With exams coming up here a few basic tips, based on the most common mistakes made by students.

1.    **Follow instructions!** (e.g. use blue/black pen, shade the multiple choice if instructed, answer only two of the three questions provided)

2.    Answer **exactly** what the question is asking – NOT what you know and want to write about.

         Here you need to be conscious of your **question types** (compare, contrast, describe, outline etc.)

3.    **PLAN** your answers to ensure you answer all parts of the question in the most logical way

4.    Look at the **mark allocation** – have you written enough for the marks? Do you need an example? Have you written too much (if asks for two ways – are you writing more than the stated number?)

5.    Use **headings/paragraphs** for each different idea (leave space/lines between each idea in case you wish to go back and add when you proof read)

6.    **Use ALL your time** – practice this skill by completing past papers under timed conditions

7.    Where possible **define** all key terms (e.g. ‘Herd immunity’ – describe what it is if writing about it)

8.    With multiple choice. Your first answer is usually correct. Make sure all multi-choice questions are answered/attempted.

9.    Ensure you’ve answered ALL questions, but make sure you also spend more time proof reading the questions and ensuring you’ve answer the questions correctly.

         some questions have several parts - make sure all parts are answered

10. If you need extra space to continue an answer - write 'see page ......' and continue your answers on the additional working space provided for you at the back of the exam. Do not use the sides of the paper.

**GOOD LUCK!!!**