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**ACADEMIC LEARNING DEVELOPMENT**

**On the Day: Managing your Time**

It is advisable to find out, in advance, how each exam paper will be structured. Once you know how many questions you will be required to answer in each section then you can begin to sketch out a time plan for the exam.

**A suggestion for an example plan**

Exam start: 9am

Time allowed: 3 hours

Structure: choose three essays from a total of ten

* 9am
  + Turn over the paper
  + Remember to read the instructions carefully so that you answer any compulsory questions. Underline any key instructions e.g., you must attempt two questions from section 1 and two from section 2
  + Read through the ten questions
  + Mark the questions you would like to attempt
  + Relax into the exam
* 9.10am
* Begin planning your first answer
* Jot any relevant ideas
* Sketch out an essay plan
* Start writing out your first answer and spend 40-45 minutes writing
* Proofread this answer

* By 10am, you should be planning your second answer. Repeat same process as for your first answer
* By 11am, you should be beginning work on your third answer
* 11.50am: By this time, you should have completed your third answer and you should be proofreading and editing your work

**Remember, it is important to leave yourself time to edit and proofread your work. Do not leave an exam too early as you may remember some material you would like to include.**

You can adapt this plan to the demands of your particular exam. For example, if your exam lasts for two hours you have an hour to spend on each essay. Remember, each hour should include time for reading, planning and checking your work.