



DURING THE SEMESTER

Preparation starts from day one...it involves getting organised, actively participating in all learning activities and getting help from lecturers, tutors and support staff when needed.

Make a plan....	What to do
1. Know what is expected	<ul style="list-style-type: none"> • Read all of your subject outlines in detail making note of core content, key dates and assessment criteria.
2. Make a plan <i>Time management is key to any success</i>	<ul style="list-style-type: none"> • Use a semester timetable – record the due dates for all assessments for each subject. • Use a study planner - allocate time to complete the readings, attend classes, write weekly lecture summaries, complete pracs and work on assignments (https://www.jcu.edu.au/students/learning-centre/getting-started/Create-a-weekly-planner.pdf)
3. Be engaged	<ul style="list-style-type: none"> • Complete the weekly readings (https://www.jcu.edu.au/_data/assets/pdf_file/0003/115437/Effective-reading.pdf) • Attend all lectures, tutorials and workshops • Actively listen in classes – take notes, ask questions and use coding. For example, if a lecturer says this information will be helpful in the exam, code it with an 'E' or an image that makes sense to you. E • Form a study group and revise content weekly • Allow sufficient time to research, plan and edit your written assessment tasks (https://www.jcu.edu.au/students/learning-centre/getting-started/7-step-plan-for-assessment-tasks.pdf)
4. Regularly review	<ul style="list-style-type: none"> • Review your semester, weekly and study planners...adjust (or catch up) where required. • Allocate time to work on assessments and weekly summaries of all materials – concept maps are helpful. • Review assessment progress of all subjects.
5. Ask for guidance	<ul style="list-style-type: none"> • There are professional and academic staff available to assist you. • Contact your lecturer or tutor. • Contact 'The Learning Desk' to assist with developing your academic language, learning and numeracy skills (https://www.jcu.edu.au/students/learning-centre/getting-started#help)
<p>Useful strategies...</p> <ul style="list-style-type: none"> • Weekly summaries - reduce the main ideas from lectures, chapters or readings to a number of key points. Making connections between key points will help you to recall information in the exam. • Recall cards - develop a glossary of terms or definitions. On one side write the word and write the description/definition/example/diagram/theorist on the other, as you do this you will ensure that you have 'understood' the concept. Cards are easy to carry around and use. 	

- **Concept maps** - a visual picture of connected details. Write a key idea at the centre of a page, then surround it with connected information. This visual representation in your mind aids memory recall.
- **Join a study group** - Talking through concepts to clarify understanding.
- **Mnemonics** - make a connection between what you are trying to learn and something you know well (like a familiar word or picture), for example, each letter of the word can be used to remind you of a key term/formula/concept/theorist that you need to remember (see 'Active Learning' at <https://www.jcu.edu.au/students/learning-centre/getting-started>)

Useful links:

The Learning Centre: <https://www.jcu.edu.au/students/learning-centre>

Other links:

[Monash University](#) has a detailed module on exams that includes preparation hints, strategies, types of exam questions and a number of interactive quizzes which test your knowledge of the topics covered and provide feedback.