



# Maximising Your Performance in the Exam

## Guidelines for Revision & Exam Technique



## Preparing for the Examination

### 1. Revise the following:

- a) Explanation of business terms, concepts and issues raised in the case study - including implications and options available where appropriate.
- b) Examination technique - see below.

### 1. Know the number and structure of questions and time limit. (Refer to past papers if available).

- Total time allowed: 1 hour 30 minutes. Total marks available: 90 marks. This equates to 1 minute per mark.
- All questions are compulsory and based on the pre-issued case study.

### 2. Know how you are assessed. You should be familiar with the following:

- the assessment objectives of your course - in particular, the difference between communicating knowledge and understanding, applying knowledge and understanding, analysing and evaluating, and how to demonstrate these skills.
- what popular command words used in the A293 examination require you to do - **see below**.
- the importance of paying close attention to the quality of your written communication on questions marked with an asterisk, eg 2 (b)\*.

### 3. Practice doing questions in a set time limit. This is **absolutely essential**. Many students have the knowledge and ability to secure high grades but fail due to lack of time. **DO NOT** let this happen to you - **PRACTICE MAKES PERFECT!**

## Translating Popular Command Words Used in the A293 Paper

<b>State</b>	Give the facts, ignore minor detail.
<b>Identify</b>	Recognise and briefly describe.
<b>What is meant by</b>	Give a definition; write down the meaning of.
<b>Calculate</b>	Use the figures provided in the text to work something out, writing down each step of the calculation.
<b>Explain</b>	Make clear, give reasons for; clarify using examples.
<b>Analyse</b>	Recognise and discuss relationships between different factors. Identify and describe the cause and effect, impact and consequences of a particular situation, by referring to some or all the evidence available.
<b>Discuss</b>	Describe different aspects of the subject / present two sides of the argument, and give a reasoned conclusion.
<b>Assess</b>	Judge how important, appropriate, useful or successful something is.



- Recommend** Consider the evidence and write down the course of action you consider to be the most appropriate - clearly stating reasons why.
- Give reasons for** Provide an explanation for a particular situation or chosen course of action.
- Evaluate** Judge the likely worth / advantages / disadvantages / success - stating *why* by referring to the evidence available.

### During the Examination

1. **Read** through the **entire question paper** and answer the question you find the **easiest first**. (This will help build up your confidence).
2. With questions worth **6 marks or more**, you should allow a few minutes to **plan**. Planning will help to keep your answer to the point, logical, and will help you to prioritise - all essential to secure high grades (refer to point 3 below).
3. When answering questions carrying high marks:
  - a) **Brainstorm** the **relevant points** and write these down in rough in the form of a spider diagram. Write these on the back pages of the answer booklet together with the question number. If you run out of time the examiner may review these rough notes.
  - b) **Prioritise** the order in which the above points will be discussed. Write a number next to each point in the order that you intend to discuss them.
  - c) Discuss the points you wish to raise. Include the possible **advantages** or **disadvantages** and / or the **implications / impact / effect** of current / proposed activities / your suggestions on the case study business. Try to conclude each question, eg by stating what is particularly important / relevant / the most appropriate option and why. Highlight any factors your answer / judgement might depend upon, and consider the short-term and long-term wherever possible.
  - d) Relate all answers to the **question set**. (Many students, once they start writing, stray from the original question and this wastes valuable time).
4. **Keep within the time allowed**. Remember, you have **approximately 1 minute per mark**. If you take too long over one question stop and come back to it at the end. (Students usually gain the most marks in the first part of their answer).
5. **Regularly read through your work (not just at the end)**. Firstly - to check all points make sense and directly relate to the question set. Secondly - to check for spelling, punctuation and grammatical areas, especially in questions marked with an asterix - where quality of written communication is assessed.

BEST OF LUCK, BUT REMEMBER - FAIL TO PREPARE, PREPARE TO FAIL!