Preparing an exam timetable

Quick study guide

Setting up an exam study timetable can be a very effective time management strategy. Exams test more than just your content knowledge, they also test your ability to manage your time effectively (before and during the exam). In order to succeed in your exams, you should allocate enough study time to prepare effectively for all your subjects.

Some steps to preparing an exam timetable:

1. Check your exam dates - Note the dates for each of your exams on your calendar. How have they been scheduled? Are they clustered together or do you have several days between exams? This will affect the amount of time you have to study for each exam.

2. Allocate study time for each exam using your calendar.
   a. It is best to allocate shorter study sessions instead of day-long study sessions (e.g. 2 hours instead of 6 hours) (see example in the timetable created below).
   b. You should also consider the difficulty of each of your subjects. Which subjects do you need to spend more time on? Which are easier and require less time?

3. Arrange the study sessions around your commitments (e.g. work or sport). Also, remember to include study breaks, lunch and dinner.

4. You will need to revise content several times in order to recall them effectively in the exam, so make sure to allocate enough time to do sufficient revision before each exam.

Exam timetable example
Final tips

Follow your exam study timetable. Once you have organised your timetable it is important to follow it as much as possible in order to ensure you use your study time most effectively. If you find you need more time for a particular subject or topic, you can adapt your timetable, but make sure that you still allocate enough time for your other subjects.