Table 5.1 Exam prep checklist (adapted from Cottrell, 2013)

	Exam checklist	Yes	Date planned	Yes
1	I know exactly when the exams are Dates, times, places			
2	I am aware how many questions are required for each exam • Format of exam			
3	I have read the course or module details carefully to check what I am expected to know about the subject • Make this your revision starting point • Review the learning outcomes for the area to be assessed			
4	I have organized my notes so that the material is easy to learn As per previous chapters this should be an ongoing process. Colour coding folders does not count as revision			
5	I can find something positive for me in taking these exams One step closer to qualification			
6	I can develop the right frame of mind for these exams Encourage yourself to study rather than force yourself			
7	I can work out how many topics I need to revise for each exam • From points 4 and 5			
8	I am aware of the range of questions that can come up for each topic			
9	I have made a realistic revision timetable, with clear priorities • Be honest with yourself about your responsibilities, time available, learning speed and stamina			
10	I know how to work on exam answers using past papers • Especially important for writing skills			
11	I have started to practise writing out answers at speed • Time your attempts at past papers and at your own revision questions			
12	I am aware of the memory strategies I need to revise for the exam • Review Chapter Four for memory aides and find the style that suits you best			

	Exam checklist	Yes	Date planned	Yes
13	I know how the marks are weighted for each question			
	• Helps select which questions to answer first			
14	I am aware of how to use time most effectively in the exam			
	• Reading questions, planning answers and playing to your strengths			
15	I am aware of how to avoid common pitfalls in exams			
	• Know your own pitfalls			
16	I am aware of the differences between exam answers and course work			
	• Referencing and citations			
17	I know how to manage stress and use it effectively			
	• Turning exam nerves into positive energy			