

# Assignment Navigator



## Preparing for Exams Checklist

### Start early

- Read unit outline and objectives in Week 1
- Find a note-taking strategy that works for you
- Keep up with set readings and complete all set tasks and activities
- Take notes before, during and after all lectures – review these at the end of the week
- Pay attention to directions given in lectures, tutorials and online

### Know what to expect

- Know the exam day, time, location, duration, weighting and special instructions
- Know the exam type – is it a multiple choice, short answer, essay or open book exam
- On exam day, arrive early, read questions carefully, calculate exactly how much time to spend on each question, start with questions you feel confident with, get the main points down

### Use effective study strategies

- Organise study topics into manageable chunks and gather all relevant readings and texts
- Set out a study schedule and stick to it
- Revise in short sessions often, rather than one long session
- Set study goals and reward yourself
- Read actively – use highlighter, write summaries, cluster information into hierarchies, maps, tables, flow charts, pyramids etc. and use diagrams and colours
- Overlearn by revising, then test yourself soon after, recap the next day and review a week later
- Teach someone else everything you know about a topic
- Move from notes to summaries to points to memory triggers

# Assignment Navigator



## Know how to overcome common dilemmas

- Not complying to exam rules – arrive early and listen carefully to instructions
- Going blank – take a few deep breaths, look for memory triggers or move on
- Using exam time poorly – allocate exact time limits to all questions and watch the clock
- Writing everything you know about a topic but not answering the question – read the question
- Abandoning structure – know the expected format e.g. essay, and be concise and legible

## Find ways to relax and stay calm

- Learn some relaxation techniques prior to the exam or contact Student Support at SCU