

## **BBKA Examinations Board - EXAM TECHNIQUES**

### **Preparing for the exam**

- Options include Correspondence courses, a tutored course, a self help group – this could be allied to correspondence course, DIY – working out the depth is difficult try and get an independent view
- It is important to read widely – you can't rely on your own experience, use the BBKA Booklist
- Use the syllabus as reference – you need to cover it all, it's risky to leave out sections.
- Make notes – it aids learning, practise writing (clearly), for quick revision – highlight keywords/ phrases. Use clear headings and structure. Spider diagrams may help.
- Practice past papers – practise writing sentences, time your answers, don't write more than you can reproduce in the question time in the exam, practise exam techniques

### **During The Exam**

- Take with you - 2 black pens (1 spare) No real need for pencil or ruler – papers are copied so black ink is better, if diagrams are asked for they will be very simple.
- Section B: Bullet points only, no more than half a side of A4 per question
- Section C: Sentences, about 1 to 1 ½ sides of A4
- Spelling mistakes are not penalised so long as the meaning is clear but misspelt technical terms may affect moderation at higher levels.
- Before turning the paper over, close your eyes and take three deep breaths.
- Read questions carefully – word by word if necessary- be clear about the question do not jump to conclusions. Look for keywords in the question – underline them.
- Don't be tempted to pour out everything you ever learned about the topic. Look at the focus of the question. What specifically is it asking you to do? Answer the question that has been set – not the one you would have liked to see!
- Look at the marks for each question, that is a clue to **at least** how many facts are required. Beware sometimes there are half marks
- Try jotting down key words before you start to answer – it will help you remember and keep on track. It may help to plan the answer to section C.
- Read through your answer and check it makes sense and answers the question that has been asked.
- Time yourself. 10mins for A, 50mins for B and 30mins for C. Leave section B after 50 minutes and go to Section C, it's the most important question for marks and borderline grades. Remember the timings for B and C include time for reading through and checking. Leave space after a question in case you think of anything else to add. Start each question at the top of a page.
- Consider doing Section C before Section B
- Don't write reams about a question in section B just because you know the answer.
- Write firm and concise answers – don't ramble.
- Write as clearly as possible – untidiness irritates the examiners and you don't want that!
- Remember this isn't like school, beekeeping is something you enjoy – you're doing this for fun!