

Law Invigilated Exams

Many law exams are conducted online under live supervision. These exams are typically open-book, meaning you are expected to have well-prepared notes that enable you to locate information efficiently, and a sound understanding of legal rules, case law, and other materials so that you can identify legal issues, apply the relevant law, and construct clear, well-reasoned responses under time pressure.

When completing your exam, you must maintain academic integrity by:

- Completing the exam independently
- Referencing sources as required
- Not discussing the exam with others
- Not using unauthorised tools, including GenAI (e.g. ChatGPT), translation tools during the exam.

This Quick Guide supports you to:

1. Prepare effectively for invigilated exams
2. Manage exam time and stay calm under pressure
3. Reflect on your exam preparation and identify strategies for future improvement.

A Three-Stage approach

Stage 1 | Before the exam

- Understand exam expectations
- Organise your materials
- Plan your study approach.

What to do:

1. Review the assessment brief thoroughly and familiarise yourself with the key information, including the duration, question types, technology requirements, and other assessment expectations. If you have any questions or need clarification, contact your Unit Assessor or tutor well ahead of the exam.
2. If you have a special consideration – reasonable adjustment for extra time or other conditions, confirm before the exam how this affects your overall timeline with your Unit Assessor.

3. Identify the knowledge and legal principles that may be tested.
4. Create a study plan and use active study strategies (see [Study effectively for exams and quizzes](#) in the Assessment Skills Toolkit).
5. If your exam is conducted in person, plan your journey and check the venue beforehand to help you arrive feeling confident and prepared.
6. If your exam is conducted online via Zoom, check that Zoom is up to date and that your audio, camera, and chat functions work. During the exam, you must keep your camera on and remain unmuted; Zoom chat will be used for time reminders.
7. Choose a quiet space with a stable internet connection and minimal distractions.
8. Have your student ID ready for identification checks.

Stage 2 | During the exam

- Stay calm
- Manage your time
- Construct well-organised legal responses.

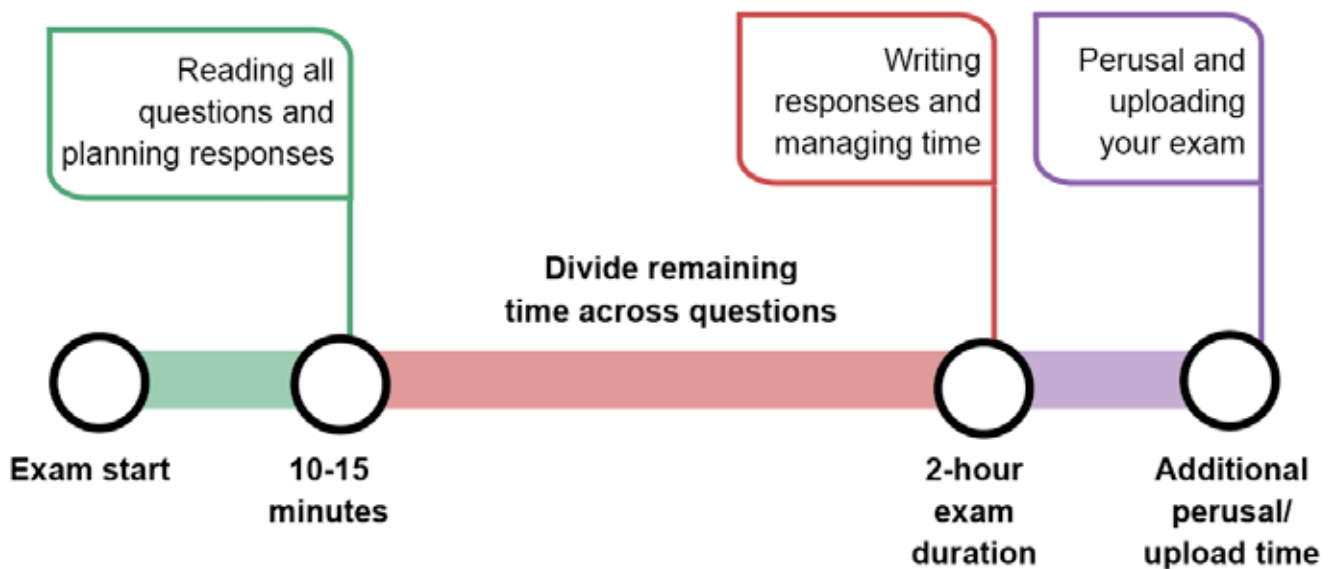
What to do:

1. Follow all instructions provided by the invigilator.
2. If you feel anxious, use a calming strategy that works for you (e.g. box breathing or a brief pause before starting).
3. Manage your time during the exam:
 - Before writing, review all questions, identify the key legal issues, jot down brief planning notes, and organise your ideas.
 - Divide the rest of your exam time across questions so that each receives appropriate attention.
 - Note the word count and marks allocated to each question and adjust the level of detail accordingly.
 - Leave enough time to review your answers and upload your submission. Check your assessment brief to see whether any additional perusal or upload time is provided.
 - If you are running short on time, briefly listing relevant laws or legal principles may still earn marks.
4. For hypothetical (scenario-based) problem questions, apply the IRAC structure (Issue, Rule, Application, Conclusion) to organise your response. For further guidance and examples, visit the [Quick Guide to IRAC: Structuring legal analysis](#)

Example timeline

1. Spend the first 10-15 minutes reading all questions and planning responses.
2. Divide the remaining time to respond to all exam questions. e.g. In a 2-hour exam (for two questions), allow approximately 50 minutes per question.
3. Additional time is often provided for perusal and uploading your submission. Check your assessment brief or with your Unit Assessor if you are unsure.

Image 1: Example timeline for a 2-hour law exam.



Stage 3 | After the exam

Reflect on your exam preparation and performance so you can improve your future learning and exam strategies.

What to do:

- Identify what worked well and what could be improved
- Talk with other students to share experiences (where appropriate)
- Seek support from your Unit Assessor or tutor, a Learning Adviser (visit the [website](#)), or a Peer-Assisted Learning Support (PALS) mentor (visit the [website](#)) if you have questions.



Key takeaway

Law invigilated exams assess more than memory. They assess how well you can:

1. Prepare strategically – understanding exam expectations and organising your study approach
2. Manage your time and stay calm to complete the exam with focus and confidence
3. Reflect on your performance and identify strategies to improve your future exam preparation.



Related resources

- Southern Cross University – [IRAC Quick Guide](#)
- Southern Cross University – Library [AGLC4 referencing guide](#)
- Southern Cross University – Student Learning Zone – [Quick Guide resources](#)
- Southern Cross University – [Student Skills and Support Hub - Managing Exam Stress](#)