



Exam Plan & Prep

A brief 'how-to' guide

Gather

Basic but important details:

- » exam location
 - » date
 - » time
 - » what's allowed/restricted
 - » unit outline, objectives, and exam parameters
 - » what will be examined? — lectures, textbook, handouts, additional readings, etc.
 - » exam requirements — will you have to give an overview, details or do a critical analysis?
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Plan

1. Organise your materials. You will require:
 - » main topics from the unit outline (can be sub-topics from lectures, tutorials, textbooks, or additional readings)
 - » a concept map for the course — make a table, flow chart, etc. (refer to Pro Tip 1 in this guide)
 2. If you need people around to study, organise a study group, a study-buddy or get help from your peers or tutor.
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Do

1. Revision questions at the end of each chapter in the text book are often known to appear in the exam. Give them a go.
2. Avoid passive reading. Study actively — highlight, rewrite, underline, map, etc.
3. Revise regularly and often. Use flashcards, post-its, diagrams, mnemonics, question-swapping* — get creative!
4. Study without distractions. Attend to messages, calls, or watch videos only during breaks (which should be frequent).

* swap questions with a friend and take turns to answer.



PRO TIP 1: Plan your study time

Create a Study Scheduler to revise your study material for different units. The scheduler can help you chart your study time and will reduce recall anxiety on exam day.

Time	Subject	Task
9:00–9:50	The human condition	Create concept map of unit
9:50–10:00		BREAK
10:00–10:50	Human rights and ethics	Create concept map of unit.
10:50–11:00		BREAK
11:00–11:50	The human condition	Revise week 1 notes.
11:50–12:30		LUNCH
12:30–13:20	Human rights and ethics	Re-read Ch 1 from textbook.

How to use the Study Scheduler:

1. Divide your study time into 30–60-minute chunks.
2. Allocate time to the topics you have identified for each unit.
3. In the allocated time, summarise each topic to about 2–5 pages by rewriting only the major points.
4. Think about how the topics connect to the other major key points in the unit.
5. Summarise and reduce your notes down to one page BEFORE the exam.



PRO TIP: Plan your exam time

Create an Exam Scheduler to delegate sufficient time to address each exam component. The scheduler can help you chart your exam time and will reduce stress over insufficient time during the exam.

Exam	Duration	Exam format	Time management
e.g. Exam 1	60 minutes	60 multiple choice questions	1 minute/question
e.g. Exam 2	1.5 hours	2 essays (each 30%) 8 short answer questions (each 5%)	20 minutes/essay 5 minutes/question + 10 minutes to revise at the end



Lecturer/tutor hack

- » Lecturers use the unit outline to write their assessment tasks. Organise accordingly.
- » If your lecturer/tutor has discussed ideas from the readings, they are more likely to be in the exam.
- » Lecturers write exam questions from their point of view. When envisioning questions, think like them!
- » When do lecturers drop the most exam hints? The first lecture and the last lecture for the semester. Ensure you attend these/or check online unit sites and resources!

E-DAY! (Exam Day)

1. breakfast well
2. carry all the right materials with you
3. arrive early
4. read all instructions twice
5. leave time to review
6. **BREATHE.**



This document is also available at www.library.qut.edu.au/study/planning/exams.jsp