



Exam Checklist

- ✓ Make a list of your exam dates, times, duration and any notes and materials you will need.
- ✓ Check the assessment criteria issued by your School.
- ✓ Be familiar with the exam format: how many questions do you have to answer? What style of answer is required: essay, short answers, multiple-choice, numerical?
- ✓ Find out how marks are allocated.
- ✓ List the topics you need to cover and rate how confident you are with each topic (0-10).
- ✓ Use a [planner](#) to manage the time you have available.
- ✓ Consult past papers and identify what each question is asking you to do. Past papers are a good means of directing and testing your learning.
- ✓ Practise your approach to answering exam questions. Be sure to spend a couple of minutes reading over the question. Plan your answer and jot down key points you wish to include.
- ✓ Go over any assessment feedback you have received. Recognise stress and when it is becoming unhelpful. When stress is becoming unhelpful, it is important to look after yourself and/or get support. Talk to your family and friends about how you are feeling and take some time to focus on your well-being. You can also talk to staff in Student Wellbeing - you can contact the team by completing the [Student Wellbeing initial query form](#). Please note this service is available Monday – Friday, 9am-5pm. You can also speak to your GP. The Inspire Student Counselling Service is available via a Freephone 24/7 helpline number 0808 800 0016. For online self-help, see www.inspiresupporthub.org/students/ (the Pin to register is QUBHUB).
- ✓ Connect with other students (e.g. you might set up a study group through Whatsapp/MS Teams).
- ✓ Plan where you will complete the exam - organise a quiet space where you will not be disturbed.



Contact us by email at lds@qub.ac.uk or book an appointment at

<http://www.qub.ac.uk/lds>