ENABLING EXAM SUCCESS

Setting yourself up for exam success requires some thought, preparation and planning. While it may seem like another thing on your to do list, taking some time now to carve out an exam plan will put you in a good position when your exams come around. Take a look through the tips below and feel free to tick them off as you move through the exam period.

Please be aware that, while some open-access computers are currently available on campus, not all areas are open and we cannot guarantee a University computer or a workspace with the required social distancing will be available at the time you need it. Therefore, we advise students to arrange to access online exams from off campus if at all possible.

If you experience technology issues during an exam, you should call the Online Exam Call Centre to enable this to be logged and you will be able to request a Replacement Exam per the Modified Arrangements for Coursework Assessment (MACA) policy). More information is available on the University's assessment policies webpage - https://www.adelaide.edu.au/student/exams/examinations-0.

adelaide.edu.au/student/wellbeing

Preparing for exams

- Begin studying early. Give yourself adequate time to revise, learn concepts and practice applying those using past or practice exams.
- Create a study area that is quiet, is free of distractions and has everything you need e.g. computer, textbooks.
- Understand your learning style and apply it to how you approach your study.
- Organise your time. Use a diary or weekly planner to schedule in study sessions as well as breaks and free time.
- Organise subject material. This helps to ensure you haven't missed anything. If you have missed lectures or readings, don't panic, just schedule in some time to catch up.
- Avoid cramming in the nights leading up to the exam. The more stressed you are, the less likely your mind will be able to retain information. Not to mention feeling tired and drained the next day!
- When rewriting notes, write them in your own words. This helps you to understand the concepts. It can also be useful to ask yourself questions related to the content you've just learned.
- Work out what you don't understand and schedule in some time to clarify words or concepts before trying to study them.
- Understand what your exam will involve
    - How will you be assessed?
    - What concepts will be covered?
    - How much is the exam worth?
- Take care of the practicalities
    - When is the exam and how long is it?
    - How is it being administered e.g. venue, online, open book?
    - What will you need? e.g. devices, textbooks, stationery, water, snacks.
    - Ensure you can access your exam courses in MyUni and read through the Online Exam Information and Academic Honesty Module Exam Courses will appear in your MyUni Dashboard 48 hours prior to the first day of the examination period.
    - Know the ins and outs of the exam process by thoroughly checking the Uni's exam information page.
- Test your technology (online exams)
    - Ensure you have the recommended software/browsers for accessing your exam (online exams) https://www.adelaide.edu.au/covid-19/student-information/exams
    - Ensure you have a stable internet connection
    - Bookmark myuni.adelaide.edu.au in your browser
    - If your course coordinator has advised the use of additional devices (e.g. to scan handwritten diagrams etc.), ensure you have tried and tested these devices
    - If your course coordinator has made an online practice exam available to you, undertake this with the devices you will use during your exam.
- Manage your wellbeing and stay balanced
    - Get regular and sufficient sleep
    - Eat a regular and balanced diet
    - Take time out from study
    - Connect with friends
- Keep in mind some level of stress is normal during exams, they're stressful situations after all! What is helpful is having a tailored stress management plan that can move you through this challenging

period. Think about what helps you to feel calmer, relaxed and refreshed, and include time for those things in your schedule.

The day of and during the exam

- Make a note of the Ask Adelaide [contact](#) options.
- Develop an exam plan
  - Give yourself enough time before the exam to set yourself up and ensure you have everything
  - you need e.g. textbooks, stationery, water and snacks
  - Allocate time to questions according to how much each question is worth
  - Note key words and phrases
  - Tackle the easiest question first. This will help get you off to a good start and boost your
  - confidence.
  - If you get stuck on a question, move on to the next and come back to it
  - Use any extra time to review your answers and add or adjust your answer as needed
- Have an exam contingency plan if you start to feel panicked. For example, practice taking some deep breaths, repeat an encouraging statement to yourself (e.g. take a breath, you can do this) or use the tool of visualisation.
- Frame the exam as a stepping stone to move you closer to your goal of completing a university degree.
- Plan a reward after your exam. This recognises the hard work you've put in as well as gives you something to look forward to!

Looking for more info?

- Take a quick self-assessment of your [learning style](#)
- Learn how to [manage your stress](#)
- Take a look at the University of Adelaide [Writing Centre resources](#).
- Head to the [Wellbeing Hub](#) for some detailed study tips