

Tips for Help in Exam Term

Revision tips

Make a plan for exam term. A (not too detailed) plan can help you manage your workload.

Try out different revision techniques. There are lots of ways to revise and it's important to find a way that suits you.

Familiarise yourself with the exams. Get hold of past papers and try some timed practice questions.

Use the guidance of others. Make use of revision sessions that your DoS or faculty might run, try to arrange some revision supervisions and, if it helps, talk to other people in your subject.

For more study tips come to Exam Skills Day on Saturday 1 May and visit www.camexams.com

Keeping Happy & Healthy

Here are some suggestions to make exam term as stress-free as possible:

Balance your time. Establish a routine and a work pattern that suits you. Set yourself realistic targets.

Balance your space. Don't let revision materials take over your room.

Keep healthy. Make sure you get plenty of sleep and have a balanced diet.

Have breaks from work. Time away from work can really help you concentrate when you return.

Give yourself rewards and treats after working.

Talk to someone if you are worried.

Don't let other people create stress for you. Separate others' expectations from your own.

CUSU will be running activities throughout the exam period to give you a break from work. Whether you're interested in sport, music, films or art, there will be something for you, even if you just want time off to go out for a hot drink. For more details see www.camexams.com

Before & During Exams

Individual Exam Arrangements

It is possible for you to take examinations under special conditions for example if you have a health condition, disability or a religious obligation.

Your tutor is responsible for applying for arrangements for you. Normally applications will be submitted before 31st January, but if you think you might be entitled to these arrangements it is still important that you speak to your Tutor as soon as possible. Contact CUSU for more information.

If problems arise during exam term it is important that you contact your Personal Tutor, your Senior Tutor or the CUSU Academic Affairs Officer as soon as possible.

Illness During Exam Term

If you are ill during Exam Term you should contact your Tutor as soon as possible and see a Doctor or your college nurse, so that a record is made of your illness.

Depending on the nature of your illness, you could be entitled to extra time, sitting your exams in college or at a different time than scheduled.

If you are ill on the day of the exam contact your Tutor and / or Senior Tutor immediately. Try and remain calm as college tutors are used to dealing with these situations. Arrangements will depend on the nature of your illness but every effort will be made to enable you to take or complete your exams. If you are unable to take any of your exams, your Tutor can apply for an Examination Allowance (for more details see www.camexams.com).

If you are ill in the exam, do not leave, but alert the invigilator.

Examination Warnings

If your exam preparation has been hindered because of illness, disability or a 'grave cause' (e.g. family problems, bereavement), contact your Tutor as soon as possible. They may be able to submit an Examination Warning to the Examiners. This will not result in extra marks, but it will ensure that these circumstances will be taken into account and you may be entitled to an *Examination Allowance*.

After Exams

Examination Allowances

If your exam preparation was hindered because of illness, disability or a 'grave cause' and no action was taken prior to exams, it is still possible to take action after the exams. Your Tutor can apply to the University's Applications Committee for an examination allowance, which can mean the difference between a pass and a fail, or can improve the class awarded. The Committee considers evidence submitted by your Tutor (academic records, medical reports) and in cases of failure, may take actions such as 'allowing you the exam' or awarding you 'Declared to have Deserved Honours'. If you have missed or underperformed in a relatively small part of the exam, due to extenuating circumstances, the Committee may ask the Examiners to classify you on the basis of only those parts of the exam taken without handicap. For more details see www.camexams.com or contact CUSU.

Before Results are Published

If you think there was a technical problem in your exam that hindered your performance (misprints in the exam paper, disturbance in the exam room), your Tutor can report a complaint to the Registry within **3 working days** of the exam. The Examiners may take this into account before completing the class list.

After Results are Published

If after receiving your results you have a complaint about the examination process, you or your Tutor may report a complaint to the Registry **within one month** of the class list being published. The Registry will refer the matter to the Chair of Examiners for consideration.

If you are dissatisfied with the outcome of a complaint, you may apply to the Registry for the matter to be considered by an Exam Review Committee **within three months** of receiving the response from the Chair of Examiners.

Your case must come under at least one of the following criteria:

- Material circumstances existed about the conduct of the exam of which the Examiners were unaware
- Procedural irregularities occurred in the conduct of the exam, which cast reasonable doubt on the conclusion reached by the Examiners
- There is evidence of prejudice, bias or inadequate assessment

The Committee has the power to ask the Examiners to reconsider, to have your work marked by an independent examiner or for you to be re-examined.

For more information on submitting a complaint about the exam process, contact CUSU or see www.camexams.com.

The University produces two detailed guidance sheets on exam term issues for students called 'Undergraduate Examination Appeals: Information for Candidates' and 'Special Exam Arrangements: Information for Candidates'. Your JCR should have a copy and they are available online at www.camexams.com. You can also obtain a copy from the CUSU Academic Affairs Officer.

camexams.com

your helping hand in exam term from 

Visit www.camexams.com for:

- Exam Term Stress Relief Activities
- Information about Cambridge Exams & Appeals
- Study Skills Resources & Revision Tips
- Stress Management & Keeping Healthy
- Useful Contacts and Links

...and much much more!

Useful Contacts

CUSU

01223 356454

Academic Affairs Officer Jessica Childs

academic@cusu.cam.ac.uk

Welfare & Graduates Officer Lizz Waller

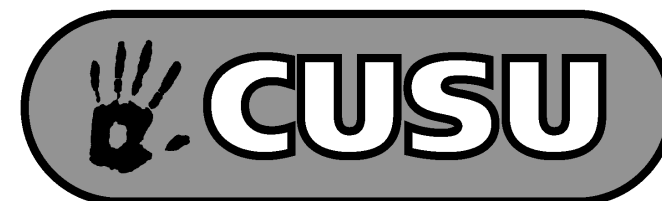
welfare@cusu.cam.ac.uk

University Counselling Service

01223 332865

www.counselling.cam.ac.uk

If you require this leaflet in large print, or on tape or disc, please contact CUSU by email: academic@cusu.cam.ac.uk



Essential Information for Exam Term

Good luck in your exams from everyone at CUSU & enjoy your free:



PLEASE KEEP THIS LEAFLET FOR FUTURE REFERENCE

diablo⁰⁴

When the exams are over
Start your May Week in style...

Friday 11th June

www.diabloevent.com

for latest bookings news & event information