

What to do if you fail an Examination

1. **Determine reason for the failure.** Honestly try to find out what you did not do right at the first attempt to ensure you do not repeat the same or similar mistake(s) again.

Reasons for failure includes lack of knowledge, lack of time, poor expressions and the inclusion of irrelevant matters in your answers (here you want the examiner to sift through and identify for what is required from your script), this works against you in professional examinations.

Obtain and read through model answers to identify what you did not include in your answer or notice the examiner's layout. Once you have achieved this, you are on the right track to success.

2. **Study as if it is your first attempt.** Do not concentrate on the module you have failed or ignore it (as you might feel you know it better now). Either way, you must not relegate the importance of each module to the background assuming that the one you have attempted before will only need revision before the next examination.

Also, do not become afraid of the module you failed and now concentrate on that module alone; approach each module as if it is the first time you are attempting it. You will assimilate the contents of the failed module faster but do not become over confident!

3. **Revise each module thoroughly.** Do not treat revision lightly. Make notes and fall back to the notes on the module you failed. Create notes for the new modules to be attempted and try to find links between the failed paper and new ones you are attempting. Some modules are very related so your knowledge from new modules could just reinforce or fill the gaps in knowledge you need to pass the failed module.

4. **Practice plenty of Q & A's.** Use the model answers to practice Q & A's. Model answers can be used for revision as they direct your focus to what the examiner requires from you.

Notice the structure and layout of these model answers and try putting the concepts into your own words without changing their meanings (add new items from the model answers to your notes).

5. **Take your time.** Do not feel it is absolutely necessary to attempt the failed module at the next examination (though it is advisable). Balance the requirements of your work with the required study hours for the module(s) before attempting it again.

If you attempt the module immediately, you are in a better position especially if you achieved between 30 to 49% in the earlier examination.

This means you know something about the module but need just a little more input to attain a pass.

6. **Plan your time.** Write up a schedule of the work to be done and modules to be covered. Set deadlines or target dates for completion leaving enough time for revision (we suggest 1 month or at least 2 weeks of intensive revision).

Stick to your schedule and allow for re-revision. You will need to be very disciplined here and orderly in your approach.

You might need to forego some social engagements, avoid friends or rather, explain to them what you are doing to concentrate on your career and future else when you qualify, you might just have no friends left.