

## **su** life hacks: exams

Exams are upon us. It can be quite a stressful time, but the Advice Centre is here with some practical tips to help you through it.

### **Study resources**

Some schools upload past papers for you to practise. These should be uploaded for most modules (providing they are not running for the first time) on blackboard or can be found here: <https://portal.uea.ac.uk/learning-and-teaching/students/assessment/exams/past-exam-papers>

UEA Student Support Service also offer one-on-one drop in sessions and tutorial appointments if you are struggling: <https://portal.uea.ac.uk/dos/learning-enhancement/appointments>

Make sure you are revising in a way that best suits your learning style. Not everyone has to revise the same way, so explore using different materials and methods (flash cards, coloured pens, mind maps, voice recordings, etc.) if your current revision method doesn't seem to be working.

### **Exam rules**

To limit your stress on exam day make sure you know the rules and regulations so everything goes smoothly. The key regulations are:

- Candidates are not permitted to enter the exam room more than 30 minutes after the exam start time.
- Coats, bags, phones and other electronic devices and notes are NOT permitted in the exam room. Being found with some of these items in your possession may be considered cheating.

- Dictionaries for students with English as a second language and calculators are permitted but must be from the approved list: <https://www.uea.ac.uk/learningandteaching/students/assessment/exams/regulations>

### **Remember!**

Remember to bring your CAMPUS CARD and PEN to the exam. Any pencil cases must be transparent and clear. Students are advised to arrive at the exam *20 minutes before* the start time in order to hear the necessary instructions and be seated.

Check, double check, and triple check the start time for each of your exams and always have a backup travel plan in case things go wrong. Make sure you know the room your exam is in. Check this YOURSELF, as some students from your course may be in a different room if one of you has special exam arrangements.

### **Can't make it to your exam?**

If you are ill on the day of an exam you MUST see a doctor on the DAY of the exam in order to obtain medical evidence that you were unable to sit the exam. If this is not possible, you must at least contact the doctor by phone. Once this is done you must submit an extenuating circumstances form along with the doctor's note to explain your absence.

If you arrive late to or miss an exam for other reasons, contact your hub immediately. An extenuating circumstances form should be submitted within 48 hours to explain why you were late or unable to attend. In both cases, if the extenuating circumstances are

considered valid, you will be allowed to sit this exam at a later date (delayed first sit).

## Extenuating circumstances

If an illness or adverse personal circumstance occurs during your exam period, you should submit an extenuating circumstances form (found online or at your hub). If these circumstances have impacted your study they will be considered when your exam is marked or can be used to request a delayed first sit. You will have to provide evidence to support your extenuating circumstances claim (such as a doctors note or note from DoS). If you need help filling out the form please come and speak to an advice worker.

## Appealing exam results

If you are unhappy with your exam result while you can't have it re-marked, you can appeal the mark if you can show there is an underlying problem which has affected it. This could be failure to consider extenuating circumstances or inadequate teaching for a module. If your appeal succeeds, a resit can be treated as a delayed first sit. If you are considering appealing an exam result speak to an advice worker.

## Cheating isn't worth it

As tempting as it may be in times of stress, cheating in an exam is not worth the risk. If you are suspected of cheating you will be interviewed before you leave the exam venue and cases may result in a formal disciplinary hearing. Penalties range from a warning, through reductions in marks, to expulsion.

There are many actions that may be considered cheating. Bringing your

phone or other electronics into an exam, having notes or writing on your hands, attempting to talk to other students, and more obvious offences can all be considered cheating. Make sure you follow exam regulations carefully and empty your pockets before the exam.

If you are accused of cheating, come and see an advice worker so they can help you through the procedures.

## Resits/delayed first sit

If you miss or fail an exam you may be required to take a delayed first sit or resit. This exam paper will be different to the original exam but is graded and conducted like any other. Both resits and delayed first sits take place during August each year. Talk to your hub if you are unsure of the process of the resit or delayed first sit.

## Who to call if it's all too much

*Nightline* is the student run listening service on campus. They operate from 8pm-8am every night during term time and the exam period. You can call, Skype, IM, text, email, or even drop in to their office in Suffolk Terrace Block A for a cup of tea and a chat. There is no problem they are not willing to listen to and they don't lecture.

<http://norwich.nightline.ac.uk/>

*The Advice Centre* is here for you as well if you have need help or have any concerns about the things listed above. Our office is located in the Hive. See our website for contact details and more information on everything mentioned above.

<http://www.ueastudent.com/advice>