

## Preparing for Exams

Exam preparation begins the day your course does. Start by establishing day-to-day study habits such as:

- Revising your work at the end of each topic, and
- Making well-organised and complete [notes](#)<sup>1</sup>.

Concentrated periods of study in the weeks leading up to the exam are also vital in helping you prepare.

### Make a study plan

Make a study plan well ahead of your exam period, within the first few weeks of starting your unit.

When creating your study plan ask yourself the following questions:

- When is the most effective time of day for me to study? Early morning is often recommended for subjects that require you to memorize information. What works best for you?
- How much time do I allocate per subject? Some subjects will require more work than others because of the
  - Level of difficulty
  - Quantity of material
  - Nature of the content.
- How long is too long to study? Studying too long can lead to fatigue and reduce retention, so never study for more than six hours a day.
- How can I make sure I take regular breaks? Regular breaks will:
  - Re-focus your brain
  - Reduce stress
  - Improve recall
- Is my plan realistic? Can I achieve it? You may have other commitments to work around so make a plan you can achieve. This will give you a sense of accomplishment.

### Check MyLearn to see what's involved

Visit the [Online Supervised Exam Information](#)<sup>2</sup> in MyLearn to see what's involved. Other places you can find help include:

- The Frequently Asked Questions ([FAQs](#))<sup>3</sup> page
- [AskUNE](#)<sup>4</sup> to submit a question
- Or contact the Exams Team on 02 6773 2145.

<sup>1</sup> <https://www.une.edu.au/library/students/study-skills/note-making>

<sup>2</sup> <https://mylearn.une.edu.au/course/view.php?id=15183>

<sup>3</sup> <https://mylearn.une.edu.au/course/view.php?id=15183&section=5>

<sup>4</sup> <https://askune.custhelp.com/app/ask>

We also recommend you sit the “[Try It Out Exam](#)<sup>5</sup>” to practice.

## Get organised

Being organized will make you more feel comfortable. Ask yourself:

- Can I tidy my desk and eliminate distractions?
- Do I have all of the relevant study materials?
- What can I do to help build my confidence?

## Revision techniques

Try different revision techniques to explore what works best for you:

- Record information and then listen to it when you’re walking
- Make wall posters, cards or mind maps
- Create Mnemonics, or
- Repeat information out loud .

Always bring your revision back to writing, which is what you will be required to do in your exam.

## Test yourself

Testing yourself is a good way to reinforce what you know, and it identifies any gaps.

- Check if your unit has past exams, or
- Form a small study group to help yourself as well as others.

## Final preparations

Close to the exam ensure you understand what’s involved.

A few days before the exam:

- Make sure you’ve booked the correct exam with UNE’s exam platform partner Proctor U
- Organise your desk based on requirements
- Check the rules and permitted materials in MyLearn

The night before the exam:

- Review your notes
- Make sure you have all necessary materials, and
- Get a good night’s sleep

On the day of the exam, give yourself free time before and after your exam to allow for anything unexpected.

Remember your Proctor U session start time is **not** your exam start time. Your exam only starts **after** the Proctor U staff have led you through the initial set up process.

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<sup>5</sup><https://mylearn.une.edu.au/mod/quiz/view.php?id=1808142>