

Exam time management tips



1) Make timed practice papers part of your revision

2) Do the easy questions first

3) Skim through the paper before you start

Get a rough idea of how many questions there are and locate your high-mark questions. If there is a question that's worth 25 per cent of the overall score, you may want to focus on it first or at least keep it in mind so you don't get bogged down by smaller questions that are worth fewer marks.

4) Keep an eye on the clock!

Making a habit of checking on the clock after every couple of questions will help you in the long run. Don't panic if you're a little behind, just focus on the highest mark questions and power through!

5) Work out your time budget

There are two definitive ways to work out how long you should be spending on each question, which can help if you need a strict time schedule to get you through the exam:

a) Divide how much time you have by how many marks are in the exam in total. For instance, if you have a three-hour exam (180 minutes) and you can achieve 100 marks, which gives you just over one and a half minutes for every mark. Therefore, a six-mark question should take you nine minutes.

b) Find your high mark questions and see how much time you need to allocate to them. If one essay question is 50 per cent of your marks, it should take half the exam time. Once you work out how much time you need to spend on the bigger questions you can see how long you have to answer the smaller ones.

If you feel that you need more assistance with this skill please reach out to either Chaland or Refiloe (Educational Psychologists) in the Counselling Department.

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