

Exam Question Routine

A reusable checklist for approaching unfamiliar or multi-step questions.

A five-step routine

1. Identify the command

What are you actually being asked to calculate, explain, compare, justify or show?

2. Mark the useful information

Separate the values, facts or evidence you need from background wording.

3. Choose the method

Write the formula, principle, structure or approach before rushing into working.

4. Work clearly

Keep the steps visible so you can find errors and show reasoning where the question requires it.

5. Review the answer

Check units, signs, precision and whether the final sentence answers the original task.

Quick reflection

After a practice question, write one sentence: "The part I nearly got wrong was..." and one sentence: "Next time I will..."