

Exam Plan Guide



Exam Plan Checklist

BEFORE THE EXAM

1.	Do you know where to find your exam timetable online?	Y	N
2.	Have you made a study plan for the four weeks leading up to the exam period?	Y	N
3.	Have you accessed The Learning Centre resources about successful exam preparation?	Y	N
4.	Are you aware that if you have a documented disability, injury, illness and/or health condition that you can make an appointment to meet or speak with an AccessAbility Student Advisor to register and facilitate reasonable adjustments for your exams?	Y	N
5.	Do you know what you can and can't bring into the exam room?	Y	N
6.	Do you understand the conduct expected of you in an exam?	Y	N
7.	Do you know that you can build strategies and tricks to manage any stress that is brought on by exams?	Y	N

DAY OF THE EXAM

8.	Do you know what identification you need to bring to your exam?	Y	N
9.	Do you know what to do if you arrive late for an exam?	Y	N
10.	Do you know what to do if you can't sit for your exam due to extenuating circumstances?	Y	N

AFTER THE EXAM

11.	Do you know the date your results will be published?	Y	N
12.	Do you know what to do if you disagree with a mark or final subject grade?	Y	N

If you answered no to any of the above, refer to the next page

Exam Plan Referral Information

REFERRAL BEFORE THE EXAM

1. The final exam timetable for SP1, SP2, and TR1, TR2 and TR3 will be published approximately five weeks before the exam period starts. Log into **Students Online** and select 'Exam Timetable' to confirm when and where your exams are being held. Your personal exam timetable will also be emailed to your JCU email account and available in the JCU App.
2. You will find a copy of the Weekly Study Planner in this booklet or download a copy **here**.
3. The Learning Centre offers quality **online resources** to help you get organised, approach different exam formats and strategies for success.
4. JCU **AccessAbility Services** offers on campus facilities as well as a range of services for both on and off-campus students with a temporary or permanent disability, injury, illness or health condition.
5. Each exam has its own list of authorised materials that you can take into the room which are listed on your timetable. Please note electronic devices including mobile phones, watches and fitness trackers are not allowed.
6. Review **Exam Rules and Expectations** to understand the expected behaviour within exams. All JCU students must behave ethically and honestly when completing assessments. Academic misconduct may result in expulsion from your course.
7. The quickest and most effective way to eliminate feelings of stress and panic is to close your eyes and take several long breaths. Check the 'Top Tips' in this booklet. For more ideas review the **Exam Worries** and **Minimising Exam Stress** information sheets.

REFERRAL DAY OF THE EXAM

8. You must provide photo identification (ID) in your exam to prove your identity. The preferred form is your JCU Student ID Card, but a Driver's Licence or other authorised photo ID is acceptable.
9. You can access an online exam within 30 minutes of the official start time; and for an exam on campus, you can enter the exam room within 30 minutes of the official start time, with permission from the exam supervisor. Visit **Exam Rules and Expectations** for more information.
10. If you can't sit for your exam due to exceptional or unexpected circumstances (ie illness), you may be able to submit an application for **Special Consideration** to defer your exam, or notification of adverse impact.

REFERRAL AFTER THE EXAM

11. The dates exam results will be published can be found in the academic **calendars**. An explanation of subject results can be found **here**.
12. If you have concerns about a subject result, you need to follow the **Academic and Statutory Decisions Review and Appeals Procedure**. This must be done within 10 working days of receiving your results. The **JCU Student Association** offers free and confidential support to assist you with academic advocacy if needed - see flyer in this booklet.

At JCU, you will need to sit exams for all or part of your study, and there are a number of types of online and on-campus exams you may encounter.

The following pages will provide some useful information to help you study and maintain balance, leading into the exam period. There is also lots of information on the JCU website to find out where to go for exams, and what you need to bring. You can also find information about how to apply for Special Consideration if you wish to defer an exam, information on your grades, and how to maintain a good academic level.

Visit the **Exams and Results** page for more information.



Student Support

JCU provides you with the support you need to succeed

Student Success Officers

Provide personalised referrals and assistance for all students at JCU. **Student Success Officers** assist in enabling the achievement of personal and educational goals as well as retention and success at university.

Counselling & Student Wellbeing

JCU Counsellors provide a free professional and confidential service to help currently enrolled students succeed at JCU. Counsellors can assist you with a range of issues including managing exam worries and have lots of tips to help you manage stress and wellbeing. Click **here** for more information and to make a booking.

AccessAbility Services

Students studying with a documented disability, injury, illness, short or long-term health condition that impacts on participation in study and/or assessment or examinations may apply to **AccessAbility Services** for adjustments and support.

Students are required to provide current medical or supporting documentation. Students requesting adjusted exam conditions must contact AccessAbility Services as soon as possible so their request can be assessed.





The Learning Centre

Supercharge your exam study through **The Learning Centre**. Visit The Learning Centre website for everything you need to know to maximise your exam performance.



Library

The **JCU Library** offers a range of study spaces including group study and silent study zones. Friendly and knowledgeable staff are on hand to assist with any questions you may have in person or online via our Chat service.

EDDIE KOIKI MABO LIBRARY
CAIRNS LIBRARY

Check current opening hours [here](#).

Off-campus students

If exams form part of your assessment, arrangements will be made for you to sit exams either online or off-campus. If your exam is to be a hard copy paper exam, you will be sent advice prior to your exam of an appropriate venue where you can sit your exam. This will be based on the contact address you have provided in eStudent. It is important to keep your Semester address current in eStudent.

If you are an external JCU student living in Townsville or Cairns, your venue will be published in your exam timetable in **StudentsOnline**.

N.B. exams for some subjects may fall outside the main exam period.



International Students

At JCU the examination process may be different to how exams are facilitated overseas, so please make sure you familiarise yourself with JCU exam conditions.

The JCU Learning, Teaching and Assessment Policy and Procedures allow students to sit an exam ONCE only. If you do not pass your exam, you will be unable to re-sit it unless you are granted a supplementary exam.

Visit **StudentsOnline** to check the scheduled date, time and location for your exam. Pre-existing plans (including travel) are not an acceptable reason for missing an exam. If you can't sit for your exam due to exceptional or unexpected circumstances (ie illness), you may be able to submit an application for **Special Consideration** to defer your exam or notification of adverse impact.

Exam Preparation

Exam preparation starts from Day 1. It involves getting organised, actively participating in all learning activities and getting help from lecturers, tutors and support staff when needed. Visit [The Learning Centre website](#) for valuable exam preparation tips and strategies.

Types of Exam Questions

Exams can consist of various question types. Different types of exam questions require different approaches to be most successful. Here are our top tips to support you when taking exams.

Exam question type	During the Exam
Multiple Choice Questions	<ul style="list-style-type: none">• Read each question carefully - highlight or underline topic words• Try to think of the answer before reading the options provided - this allows you to make a more accurate choice• Eliminate answers you know are not right• Beware of 'distractor' responses - attractive decoys are often included in response options• Be alert for grammatical inconsistencies between the question and the potential answers - a choice is nearly always wrong if the question and the answer do not combine to make a grammatically correct sentence• Look for specific determiners - always, never, all, none. These absolutes might help you eliminate choice
Short answer questions	<ul style="list-style-type: none">• Highlight or underline key words• Determine how the marks are allocated so that you divide your time and energy accordingly rather than writing a lot on some questions and nothing on others• Allow time for editing and checking your answers• If you are running out of time, write down your ideas and notes as dot points so the marker can see that you were able to answer the questions
Essay questions	<ul style="list-style-type: none">• Highlight or underline key words• Determine how the marks are allocated so that you divide your time and energy accordingly. If the essay question is worth half the marks, you need to allocate half the time to the essay question• Consider the questions you plan to answer. Do not be too quick to discard questions: think about the topics you are best able to answer• Analyse each question carefully to ensure you answer the question• Plan before you write. Note the main points you will make in the introduction, the body and the conclusion• Structure paragraphs with a topic sentence and develop a logical sequencing of ideas• Watch the time so you keep to schedule• Allow time for reviewing and editing• If you are running out of time, write down your ideas as notes or dot points so the marker can see that you were able to answer the question

Exam Preparation

4 Weeks before the Exam

Regardless of how well you went with your semester study plan, now is crunch time. Be proactive and organise your information, identify gaps in your knowledge and find a strategy to address the gaps.

Make a plan...	What to do...
Be informed	<ul style="list-style-type: none">• Contact AccessAbility if you require modification of exam conditions• Check if a bilingual English translation dictionary is allowable for those students whose English is an additional language• Contact the Counselling service if you have experienced exceptional personal circumstances which may affect exam performance
Gather all materials	<ul style="list-style-type: none">• Overview your study material from each subject: texts, lecture notes, readings, practical notes, lab books, feedback on assessment tasks• What sort of material can you gather for each subject? The subject calendar will have a list of core topics/concepts covered over the semester
Refine your study schedule	<ul style="list-style-type: none">• Create a new study planner for the final 4 weeks to ensure all assessment tasks are completed and sufficient time is planned for revision• Maintain reading, lecture and tutorial activities, as well as time to study for exams• Rearrange work or family commitments to minimise distractions that might impact on your exam performance• Access strategies for specific types of exams like multiple choice or open book exams which do require different preparation and practice
Create a topic list of what you need to know	<ul style="list-style-type: none">• Write a topic list for each subject (your subject calendar will help)• Review your lecture notes and identify anything your lecturer has emphasised• By start of study week you should have streamlined all the content and now be ready to study strategically• Organise the content into sections forming the basis of study for the next 4 weeks
Intensely review topics on the list	<ul style="list-style-type: none">• Look at the content sections you have compiled. Identify what you already know and understand about a topic and then identify what you need to work on. For example, look at each section and give each topic a rating out of 10, with 10 showing excellent knowledge and 1 showing least knowledge. Refer to this scale throughout your study prep to help prioritise how much time you will need to spend on studying each of the topics.• A mind map of subject contents can be useful to understand how much you have mastered each section of the subject material.• Revisit and alter your ratings as you progress• Write notes, make index cards and draw diagrams
Test yourself under exam conditions	<ul style="list-style-type: none">• Testing yourself under exam conditions is a useful strategy• Time - how long is the exam?• Format - short answer, multiple choice, essay?• Allowable materials - what can you take into the exam?• Topics examined - check subject calendar, your lecturer, past exams

Exam Preparation

24 Hours before the Exam

Make a plan...	What to do...
Previous day	<ul style="list-style-type: none">• Check that you know where the exam room is located, even if this means visiting the space or looking at a map to orient yourself with the building location• Study until late afternoon and do something physical to re-oxygenate your blood and help you sleep• Have a nutritious dinner and avoid alcohol• Prepare your materials for exam day: student card, pens, pencils, eraser, calculator, clear water bottle• Adequate sleep and rest is very important for your brain• Avoid extra study; this is not the time to start studying new material
On the day	<ul style="list-style-type: none">• Wake up early - revised notes but not new information• Get active - mild exercise will help calm your nerves and energise your brain• Eat a healthy breakfast - high in carbohydrate (low GI)• Limit your caffeine intake• Dress comfortably - light layers or bring a jumper in case the air-conditioning is cold• Arrive early to avoid parking space problems• Quash last-minute jitters - remind yourself that a minor case of nerves will help keep you alert and focused on the task at hand• Avoid anxious students - resist talking to others who are stressed. This is about your individual performance• Practice positive self talk "I have studied well; I am prepared"• Practice controlled breathing (deep slow breaths; yoga breath) keep blood oxygenated• Avoid frantic last minute revision; rather let the exam questions prompt your memory



Active Study Strategies

AUDITORY

- Listen to podcasts
- Summarise key concepts, record them and play back the audio file
- Recite information out loud
- Teach it to family or friends
- Work in pairs and discuss material
- Meet people for a walk/coffee and discuss content
- Form a study group - compare notes - identify concepts that require clarification
- Work collaboratively - each person write a possible exam question and swap within your group

VISUAL

- Paraphrase content
- Write/revise summary sheets
- Draw diagrams/pictures
- Make flow charts
- Build mind maps
- Use index charts - question on one side, answer on the other
- Use visualisations
- Make memories
- Use post-it notes
- Use coloured paper, cards
- Highlight key concepts
- Blu tack notes around the house

TACTILE

- Use highlighters to emphasise/colour code important content
- Write detailed notes
- Paraphrase - use your own words
- Type up revision notes
- Doodle or draw while reading
- Walk around or stand up while reading notes
- Redo or clarify difficult concepts
- Do past exams
- Draw and label diagrams
- Make a glossary of terms

OTHER

- Organise your study area
- Study in the library - in the quietzone
- Write down your study goals for each session and tick them off
- Use the 'focus now' app on your phone
- Block social media by using the 'stay focussed' Chrome extension
- Reward yourself after completing set tasks - take a 15min power walk
- Try out the 'pomodoro' study method (Google it)
- Set a brief to do list or use the swipes app



Top Tips for Exam Success



Attend to Achieve

Make sure you attend the last lecture - lecturers will often give tips on the exam. Take notes and listen carefully. This will help you to focus your revision to the key concepts.



Study Strategically

Revise weekly notes and identify what you don't know. Use your subject outlines to ensure you are focusing on the key content areas.



Stay Ahead

Pace yourself with studying leading up to exams. Avoid cramming last minute. Allocate time for wellbeing activities to maintain balance so you can remain focused and positive.



Mindfulness

It is important to control your emotional and physical state in order to function.

Try relaxation exercises like yoga, stretching and meditation. Get some fresh air and get active - it helps to clear the head.



Plan for Success

Make sure you complete your Study Planner leading up to the Exam period. This will help you feel more organised and reduce anxiety. Contact The Learning Centre if you need a hand.



Study Smart

Identify common themes and important facts from your subjects and create a mini-exam to test your knowledge and recall skills.



Practice Period

Use a variety of techniques to study. For example you could grab a coffee with friends and have a mini quiz to test your knowledge, use flash cards or organise a group study session.



Timely Tips

During your exam, be strategic about your time. Consider the grading structure and allocate your time accordingly to ensure you allocate maximum time to heavily weighted questions.

Top Tips for Exam Success



Be organized

If you can use notes or textbooks during your exam, be organised. Arrange them in a logical order, use coloured tabs, and highlight key information to avoid wasting precious time.



Study, Stop and Revive

Let your brain and body have regular breaks during study time to recharge. Reward yourself for your hard work - watch a movie, listen to music or catch up with friends.



Sleep for Success

Research shows students who forgo sleep in order to 'cram' perform worse than students who get six-eight hours sleep per night. Get into a regular sleep routine so you are refreshed and well rested.



Seek help

Remember you are not alone and if you do start to feel overwhelmed and anxious, contact the friendly staff in Student Equity and Wellbeing for some assistance.



Procrastinations and Distractions

Put the time in and you will get the rewards. Make sure you have a quiet, designated study space at home to help you study undisturbed.



Memorisation

Use memorisation techniques or create your own anagrams to help you remember and recall key concepts. View Active Study Strategies on The Learning Centre's website.



Stay Healthy

Eat healthy, exercise, drink plenty of water and avoid alcohol, high caffeine or energy drinks as these negatively effect concentration and recall. Eat brain foods like bananas and nuts and protein for stamina.



Keep Focused

Remember the overall goal! Positive thinking is powerful - challenge any negative thoughts. Stay focused and keep calm. Trust yourself. If you study strategically you can enter the exam calm and confident.



JCU STUDENT
ASSOCIATION

AN INDEPENDENT SERVICE FOR
ACADEMIC ADVOCACY

- Student Rights and Responsibilities
- Academic Misconduct Hearings
- Student Code of Conduct
- Special Consideration and Deferred Exams
- Review of Assessment
- Appeal of Final Subject Grade
- Appealing University Decisions
- Complaints and Feedback Advice
- Academic Progression
- Withdrawal / Deferment and Leave of Absence
- Problems with Placement and Suitability to Continue



www.jcusa.edu.au

Free and Confidential Support Services
for all JCU students

To book an appointment with a
JCUSA Advocacy Officer visit
www.jcusa.edu.au/student-support/



STUDY PLANNER

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7 – 8 am							
8 – 9 am							
9 – 10 am							
10 – 11 am							
11 – 12 pm							
12 – 1 pm							
1 – 2 pm							
2 – 3 pm							
3 – 4 pm							
4 – 5 pm							
5 – 6 pm							
6 pm – 7 pm							
7 pm – 8 pm							
8 pm – 9 pm							
9 pm – 10 pm							



Find out more about how your Student Services and Amenities Fee contributions are improving support services and facilities at JCU - Search 'SSA Fee'.

Ask Us

Find answers to common questions
jcu.custhelp.com

Ask Us

Your questions answered



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CRICOS Provider Code: 00117J

This publication is intended as a general guide. The information is correct at the time of printing.

