taking exams can be a daunting business! But if you follow these tips, you’ll feel more relaxed about the exam and be more likely to do your best.

**Exam room tips**

**Before the exam**
- Make sure you have a well-organised exam timetable. To help with your planning, make sure you know when all your exams are and what equipment you need to take with you – including a spare pen.
- In the weeks leading up to the exam, start a programme of revision. But make sure you build in time to relax too so that you’re not worn out by the time the exam comes round. It’s also important to get a good night’s sleep before the exam so that you don’t fall asleep over the paper.
- Set off for the exam in plenty of time – you don’t want to arrive at the last minute, out of breath.
- You are not allowed mobile phones in the exam. Either don’t take one into the room or hand it to your teacher. You can have your exam cancelled if your phone goes off – even if it’s a ‘good luck’ text.

**In the exam**
- There will be a clock in the exam room, but it’s a good idea to take a watch with you to help time your answers.
- In some geography exams you don’t have to answer all the questions, so flick through them before you start to identify the ones you need to do.
- Read each question carefully and underline the key points so that you know what to include in your answer. It may be that you are asked to explain, describe or assess: underlining these words will help you get it right.
- Make sure that you have a good understanding of the command words that could be used. For example, if the question asks you to **list** something, you do not have to provide description or an explanation.
- Take note of how many marks are allocated to the questions. If it’s just a one-mark question, it’s fine to write a short answer.
- The question will give you clues. If it asks you to include examples, you should include examples. If you are asked to make **two** points, make sure you don’t just write about one.
- If you have spare time at the end of the exam, don’t sit there with your arms crossed waiting for the end. Use the time to check that you have answered the short mark answers correctly and see if there’s any more detail you can add to your longer answers.
- If there is a source on the exam paper, you **must** use it. Take figures from it and make it clear that you have studied it. For longer questions, bring in your **own** knowledge too and don’t rely on the source alone.
- Write neatly and use correct spelling and grammar. Examiners find if difficult to read messy exam scripts and good spelling and grammar can earn you extra marks.