

## STRATEGIES FOR CONTENT AND EXAMINATION MANAGEMENT

### A. KNOWING THE CONTENT

1. Know the chapters to be covered and the weightage for each chapter.
2. Know the Question Paper pattern along with weightage for various types of questions viz. VSA, SA, LA, MCQ, REASONING ASSERTION, ONE WORD SUBSTITUTION, etc. type questions.
3. Learn the content mostly by understanding and relating to other relevant concepts/subjects/practical examples.
4. Learn the formulae and definitions by understanding as well as rote memory method.
5. Derivations and problem solving can be remembered fresh for a long time only when practiced by writing over and again. Writing once is said to be equivalent to reading 3 times
6. Important diagrams must be practiced by drawing and labelling.
7. Even long answers can be learnt by dividing them, into relevant points and then writing them in exam in continuous text.
8. Make your own notes in simple language in a way you can understand and remember.
9. Test yourself by simple and short duration tests to find whether you remember the formulae, definitions, derivations, explanations and applications,
10. You can highlight/underline important points while learning the content.
11. You can try to remember or ponder over the contents learnt already, during the free time or while engaged in other activities which do not demand much of mental attention.
12. You can discuss/teach what you have learnt with/to the peer group. This practice makes the memory deeper since it demands for effective recalling of knowledge. The more you share, the more you remember.
13. Have a time table for self-study at home. More time is to be allotted for the subjects which require deep and concentrated study. Certain subjects have to be studied daily. While a few require only 2-3 days in a week. Combination of tough and easy subjects in a day will keep you away from getting bored or tired.
14. Write important formulae subject-wise/chapter-wise and display them in your study room in prominent places and make a habit of glancing at them whenever possible.
15. Wherever necessary, you can learn through readily available PPTs and video lectures. 3-D diagrams and animations will be of great help to understand the concepts. But precaution must be taken not to spend more time on these materials and not to get distracted.
16. As far as possible, you can get into the habit of going early to bed and study in early hours of the day because mind will be very fresh after a good sleep. Studying for one hour in the early morning is equivalent to 4 hours of study in the late night
17. There is nothing wrong in watching TV/browsing net, etc. for a very limited time in a day, but prolonged usage of these media will not only make you lazy but also will make you tired. Rather, you can play a game/sport of your choice for a little time with your friends to relax your body and mind.

### B. IMPROVING WRITING ABILITY IN EXAM

1. Fast and legible handwriting is essential for exam. You need not worry about beauty of your handwriting at this stage but it must be legible enough for the examiners to read and understand what you write. This can be mastered only when practiced throughout the year.
2. Practice at home/school should match the real event which is test/exam at school/Board level,
3. Write as many dummy tests/exams as possible at home apart from the ones administered in the school.

4. Till the syllabus is completed, you can write and practice chapter-wise tests with a schedule of one subject in a day.
5. When the syllabus is completed, you can divide It into 2 or 3 equal parts in such a way that a few easy and a few tough chapters are combined and you can write 3-hour exam in that selected portion.
6. Sample Question papers which are available from various sources along with study material provided in the school will be of great help for self-administered tests/exams.
7. You can practice 3-hour exam by randomly selecting previous years' question papers from CBSE.
8. The more you are exposed to the questions asked in previous CBSE exam papers, you are more likely to encounter in real exam. You will, therefore, gain more confidence In the exam hall,
9. Always try to stick to time schedule of tests/exams.
10. You should know and restrict to the word limit of VSA/SA/LA type questions, otherwise, you may tend to write too much for VSA and very little for L.A type questions. (Answer management)
11. Draw diagrams neatly with pencil wherever necessary and label them properly. Do not draw the diagrams in ink at all. The labels/symbols used in describing (construction/working. etc.) should match with those used in the diagrams.
12. You must finish writing the answers little earlier than the time allotted so that you will have some time for revision and correction, if needed In the last few minutes when you go through the answers in a relaxed mood, you- may: remember the forgotten points/answers in a flash.
13. Try to write the known answers as fast as possible and save time for other answers to think, recollect and write.
14. Wherever required, show the steps especially while deriving or solving numerical problems because marks will be awarded for correct steps even though the final answer may be wrong.
15. Examination system, by and large, attempts to test what you know, only through what you present on the paper. Therefore, you must know how to present and impress upon the examiner by systematic and coherent way of writing the answers. No scribbling here and there on any part of answer sheets. What you know, write it clearly in an unambiguous manner