

TEE Tips

Preparing for exams

The most important thing to remember is not to get stressed about the TEE (Tertiary Entrance Examinations). The exams are important but they are not the be-all and end-all. Remember that 50 per cent of your final mark comes from the work you have achieved throughout the year. It is important that you study in a calm, positive environment and sit the exams in a calm, positive frame of mind.

Planning and preparation, however, make a difference, so use your study time effectively.

- When studying you should:
 - do active reading—such as highlighting, underlining or circling words to develop a comprehensive set of study notes; don't just reread notes
 - seek help from your teacher if you don't understand something (ring them)
 - work with a partner or small group of friends to test your understanding.
- Don't just rely on the knowledge and skills you have learnt through completing class work and assignments throughout the year. Practise writing answers in limited time periods. You also need to practise tackling a wide range of questions in case you do not get asked the questions you expected. These materials (available at the Curriculum Council) can assist your revision program:
 - current syllabus outline for each subject—syllabus outlines describe the examination details and the knowledge that will be examined
 - past TEE papers—they show the style/type of questions that have been asked in the past and you can practise writing answers in a set time
 - examiners' reports on each subject—these reports provide feedback, including comment on mistakes candidates made.
- You should lead a balanced lifestyle. This means:
 - taking short breaks from study at least every two hours
 - having reasonably early nights
 - eating a balanced diet
 - engaging in some physical exercise and social activities.

During the exam period

- Continue leading a balanced life: eat well, get some exercise and don't stay up late the night before an exam. On an exam day make sure you have a good breakfast. Foods that contain protein will help you maintain concentration for longer periods of time.
- Write out your personal exam timetable and stick it above your desk at home or on the fridge. (You'll have a feeling of satisfaction every time you cross off an exam.) Make sure you know the date and time of each exam and the venue. Check the timetable with your friends and then get someone else (like your parents) to check it.

- Before the exam period starts check that you have the materials you require, such as stationery, calculators, dictionaries and water bottle. Make sure that the battery in your calculator or graphics calculator is not about to expire.
- Arrive at the exam centre at least 20 minutes before an exam starts. Give yourself plenty of time to get there.
- Give yourself a positive pep talk before each exam and focus on your strengths. An alert mind is your best asset in any challenging situation.
- Use your reading time effectively to plan which questions you could answer, brainstorm information for your responses and order them logically so that your arguments are well-developed and make sense to the marker.
- Divide your time intelligently. Do not spend a lot of time answering a question that is worth five marks and then hardly any time answering a question worth 20 marks.
- Exam markers cannot guess your potential achievement. They have to judge your work according to marking guidelines. This means you have to demonstrate what you know and are able to do while you are sitting the exam paper.
- Make sure your writing is legible. Markers will not be able to decipher writing that is illegible, so you need to take care when you are under the added pressure of writing inside a time limit.
- Leave yourself ample time at the end of the exam for picking up any careless errors with calculations, spelling and grammar. Avoid racing to finish as the time draws to a close.

Tips for parents

- Have realistic expectations for your child.
- Be encouraging and supportive. Tell them to do the best they can.
- Encourage them to follow a comprehensive, committed study program.
- Provide a calm, positive atmosphere at home.

This information was prepared by the Curriculum Council of Western Australia. For more information on the TEE see the *TEE Handbook* or the Council's website (www.curriculum.wa.edu.au). (Go to *Information for Year 11 and 12 Students*.)