**Checklist for Exam Preparation**

This checklist is a basic guide to help you consider all the elements to optimise your chance of exam success

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| **Knowledge** | **Top tips** |
| Are you familiar with the curriculum? | Your specialty college website will likely have a page dedicated to membership examinations and outline exam content and format  Many colleges will run “in-house” revision courses, but worth asking peers about other independent revision courses and resources. |
| Are you familiar with the exam format? |
| Have you identified suitable revision resources?  e.g. online question banks, textbooks, web resources |
| Are there any exam specific courses available? Can you access these in time for this exam sitting? |
| **Study** |  |
| Have you a written study plan?  Is the timeline realistic to cover the whole curriculum?  Does it take into account your clinical commitments? | Styles such as:   * visual learning using videos, flowcharts * Tracking tools to help plan and visualise progress * Studying by yourself * Study buddy * Study group * Agree areas of learning with your ES / CS with prescribed deadlines * Study packages – these can be expensive and time intensive. |
| Do you have an idea of your study style and optimal ways of learning? |
| Do you have a suitable environment to study outside work? How might you optimise this? |
| Have you made a plan for personal study leave in the lead up to the exam? |
| Is your clinical supervisor/team/department/TPD aware you are planning to sit the exam?  Have you considered asking for changes in your shift pattern to help you prepare well? |
| Do you have peers sitting the same exam? Would you benefit from peer study groups? Could you share resources? |
| **Health** |  |
| Do you have health issues/learning challenges which might impact your ability to sit the exam?  Would you benefit from adjustments to the exam format? | If you have a known disability, including dyslexia, you may well be eligible to adjustments to the format of your exam. The examination body i.e. Royal College / Faculty will provide information on their website regarding how to apply for reasonable adjustments and specific timeframes for doing so.  If you are suspicious that you might have dyslexia but have not received a formal diagnosis guidance is available on the TDWS website about accessing screening.  Remember to preserve your own wellbeing: [5 Steps to Wellbeing Animation](https://www.youtube.com/watch?v=x6bz_ekkrYA) |
| Do you have a plan for how to relax and de-stress whilst balancing work and study? |
| Are there any other events outwith work impacting ability to prepare? Are these able to change or do you need to consider perhaps delaying this exam sitting? Would you benefit from discussing with your supervisor? |