

HOW TO MANAGE LAST 24 HOURS OF EXAM TIME

24 hours before the exam

- BELIEVE IN YOURSELF; that YOU CAN MAKE IT!
- Make sure that you are well familiar with the location of your exam centre.
- Revise all basic concepts and DO NOT touch a new topic that you have not done before
- Revisit important areas from last 3 – 4 related articles from Student Accountant
- Never attempt an exam level question even if you have done it many times. This is because due to exam stress, you might miss out certain things, in which case, it might shake your confidence.
- Have a look at basic concept-building illustrations (for numerical areas)
- Familiarize yourself with the 'Exam Formula Sheet' and 'Tax Rates Sheet' (wherever applicable)
- Familiarize yourself with the marking scheme of each paper, so that you know marks are distributed in a paper's different questions
- Arrange the following things well in time which you have to carry to the exam hall:
 - Exam docket
 - Calculator (Even it's a theoretical paper) – Use the same calculator which you've been using during your study
 - Black ball point
 - Scale
 - Watch
 - Sweets/ chocolate
- Have a good night sleep (7-8 hours). I know it's difficult but IT'S A MUST!
- Eat well before leaving for exam hall. I know it's difficult but IT'S A MUST!
- Try to reach the exam hall at least one hour before the start of paper

On reaching the exam centre

- BELIEVE IN YOURSELF; that YOU CAN MAKE IT!
- Don't talk to anyone about the paper that you are supposed to take in the next hour or so
- Don't talk to your own self about the paper. Now you can't do anything irrespective of the preparation level
- Don't try to recall or revise any particular topic of the paper

On reaching your seat till the start of paper

- BELIEVE IN YOURSELF; that YOU CAN MAKE IT!
- Take your things out and put on the table
- Place the watch right in front of you
- Take instructions from the invigilators and listen to them very carefully
- Fill the answer sheet (Name, Registration no, Paper name and version i.e. INT/ GBR etc, Centre code)
- Don't try to recall or revise any particular topic of the paper

195 minutes of exam time

- BELIEVE IN YOURSELF; that YOU CAN MAKE IT!
- **15-minutes Reading time**
 - Skim through all the questions and plan which is the one you are going to attempt first
 - During initial few moments after the receipt of question paper, it is very important that you try to find out a question which you may be able to attempt well and don't get bothered by the feeling of not knowing much about many questions
 - The idea is to identify an easiest question which you are able to plan after reading twice or thrice, and not the one which appears easy on first reading
 - Attempting questions in a sequence is not necessary, thus just relax and carefully select the first question, as the way you attempt it, will set the pace for the next questions
 - Comprehensively plan the question by: (1) Underlining the important words/ sentences and (2) Writing on the paper whatever you want to
 - Writing on the paper is allowed during reading time
 - Calculator is allowed during reading time

▪ **180-minutes Exam time**

- How to manage a particular exam question?
 - ❖ Read the requirement first, in order to know that from which topic is the question set
 - ❖ Read the body of the question at least twice (to understand more complex question third or fourth reading may be required)
 - ❖ Read the requirement of the question twice. Don't forget that there are more than one requirements in a particular requirement
 - ❖ There's difference between ANALYSE, EVALUATE, DISCUSS, EXPLAIN, CRITICALLY EXAMINE
 - ❖ NEVER consider reading the question a WASTE OF TIME
 - ❖ Don't touch the answer sheet unless you have read it enough (as mentioned above) and make a rough plan as to how will you go about the question
 - ❖ Don't forget to calculate the time available for a particular question (Total marks for the question x 1.8 minutes)
 - ❖ Don't over-write, simply cut and write again
 - ❖ For Numerical Subjects, where you have been set discursive areas, time allocation changes a bit; 1-1.2 minute per mark for theoretical areas and surplus time saved from theoretical areas will be consumed in numerical areas, giving you on average 2.2-2.4 minutes per mark
 - ❖ State assumptions if there's anything not clear in the question but DON'T TRY TO JUSTIFY THE UNJUSTIFIABLE
 - ❖ Workings should be referred and cross-referred
 - ❖ See if there's additional information required to answer the question. If you highlight that, it always creates good impression on the examiner
 - ❖ See if the question asks for a REPORT/ MEMO. If it does, professional style for Report/ Memo writing should be adopted
 - ❖ Use currency sign (say \$) and comma (after every thousand i.e. \$3,986,000) in numerical questions
 - ❖ THERE ARE NO MARKS FOR THE ANSWERS, thus if at all in the exam you don't know the treatment of any information provided in a particular question, make suitable assumption(s) and by-pass the difficulty, and try to attempt all the 100 marks paper
 - ❖ Always Re-read the requirement once you have answered a question to ensure that you have addressed each and every part of requirements.
 - ❖ Try to answer in the form of bullets and short paragraphs
 - ❖ While answering (especially a scenario-based question), use data/ information in the answer and then relate it to models/ theories (if any)
 - ❖ For essay-based questions, write what you've been asked not what you know. More appropriately, sometimes, you can write pages for a two-mark part of a question. Don't get tempted and write only what you can, in four minutes (3.6 minutes to be precise)
- During the course of 180 minutes, don't see how many marks you've lost, instead, always see how many you've gained. Remember, your first target is 50 marks
- Don't forget to have sweets/ chocolates during 195 minutes as your sugar-level would probably drop and it needs to be raised
- Do some stress-relieving exercises after every hour.
- Questions attempted to be marked on the first page of Answer Sheet