

Guide for Candidates who will take Entrance Examinations

Introduction: ECSU Entrance Examination aims to assess whether candidates possess the necessary competency to pursue the program that they are applying for. This piece of note provides candidates with the recommended approach for dealing with ECSU Entrance Examination.

Before the examination: After notified that you are eligible candidate to take ECSU entrance examination, you should prepare yourself to take the exam well in advance. The amount of time you spend to prepare yourself for the exam will depend on the number of exams you have to take and your own capabilities. Your preparation should include familiarizing yourself with all subjects, basic concepts and topics that might be covered in the entrance exam. You should identify your preferred approach to study and prioritize tasks based on your planned goals. In this juncture, it is important to:

- Be sure that you are eligible to take the exam as some candidates may fail in the screening process
- Be prepared to work hard. Be mentally prepared for the exam, be positive and clear about your goals and how to pursue them.
- Plan the subject/area/ to be studied and the time allocated to each.
- Make sure your study environment is free from distractions.
- Find out what the examinations will cover by asking individuals who took the exam previously.
- Improve your retention level by continuously reviewing and revising what you have studied.
- Focus on general issue that can stimulate high thinking skills

Before going to the exam center you need to remind yourself to:

- Get plenty of rest the night before the test.
- Eat a well - balanced breakfast.
- Dress comfortably and arrive early.
- Bring acceptable Identification Card (ID) and Admission Payment Receipt to the test site.
- Better to wear a wrist watch so that you can pace yourself.
- Bring the essential and allowed materials such as pen, pencil etc

Time management during the examination

Time management is vital. You must spend an appropriate amount of time on each question and you have to attempt all the required questions and allocate your time properly among questions. In particular:

- Ensure that the amount of time you have given to each part is in line with the mark distribution. Each question should be properly attempted and sufficient time left towards the end for checking.
- If a question has not been attempted, the mark assigned to it will be lost and then the overall mark will be reduced.
- When optional questions are given, you should identify which question offers you the best opportunity to earn marks by considering your strengths and weaknesses.
- You should not waste excessive time chasing difficult at the cost of missing other easier questions.

Understand the requirements of the question

The skills you need in taking the entrance examination are not simply to explain techniques or concepts but also to illustrate your ability to comprehend, apply, analyze, synthesize and evaluate. Candidates usually fail to relate their answers to the specific requirements of the question or to the facts and information contained within the question. When attempting a question, no matter whether it is a multiple choice, case study, computational-type or essay-type question, you must read the question carefully so that you understand the questions requirements and know exactly what is being asked for.

Provide relevant answers to the question

You must answer the question in a sensible way so that you can achieve a better result. To achieve this, you should:

- Take time to consider the exact requirements of the question. Not thinking properly about the actual requirements will lead you to answering the question inappropriately.
- Carefully read and sufficient time should be spent in digesting and understanding the information given.
- Having carefully read the question requirements, you can now highlight any relevant information or data which you feel are of most relevant to each question requirement.
- Have a brief plan that:
 - Note the main points to be covered so as to focus on the key elements of the requirements
 - Prioritizes the most significant issues of the question
 - Relates the different pieces of information provided in the question

Present your answer in a proper way

The presentation and layout of your answer will affect the marks awarded. In particular:

- Clear handwriting is essential since markers cannot award any mark for an answer that they cannot read.
- Identify relevant points and structure your answers in a logical flow.
- Answer every part of a question before moving on to the next question.
- Giving headings (when necessary) in answering Essay Type Questions to different parts of your answer to illustrate a logical and progressive structure to the requirements of a question.

General Exam TIPS

- Enter the exam room with confidence.
- Read all directions first carefully. The most common mistake is skimming instructions.
- Go beyond the facts. Go beyond the what and dig into the how and why,
- Make sure you answer the question being asked.
- Pace yourself. Do not spend too much time on one question or passage. Answer the easy questions first and skip the questions you find difficult. Keep note of questions you want to return to if you have time.
- If there is time left after you have answered every question, go back and check your work.
- Be sure that you fill the answers on the correct space given on the answer sheet.
- Erase/wipe out completely if you want to change your answer.

Dealing with Essay Questions

Usually, in Essay type questions you will face the following types of requirements in the exam questions:

- Describe – to list the nature and characteristics of the subject matter.
- Explain – to give details on, clarify and make clear the subject matter.
- Compute – to calculate an answer based on the numerical data given.
- Identify – to find out the relevant issues from the information given.
- Comment – to provide an opinion or argument on a certain issue or particular circumstance.
- Evaluate – to make a judgment or decision by weighing up the advantages and disadvantages of a certain scenario.
- Discuss – to decide on an alternative or to come to an opinion after considering the subject matter/ circumstance in depth.
- Justify – to give reasons and arguments for or provide rationale for the actions taken or decisions made.
- Compare and contrast – to provide an explanation of the similarities or differences.

In dealing Essay Type questions, you should

- Organize your ideas into an outline.
- Limit your essay topic to a manageable size and stick to the length that is specified.
- Give special attention to creating a strong introduction, supporting data, and an appropriate conclusion to ensure you end up with a well-ordered essay.
- Do a final check of the essay when it is finished. Correct mistakes in grammar, usage, punctuation and spelling. Make any corrections neatly.

The Caution that you need to take as a Candidate

1. You **must bring** your **Identity Card**
2. You **must** be on time for all your examinations. You will be considered 'very late' if you arrive more than half hour after the starting time.
3. You **must** identify the specific exam room you are assigned to. You will be disqualified if you found in another exam room that you are not assigned to.
4. You will be **totally disqualified** if you missed any of the entrance examination or caught cheating
5. Be sure you wrote your **name, region, registration number** only on the box given towards the bottom of the first page of the Answer sheet.
6. You **must** remain under supervision until at least half an hour of the starting time of examination.
7. Remember that you **must not** become involved in any unfair or dishonest practice in any part of the examination.
8. Sitting an exam **in the name of another candidate** or allowing another person to sit an examination in your name is gross misconduct and may amount to a criminal offence.
9. You **must not have in your possession any unauthorized material or equipment** which might give you an unfair advantage such as notes, calculator cases/instruction leaflets, and electronic communication devices including mobile telephones.
10. Possession of unauthorized material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
11. You **must not talk to, attempt to communicate with** or disturb other candidates once the examination has started.
12. If the Admission Office is satisfied that you are involved in any irregularity, misconduct or dishonesty, your results may be cancelled. For involvement in serious offences, you may also be disqualified from the current examination and excluded from future examinations.