Presenting your work in your exam

It cannot be stressed strongly enough how important it is to be NEAT on your exam paper. If the answer isn't clear or legible then the mark might easily be lost because an Examiner can't decipher your handwriting. Particularly take care as you reach the end of each exam to ensure that your handwriting is still legible.

In a Maths or Science exam use the line which is provided for your answer. Keep your workings out well away from your final answer. If there is no line specifically provided for your final answer then neatly underline it to help it stand out.

Always neatly rule through any work you do not wish the Examiner to mark.

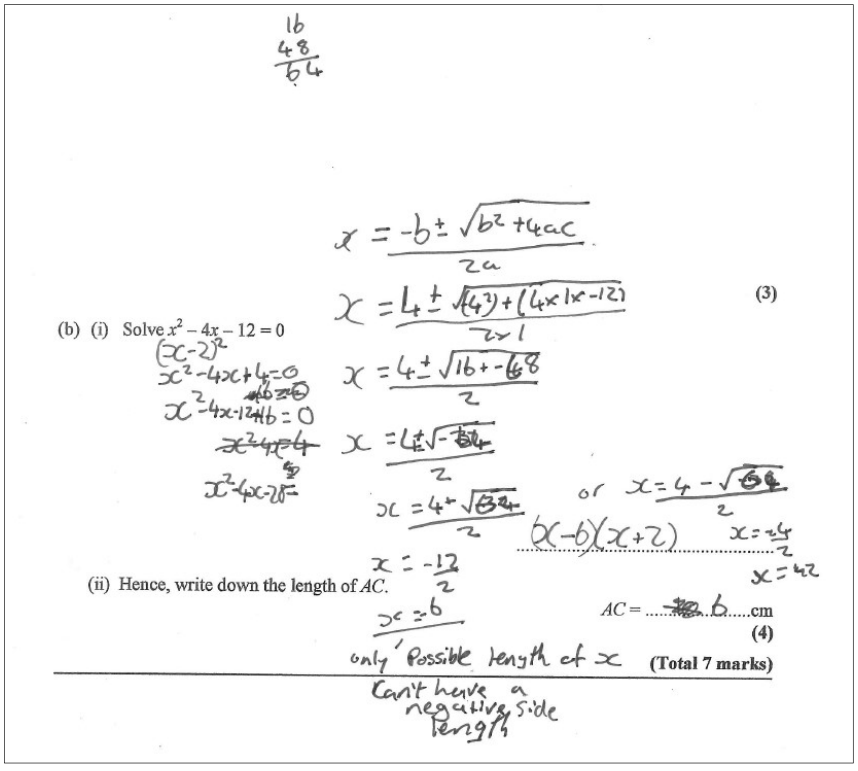
You must always use a BLACK pen in an exam. All answer papers are scanned and blue pen does not reproduce clearly in the final scanned document.

Also there is always a border around each answer sheet where you MUST NOT write your answers. Again this is because the answer pages are scanned and if answers are written outside the marked areas then they may not be caught on the scanned document and marks could be lost unnecessarily.

Get into practice early with NEAT presentation of your work. Do it this way in all your classes so that it doesn't become another thing you have to think about in an exam!

Looking at the example below:

1. There is space above the question that could have been used to lay out the answer in a less cramped way.
2. Part of the answer has been written BELOW the bold line. The bold line indicates the area outside of which nothing should be written as it may not scan successfully for transmission to the examiner.
3. If the answer had been written further to the left then more space would have been created for the calculations.

Positives though are:

4. The hand writing is clear and neat.
5. The error has been neatly crossed through with a single line and not scribbled out.
6. The answers have been written very clearly on the line designated for the answer and so are very easy for the examiner to identify.