

## Tips for Success in the Examination

My dear Student,

You are very soon going to sit for your year-end examinations, and might be experiencing strange thoughts and feelings!

School examinations are, truly, a complicated affair. While, on one hand, an examination gives you an opportunity to showcase all your knowledge and learnings that you may have gained within a certain time frame – and brings you a chance to be rewarded for it; on the other hand it creates a lot of stress, which is not necessarily a good thing to happen.

The stress level is further compounded by expectations of the parents and the teachers. Students are afraid of the imagined humiliation which they might face if their performance is not up to the mark. This fear of failure and poor performance leads to *exam-phobia*, which negatively impacts the result.

Mr. Raju Agrahari, your teacher of physics, has formulated certain tricks and techniques, which he has enumerated hereunder for you to be able to better tackle the exam-time butterflies in the belly! I am sure that his experience and advice will go a long way making you bold and confident. I have added in a few tips too. Wish you all the best for your examination.



**Dibyendu Sen Sharma**  
Principal

### Tricks before the Examination...

1. Allow your brain to spend time with yourself. Sincerely talk to yourself about the areas where you need to work.
2. Accordingly plan and arrange maximum time for self study.
3. Before starting your revision work, make a list of the major topics and sub topics.
4. Underline or highlight the main lines, key words, formulae or the margin notes in the text or note book during revision.
5. Every morning you should decide the target for the day and divide the target of day into small fragments. You can take a 3 – 4 minutes break after every 20 – 30 minutes of study.
6. Summarize the topics after revision on a sheet of paper by chunking, drawing suitable diagrams, or flow charts and mind maps if possible.
7. Build the concept of topics and link with other topics logically.
8. Lay emphasis on application, examples and analysis of principles in science and similar subjects.
9. After revision of the chapter or the unit solve the question papers of the previous years. And immediately try to rectify your mistakes (whether in not understanding a topic or inability to finish the paper in time etc.).
10. Practice by writing the answers point wise and in a good handwriting. Remember, you need to write in the examination and not speak.
11. On the days when you are not coming to school, try solving sample papers or old papers at the actual exam time (say 9.30 to 12.30). Analyze your answers honestly as per the marking scheme and discuss with an expert.
12. Be in contact with your mentor, teacher and experts of the subject.
13. Take a good night's sleep and if you can manage, take a short midday nap.



14. Avoid studying till late hours in the night; it might leave you lazy in the day.
15. Take a balanced and healthy diet, prefer protein rich food and avoid fat. Do not over-eat.
16. Go for walks in fresh air, if possible – with your parents.



### Tricks during the Examination

1. Approach the examination hall with confidence and belief in yourself. Check whether you are carrying proper stationery and the admit card / exam-hall ticket – before you leave home.
2. Arrive at the examination hall well before the time of commencement. Be cool & calm and take deep breath for a while.
3. Avoid speaking to such fellow students who may either be boasting about their preparedness or lamenting their unpreparedness.
4. Take a bottle of drinking water with you and sip a little if you feel thirsty or nervous. You can suck a candy of your favourite flavour, but do not carry it to your seat.
5. It is always a good idea to visit the toilet before you enter the your examination room.
6. Ensure that you are comfortably seated before the examination starts.
7. As soon as you get the answer sheet, study the instructions printed thereon and very carefully fill in the details on the title-page. Use a ruler to draw the margins on each of the writing sheets. They make your paper look neat and impressive.
8. After getting the question paper read the instructions carefully.
9. Set the priority to attempt the question. **Start with the easiest one.**
10. Don't panic, there is no reward for finishing first.
11. Write neatly and do not make your letters too small. Remember, **"An untidy and illegible answer paper always irritates the examiner"**.
12. Mentally frame the time for writing answer to each question.
13. Do not spend a lot of time to unnecessarily beautifying an easy question.
14. Attempt every question. (There could be a misprint, an extremely difficult problem or an 'out-of-syllabus' question in the question paper, for which the examiners may be advised to award grace marks to those who have attempted the question.)
15. If you get stuck with a question or go blank, skip the question and go on to the next one.
16. These days, the examiners have a clear & precise marking instruction. So try to write all the points, even if you do not get time to elaborate on each one of them. Unnecessary deviations or undue lengthening of the answers do not fetch marks.
17. In the science and mathematics papers, remember to write all the steps. **Do not miss out on the signs, notations and units.**
18. If you are not confident about a derivation or a numerical problem, start with the basic step and go through each of the following steps – as far as you can.
19. In literature stick to word limits and **highlight** the clues. Mind the change of paragraph and punctuation marks.
20. In the language papers which have unseen passages for comprehension; it is always a good idea to read the questions first and then the passage. The passages will become much more meaningful then.
21. In the error and omission (grammar) questions do not read the lines individually. Read them as a paragraph – in a flow. Many of the errors will automatically stand out.

22. Write the question numbers and the sub-section numbers for each answer and leave sufficient gap or draw a line between two answers. Try to use either blaze-orange or fluorescent green pen/pencil for underlining important words and sections and for drawing the margins. Avoid red.
23. If you feel some question may be left unanswered owing to lack of time, try to write the points or at least the key words in brief and number them.
24. If you have finished your answer before time, take a quick look of every answer and its parts. Revise and recheck. Check the units and the expressions used.
25. Check the calculations and the answers of the numerical question in as many different ways as possible if time permits.
26. After leaving the examination hall, do not get busy to discuss the answers. This may adversely affect the next day's paper.

### Avoid...

1. Avoid TV, movies, internet surfing, chatting, long phone calls, the social media and useless gossips unless absolutely necessary.
2. A little stress boosts performance – but make sure it does not end up in distress. Talk to your teachers / parents if you are intimidated.
3. Avoid people who tend to discourage you or increase the fear of examination.
4. Avoid hard physical work around this time.
5. Don't go to the exam hall with an empty stomach.
6. Never leave the exam hall until the last bell has gone.
7. Don't hesitate to discuss your problems (of whatever nature) with parents, teachers or elders you may confide in.

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