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(मानव संसाधन विकास मंत्रालय)
स्कूल शिक्षा एवं साक्षरता विभाग
(भारत सरकार)

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Date - 01st Jan., 2016

To,

The Principal,
Jawahar Navodaya Vidyalaya,
Under Patna Region.

Sub:- **Exam. Tips for the students of JNVs.**

Sir/Madam,

Please find enclosed herewith an article "Exam Tips for the students of JNVs" compiled by the undersigned to help the students of JNVs (especially XII & X class students) to prepare confidently and systematically for ensuing CBSE Exam. XII & X - 2116. Please discuss various points with the students of XII and other classes and guide them properly. You can add certain other appropriate points as per feasibility.

It will be appreciable, if you handover copy of this article to the students of XII class individually and to all the teachers of your JNV.

Encl - as above

Yours faithfully,


(Girish Chandra)

Deputy Commissioner

Copy to :- All Cluster Incharge A.Cs of NVS, under Patna Region.

Exam Tips for the students of JNVs

Introduction-It is common observation in every school that Exams may be anxiety provoking for some students. Almost everyone feels nervous before exam. Worry thoughts- will I be able to answer questions? Have I done enough revision? Etc. are indication of exam nervousness which is probably familiar to all students.

In fact a certain amount of nervousness and tension probably helps us perform to the best of our ability producing a rush of adrenaline that helps us to feel alert and focused.

But too much anxiety can block thoughts, create a negative frame of mind and lead to panic and potentially poor exam performance.

It is wise to remember that exams are not there as punishment instead they are a good way of testing to see what is your level of learning, understanding and application of knowledge.

Here are a few tips on as to how we can prepare and get excellent performance in exams. Remember that there are **"No short cuts to success"**.

Obstacles to Academic success

1. Lack of proper study schedule.
2. Priorities unclear i.e. what to study first.
3. Failure to use short spells of time constructively.
4. Failure to use long spells of time constructively.
5. When sitting down to study, usually too tired or not having proper plan to study.
6. During study leaving task unfinished.
7. Jumping from one task to another without completing previous task.
8. Studying on bed and falling asleep.
9. Can't resume study after study breaks.
10. Day dreaming.
11. Spending too much time in activities other than studies like playing games or sports, Gossiping, watching movie, matches etc.
12. Unable to say 'no' to invitations and requests of students of other houses or same class during your important hours of studies.
13. Improper time management.
14. Attempting too much without prioritizing during examination.
15. Sparing more time for one subject at the cost of other subjects.
16. Getting involve in unnecessary details of a particular topic or subject.
17. Accomplishing very little in relation to the amount of time spent in study due to poor study techniques or distraction etc.
18. Interruption due to frequent visit by the student of other houses during study time.
19. Procrastination i.e. frequently waiting after meals or other activities until the last minute before starting study.
20. Feeling of intense pressure /panic while taking tests.

Tips to perform well in Examination

1. **Make Good Study Habits-** Effective study skills and strategies are the basis of effective learning. These can be developed by-

- a- **Learning to learn-** Learning is a very personal matter. There is not one study skill or strategy that works for every student in every situation.

Therefore learning to learn strategies are about learning what you know, learning what you don't know and learning what to do about it. Your own learning strategies will enable you to take more responsibility for your own learning.

Allow you self to spend your time effectively and stay on task.

Help you self select the best approaches for each assignment or task.

Provide you self with knowledge and skills needed to begin, follow through and complete assignments/ tasks.

- b- **Know your self-** Begin by honestly assessing your strengths and weaknesses in basic skills like reading, writing and mathematics and study habits such as organization, time management, concentration, listening and note taking etc.

Next identify your learning style whether you learn most effectively by reading, by watching, by listening or by doing and study accordingly.

2. **Manage your time and life-**The first step in learning is to manage your time, control your own life and identify what your goals are and then to establish priorities to help you reach them.

Analyze how you are using your time. If you are not spending time on your priorities you must make the necessary adjustment otherwise you will not reach your goal.

3. **Improve your concentration-**Learn to keep your attention focused on the task at the hand i.e. concentrate when you are in class or study at hostel, give it your full attention.

And remember how well you learn something, not how fast you learn it, is the most important factor in remembering.

4. **Become an active reader-** Did you ever fall asleep while playing cricket or tennis or when watching your favorite T.V. show? Probably not. What about when you are reading? Probably so. What makes the difference?

If you are actively involved physically and mentally you stay interested and committed. When you become passive, you rapidly lose interest and drift away.

To learn, you must be an active, thinking participant in the process not a passive reader/learner.

5. **Make a habit of writing-**writing that accurately expresses your ideas, demands not only writing skill but focused attention, critical thinking and active involvement only then you become actively involved in the writing process, you will be able to communicate your ideas clearly.

6. **Develop listening and note taking skills-** Accurately listening to a Lecture and deciding what is important are two skills that must be mastered before you worry about how to write the information in your notes.

Again being an active rather than a passive participant is the key to your success.

Taking good notes demands that you-

1. Prepare for class.

2. Become an active listener.
3. Distinguish major from minor points.
4. Participate in class.
5. Review often.

True education is not about cramming material in your brain. True education is the process of expanding your capabilities of bringing yourself into the world.

How to improve Memory

Anyone can improve their memory by following a 3 step process-

1. Paying attention.
2. Applying constructivist methods.
3. Making information easy to remember.

Paying Attention

1. Take an active role in learning.
2. Memorization is something needed but is not enough and understanding is more important.
3. Review information and quiz yourself for true understanding.
4. Stop being passive in class and while studying in house or other places.

Many students equate going to class and hearing the teacher with real learning.

Listening while ignoring can be dangerous.

It gives the impression that you are trying but you cannot remember anything finally.

Constructivism

- Constructivism deals with co-relating new information with old information.
- Thus one constructs new understanding by fitting new information with prior understanding or experiences you have.
- Rather than memorizing facts, try to relate them to prior knowledge.
- Think about new information and draw comparisons to other things you know.
- Think about similar information learned earlier.
- Draw analogies between old and new information.
- Identify main points.
- Think about how these fit in with what you know from other experiences or classes.

Make Information Memorable

It can be done by-

1. Repetition, Repetition, Repetition, Repetition, Repetition, Repetition.
2. Read it, write it, say it, explain it draw it, ask question about it.
3. Use memory tricks-
 - Make silly rhymes or saying to remember information/formula/concept etc.
 - Use silly analogies to remember.
 - Humor is a powerful memory trigger, use it.

Some other methods to make information memorable

A- Study in short and frequent sessions- It has been proven that short sessions of concentration and repeated frequently are much more effective than one long session. So, even if you have only 10 minute, do it. Take short break. Then study another 10 minutes.

This 'Distributed Learning' approach is highly efficient because it honors the way the brain likes to work. The brain needs recovery and recharging time for protein synthesis. Thus the rest periods are when your brain assimilates your efforts.

B-Honor your emotional state- Do not study if you are tired, angry, distracted or in a hurry. When brain is relaxed, it is like a sponge and it naturally absorbs data without effort.

If you are emotionally stressed, your brain literally repels data. Forcing yourself to sit and study when your mind is on other things is a complete waste of time.

C-Review on Same Day- When you learn something new, try to go over main points on same day again.

If you wait a few days and then make efforts to review the material, it will seem much less familiar. However a quick review later in the day will tend to cement the information into your brain so that during next study session you will recognize it and it will seem easy.

D-Expect "Brain Fade"- It is normal for brain to forget things. This does not mean that you are stupid. Instead of getting mad about this fact, you should expect it and deal with it accordingly.

See your brain as depositing layers of knowledge. As you place more information on top the lower level became older and less available to your immediate recall. The trick here is simply to review. Once every two or three study sessions simply review older material that you will be still needing to remember. Often a quick overview is sufficient. Some time a complete detailed study session of the older material is required.

Thus "brain fade" is completely normal.

E-Set Reasonable Goals- one of the main reasons people do not reach their goals in because they set too high goals for them.

If you set goals that are manageable even if they seem too simple, you get in the habit of accomplishing them and gradually you can set higher goals.

F-Avoid the Frustration Enemy-Ironically, the quicker the person's nervous system, the faster they learn. Yet, this fast nervous system also works overtime in being self-critical. So they are the ones who always think they are not going fast enough.

In contrast the 'Type B' less intense person who learns slower yet is more self-accepting ends up ultimately learning the material in a shorter period of time. This is because he/she does not waste energy blocking, getting upset and thinking that they are not good enough. They simply keep moving forward at a slower (but unblocked) pace.

Further Exam Techniques

1. Have all necessary material with you (i.e. pens, pencils or special equipment)
2. Have a relaxing night before your exams.
3. Read the entire paper.
4. Plan your time
5. Note down ideas as they come to you (while answering one question, information about another may suddenly occur to you. Note it down somewhere because when you come to that question later on , you may have forgotten it)
6. Don't leave any question unanswered.
7. Never leave the examination hall early.
8. Do not spend too long on multiple choice questions.

9. No matter how well you answer other questions, you must leave time for all questions. A perfect answer can still only earn certain no. of marks and you lose all your marks for a particular question if you don't attempt it, therefore write something it may at least give you a few marks.
 10. Maintain a stable energy level by taking light and balanced diet during exams.
 11. Never compare yourself with others.
 12. Be consistent.
 13. Don't study just for marks.
 14. Don't copy from others.
 15. Never disappoint, if things do not go your way.
 16. Plan and make it a point to revise every subject as it will build your confidence.
 17. Avoid last minute reading to prevent nervousness.

**Compilation By
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