

# Academic Reboot Pack

Exam Edition



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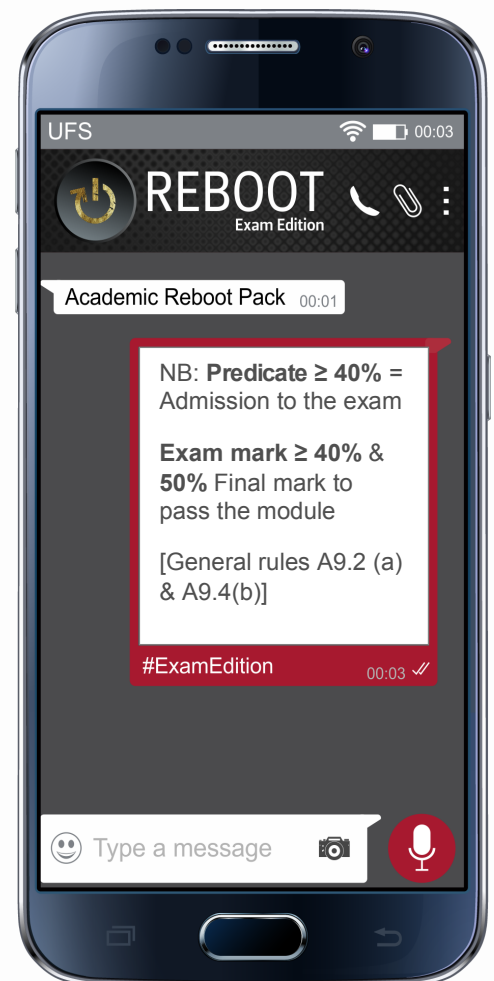
## Introduction

Welcome to the Exam Edition of the Academic Reboot Pack! This pack was developed based on feedback from students and faculties. This edition is focused specifically on helping you understand and best prepare for the upcoming exams. Use this pack to plan your studies, and get the results you deserve.

## Understanding assessments

Assessment is the process of determining the value, significance, or extent of what students know, understand, and can do with their knowledge as a result of their educational experiences. Assessment, specifically in this context, refers to exams. At the UFS, we distinguish between three types of assessment:

1. **Continuous assessment** is used as an alternative to summative assessment. Continuous assessment is a series of assessments that occurs *throughout* the learning process, and not only after the learning process. Students are thus examined continuously over the duration of a quarter, semester or year. It is cumulative and the marks are calculated to produce a final result.
2. **Formative assessment** measures students' *progress during* the learning process to provide ongoing feedback and incremental feedback. It includes a range of formal and informal assessments typically to monitor the progress being made towards achieving learning outcomes and obtaining a semester mark or predicate.
3. **Summative assessment** is regarded as assessment *of* learning and is distinguished from formative assessment, which is assessment *for* learning. Summative assessment takes place *after* the learning has been completed, i.e. at the end of a quarter, semester or year, and provides information and feedback that sums up the teaching and learning process (i.e. the examinations). The intention behind summative assessment is to validate performance and award grades or marks.



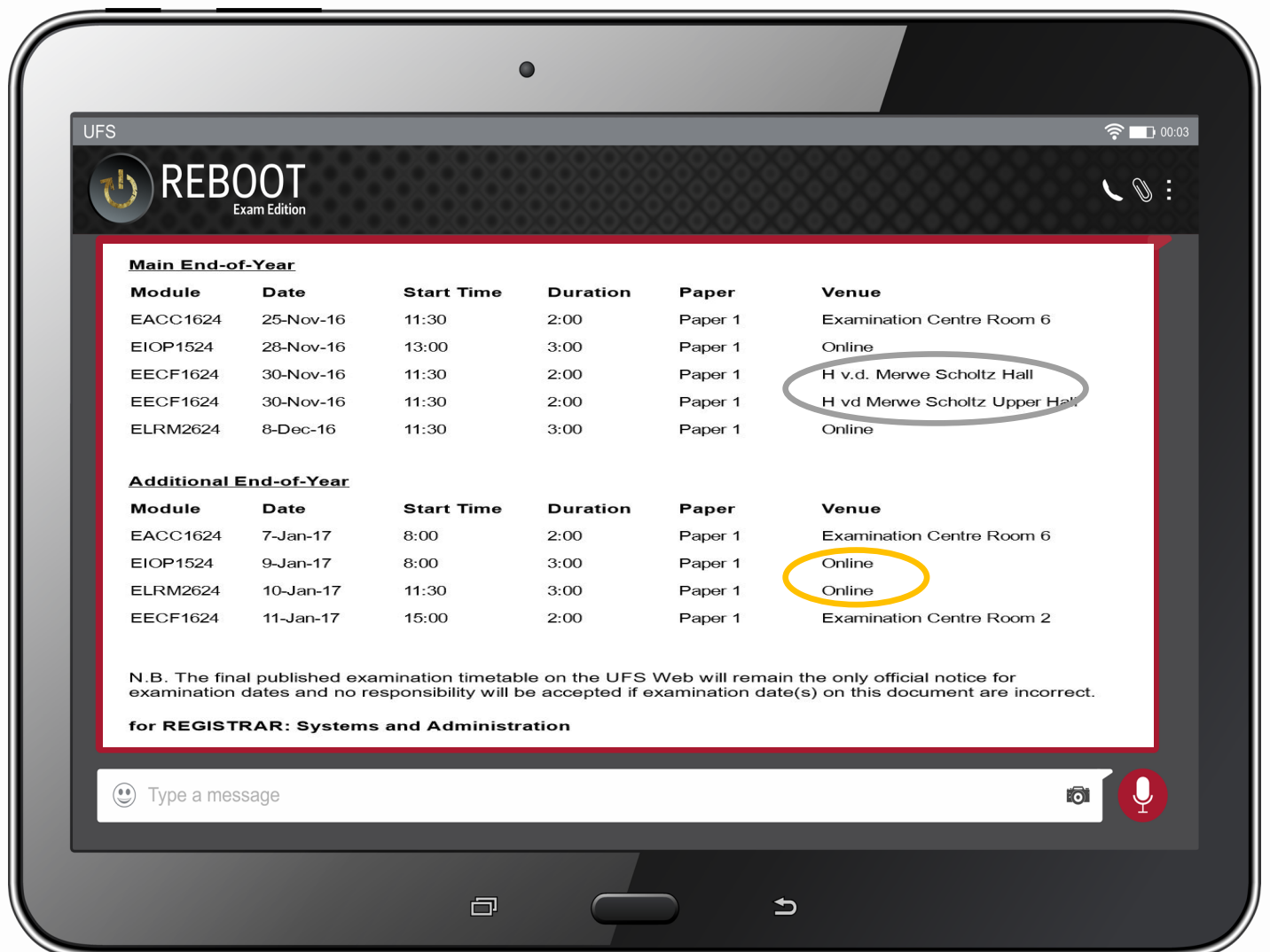


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## Handling your mixed method exam combo: written and online assessments

Each faculty/department has been challenged to save the 2016 academic year without compromising the credibility/integrity of the qualifications/modules. After careful consideration each faculty/department developed as best they could various types of assessments to end the year. For the 2016 main end-of-year examination, some modules will not be assessed according to the traditional written exam format while others will be assessed online as a final assignment/online exam. It is critical that you check your exam timetable on [student self-service](#) to check the final assessment format. The image below displays an example of an exam timetable with both written and online assessments.



It is further important to know that the only big difference between a traditional written exam and an online exam is that an online exam is delivered to you via technology. You thus need to prepare for an online examination as hard as you would for a traditional written examination.



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## Preparing for written assessments

This is the typical exam that you are used to (pen and paper examination in a dedicated examination venue). Some faculties/departments may still conduct their assessments in written format during the 2016 final and additional assessments. Take note that the UFS has made these arrangements accordingly and security arrangements have been put in place to ensure that the examinations can be written without disruption.

## Tips on preparing for written assessments

It is vital that you have a clear idea of the structure of the exam before you start studying for the exam. Make sure you know the following:

- ◆ How many marks will the exam count?
- ◆ What types of questions will be included?
- ◆ What will the weighting be between short-and long questions?
- ◆ Will they require factual knowledge or practical application of knowledge?
- ◆ What kind of stationary and instruments (e.g. calculator, colour pens, Ruler) will you need in order to complete the exam?
- ◆ How long will the examination be?





## Rules and regulations of written assessments

Examination venue rules at the UFS are:

1. Only registered students who have gained admission to examinations may participate in examinations. According to general rule A9.2(a) a student needs a module mark of **at least 40%** to be admitted to the scheduled main examination in a given semester.
2. A student card or prescribed proof of registration must be produced to gain entry to the examination venue.
3. Once fifteen (15) minutes from the commencement of the examination session have elapsed, no student is allowed into the examination venue.
4. Students may leave the examination venue only once forty-five (45) minutes have elapsed from the commencement of the examination session.
5. A student may not take any pen holders, books of any description, notes or sheets of paper containing writing, cell phones/dictaphones or electronic equipment into the examination venue during an examination session. However, the university cannot be held accountable for loss of or damage to personal property that is left either in or outside the examination venue.
6. During the examination a student may not smoke or consume food or refreshments.
7. Students that may apply for a special examination are the following:
  - i) A student in his/her final academic semester, who - upon completion of the main end-of-year examination or the main mid-year examination, must prolong her/his studies to obtain the qualification subsequent to failing a single module during the main mid-year examination or the main end-of-year examination.
  - ii) A student in her/his final academic semester who has prolonged his/her studies after having qualified for and participate in the additional examination of the semester in question and who subsequent to completing the additional examination still only needs one module to obtain the qualification, irrespective of whether the said module was failed during either the main or additional examination.

[Click here](#) for the full UFS examination rules and regulations.





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## Types of questions in written assessments

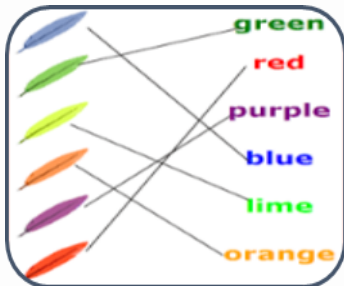
Depending on the nature of the specific module, you can expect various types of exam questions, which might include: true and false questions, matching questions, multiple choice questions, essay questions, and case studies.



### *True and False*

Here you need to choose whether a statement is true or false. Because these questions only have two possible answers, you are advised to guess if you are not sure, rather than leaving a blank space (Kanar, 2014). Gardner and Jewler (2000) provide some advice regarding true-false questions. For a “true” answer, every detail of the information contained in the question must be true.

Questions containing words such as always, never and only, must be considered carefully because they are usually false. Read the entire exam paper to see if information in one question will help you to answer a question of which you are not sure.



### *Matching Questions*

In one column, you will find the term; in the other the description of it. Before matching any question, review all of the terms or descriptions. Match those terms you are sure of first. As you go along, cross out both the term and its description.



### *Multiple Choice*

Preparing for multiple-choice tests requires you to actively revise and review all of the material covered in the course. Reciting from flash cards, summary sheets or mind maps helps to review large amounts of work. Take advantage of the many cues that multiple-choice questions contain. Carefully reading of each item may uncover the correct answers. You should always question choices that contain absolute words such as always, never and only. Also read carefully when terms such as not, except and but are used (Adopted from SCLL module, UFS, 2016).



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## Essay Questions

Many students find essay questions more difficult than objective questions. They require recall (Van Blerkom in UFS, 2016). Essay tests evaluate the scope of your knowledge as well as your ability to think and to write (Santrock & Halonen, 2007). They tend to be more demanding than objective test questions. To write a good essay, you need to organise your thoughts and ideas and then present them in a well-developed and proper written form (Van Blerkom, 2007 in UFS, 2016).



## Case Studies

Case study assessments are designed to enable students to show how they can apply their knowledge and understanding of a subject in a real life scenario. Such assessments often ask you to solve a problem using your knowledge of the subject (QUT, n.d.).

[Click here](#) for more detailed information on how to prepare for and answer these various types of questions.







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## Preparing for online assessments

Online assessment is an alternative to the traditional written exam format. This format of assessment aims to evaluate knowledge using modern technology. These examinations are especially valuable for assessing the application of knowledge gained throughout the semester or year. Preparing for this type of examination might entail doing things a bit differently than what you usually do. As online assessments are completed on a computer, you need to try practicing your computer skills and begin the exam with confidence in your computer literacy. You can practice your typing skills using the computer skills tab on the Student Success Portal.

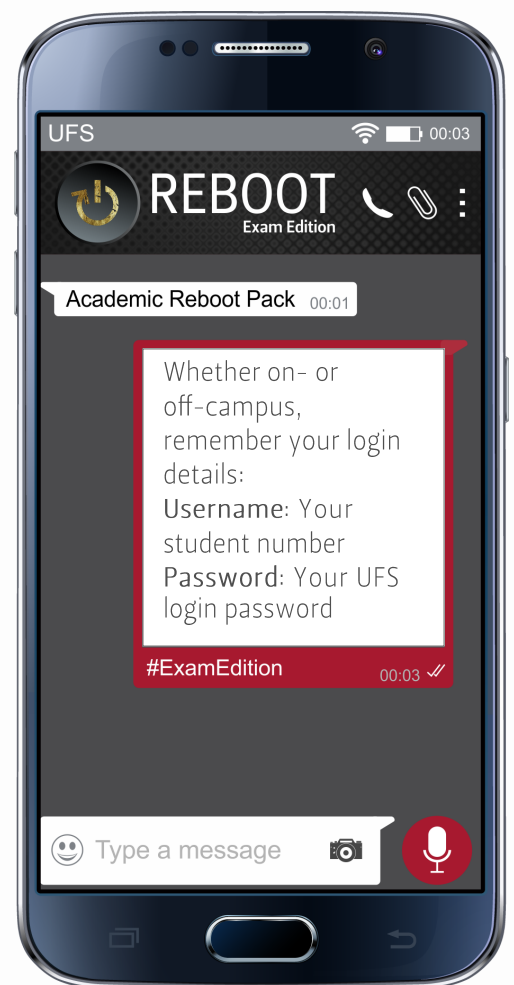
## Accessing digital platforms

While the campus remains open for you to make use of the computer labs on-campus, you could also make use of your own device to complete online assessments. The UFS managed to secure zero-rated (no-cost) URL's from the following Cellular Providers until 31 December 2016:

- ◆ Vodacom
- ◆ MTN
- ◆ CellC
- ◆ Telkom (8ta)
- ◆ This means that zero-rated (no-cost) web URL's, available for studies, to all UFS students can be accessed on the following websites:
- ◆ [www.ufs.ac.za](http://www.ufs.ac.za)
- ◆ [earn.ufs.ac.za](http://earn.ufs.ac.za)
- ◆ [qm.ufs.ac.za](http://qm.ufs.ac.za)
- ◆ [kopsieportal.ufs.ac.za](http://kopsieportal.ufs.ac.za) (only within South Africa)

For more information and video clips, [click here](#).

With the zero-rated URL's including Blackboard ([learn.ufs.ac.za](http://learn.ufs.ac.za)) and Questionmark ([qm.ufs.ac.za](http://qm.ufs.ac.za)), your connectivity to complete your online assessment should not be a struggle. However, the speed/time-out due to connection has nothing to do with the assessment platforms (Blackboard & Questionmark). The UFS cannot be held liable for loss of connection during your login. Systematically all measures are in place to ensure that the platforms perform optimally. When on the UFS campus, the connectivity will differ, thus we urge those students who are able to get to campus to rather make use of the available WiFi on campus or the computer labs.





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## Computer lab times

### Main Computer Lab (Next to the Sasol library)

Days:	Hours:
Monday to Friday	07:00 - midnight
Saturdays and Sundays	08:00 - midnight
Public Holidays	09:00 - midnight
University Holidays	08:00 - 18:00

### Media Computer Lab (Next to Edu-loan)

Days:	Hours:
Monday to Friday	08:00 - 18:00





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Students who use Vodacom, Telkom, MTN and Cell C services to go online can now access university resources (including course and library materials) without incurring data costs. The following sites have been zero-rated. This means that use of these sites does not incur data costs:

- <http://www.ufs.ac.za>
- <http://learn.ufs.ac.za>
- <http://qm.ufs.ac.za>
- <http://kovsieportal.ufs.ac.za>

Unlimited Services  
<http://www.ufs.ac.za/kovsielife/notice>

You have a device and some internet access

This means that accessing the following web links from within South Africa will not incur any costs and can be accessed without having any airtime or data on your cellphone or 3g/LTE device as hotspots. Please note you need a laptop or desktop to utilize this service. You are not required to make any changes to make use of this benefit. Also read more information at <http://www.ufs.ac.za/kovsielife/notice>

UFS Limited Services  
<http://www.ufs.ac.za/kovsielife/notice>

You have a device but no or limited internet access

The UFS has also setup a proxy service which you may utilize to get access to more content for free (zero rated) such as the UFS library resources and other specific faculty services such as:

- Online Library Resources @ [library.ufs.ac.za](http://library.ufs.ac.za)
- Your ufs4life email account @ [www.ufs4life.ac.za](http://www.ufs4life.ac.za)
- Password Self-service @ [selfservice.ufs.ac.za](http://selfservice.ufs.ac.za)
  - Faculty Health Science @ [fhs.ufs.ac.za](http://fhs.ufs.ac.za)

**Note:** Commercial websites such as Facebook, YouTube and others are not available via the proxy service.

**To utilize the proxy service, you will have to configure your web browser's proxy settings.**

It is up to you as student to decide whether or not you want to use this service. Also read more information @ <http://www.ufs.ac.za/kovsielife/notice>

Remember videos use a lot of Bandwidth

You don't have a device or some internet access

All Computer Labs on Campus are made available and we refer you to the **Reboot Pack** received or published on the website in this regard

Or

Other options such as Internet Shops is also available but it will be at own cost.



**Please note you need a laptop or desktop to utilize this service.**



**Disclaimer:** Because of the complexity associated with accessing internet services the UFS accepts no responsibility or liability for any costs associated with the use of this service. The use of this zero rated service is not mandatory in any way and is purely a value added service to assist students during this challenging time



## What to expect from an online assessment environment

Not all online assessments will be approached in exactly the same way. A basic checklist of what to expect and how to approach online assessments can be found below.

	You can expect:	You need to:
Where?	Assessments will be on Blackboard or Questionmark.	Ensure you have the necessary internet access. Refer to the section 'Make technology work for you' in the <a href="#">Academic Reboot Pack 1.0</a> for instructions to access these platforms.
When	Assessments will only be available for a certain period of time on scheduled dates.	Check your exam timetable to see when the assessment will take place.
Number of attempts?	Only one attempt will be allowed.	Ensure you are ready and have everything needed <b>before</b> opening the assessment.
Open or closed book?	Since online assessments are often in uncontrolled environments, they can be an open book setting.	Still prepare your material as you would for a closed book setting.
Can other students copy my work?	Questions will be randomized (questions will appear in a different order for each student).	Focus on your own assessment.

## Tips on preparing for an online assessment

Below are some tips specific to preparing for online assessment:

- ◆ Study as you would have for a sit-down exam.
- ◆ Check all the relevant information about your online exam well in advance.
- ◆ Ensure you know how to complete an online assessment.
- ◆ Make sure that you are in a quiet environment with minimal distractions when starting.
- ◆ Remember that when you open your online assessment your time starts, so be prepared to finish the assessment when you open it.
- ◆ Make sure that you have a stable internet connection before starting with your online assessment.
- ◆ If you are writing an open book online assessment, mark each chapter as well as those pages that contain important content. This will save a lot of time as you won't have to page through your textbook and your notes searching for answers.



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## Rules and regulations of online assessment

Similar to sit-down assessments, there are certain rules and regulations that go hand in hand with writing online assessments. The big difference between a sit-down exam and an online exam is that you are limited to an exam venue with a sit-down exam, but can write an online exam from anywhere.

### *General rules and regulations*

Regardless of where you decide to write the assessment, you will need to ensure that you have the following with you:

- ◆ Your login details for access to Blackboard and Questionmark;
- ◆ Textbooks (if allowed);
- ◆ Calculation instruments (where applicable).

You will also need to find out if you will need to write in a specific venue (such as a booked lab) where supervision will take place prior to the assessment date. Similar to sit-down exams, you will have time constraints. Therefore, remember to save your answers as you go along (where applicable) and remember to click the 'submit' button once you are finished. Marking will still be done according to , except that it will be done on the online platform.

[Click here](#) to access the UFS examination rules and regulations.

### *Writing online assessments on campus*

If you choose to complete your assessment on campus, you will need to remember your student card to gain access to the campus and the computer labs. You will also need to ensure you have access to a computer a couple of minutes before the examination begins (at least 30 minutes before the exam commences to settle in and access the system).

### *Writing off campus*

If you choose to complete your assessment off campus, you will need to remember that the UFS cannot be held liable for any loss due to internet connectivity problems. Please ensure that your connection is stable before commencing with the assessment.





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### *What are open book examinations?*

Online assessments are mostly done in an uncontrolled environment. This implies that your online assessments will be open book and that you will have access to your class notes, textbooks and study guides while answering exam questions.

This does not mean that you don't have to study for the exam. Make sure that you study for an open book exam just as much as you would for a closed book exam. Please do not underestimate the preparation needed for an open book exam!

An open book exam usually **evaluates understanding** rather than recall and memorization. You will most probably be required to apply knowledge to new situations, to analyse elements or to evaluate a specific viewpoint or decision. Make sure that you have a knowledge base to draw from when answering these types of questions. Yes, even multiple choice questions can test your ability to apply knowledge! You will not have enough time during the online assessment to familiarise yourself with the content of the module.

All online exams will be timed. Take a few seconds to calculate roughly how long you should spend on each question by taking into consideration how much time you have, and how many marks each question count. You will not have enough time available to search for the answers in class notes, textbooks and other resources. You are advised to answer questions without consulting your notes first. This will save you time by allowing you to get through certain questions without fumbling with your notes. It will also afford you the opportunity to spend more time on the questions that you might find more difficult.

Before you start answering essay questions, read the instruction words carefully. Ask yourself what exactly it is that the assessor wants you to do, and what the mark allocation will be for each component of your answer. Do not over answer the questions but rather aim for accurate, concise, and thoughtful answers (UFS Faculty of Law, 2016).

## Tips for answering online assessments

- ◆ If possible, complete a practice assessment beforehand. Some faculties/departments have practice exams available on their Blackboard pages.
- ◆ Always read your instructions carefully.
- ◆ Avoid last minute problems, make sure your device has all the correct hardware and software.
- ◆ Once you are logged in, take a deep breath and focus.
- ◆ Think before you click!
- ◆ Check your answers before submitting.
- ◆ Use a stable internet connection.



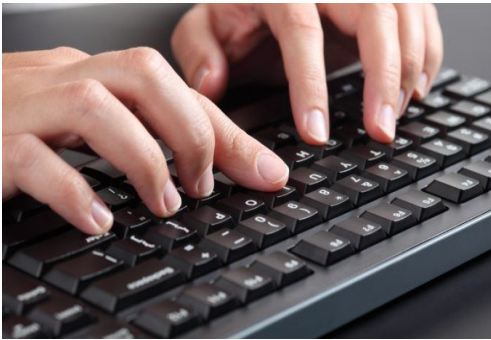


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*Are you worried about your typing skills?*

**You have 2 options:**



You only need basic typing skills to complete the questions that require you to type.



If you cannot type at a basic level, a Turnitin dropbox will be available to submit your written answers. If you want to make use of this option, please ensure that you plan accordingly, e.g. know the software options available (for more information, see below). Ensure that you complete the assessment at a venue with scanning facilities (e.g. copy shops), plan for sufficient time to upload the scanned document before the assessment closes.

**PLEASE NOTE** that the time to scan and upload the document will form part of the duration indicated for the assessment. Please manage your time carefully. Please verify the duration of the assessment for each module.

**VERY IMPORTANT:** written answers to essay-based questions are allowed in a limited number of modules only. Please consult the table that provides detailed information about the assessments in the different modules by [clicking here](#).

You will not be able to answer multiple choice, multiple answer, matching and ranking questions on Turnitin. These questions must be answered online.

You are strongly advised to rather complete assessments online where possible.

(Adopted from the UFS faculty of Law, 2016).



## Types of questions in online assessments

The types of questions you can expect in online examinations are exactly the same as for sit-down assessments. See [page 7](#) of this reboot pack for a description of various types of questions to expect.

## Frequently asked questions on online assessments



### What should I do if the assessment keeps on giving error messages?

Be ready to take screenshots or photos as evidence of any issue(s) that may occur during your assessment session and report issues immediately.

### What happens if the assessment time runs out before I can submit?

Similar to a sit-down examination where you will be told to put down your pen, the online assessment will automatically submit and close. To prevent any errors occurring, ensure that you save your progress as you go along (when applicable). [Click here](#) for some step-by-step tips for preventing this from happening.

### What if I accidentally submit my assessment before I am finished and there is still time left?

You will need to contact the helpdesk immediately to assist you or be ready to complete a written form as an alternative.

### What if the computer lab is full?

To prevent this scenario from happening, ensure that you are at the lab long before starting your assessment. However, should the one computer lab be full, go to the next lab and ask the staff at the labs to assist you.

### How will CUADS students be influenced?

Those students from the Centre for Universal Access & Disability Support (CUADS) who require special equipment for completing assessments, will continue to write at CUADS as they would have for sit-down examinations. Other CUADS students will need to contact CUADS to ensure that they are provided with the necessary resources.





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## Be Prepared! Get your ducks in a row

If you walk into an exam knowing that you are well prepared, you will feel confident that you can succeed. On the other hand, if you do not prepare sufficiently, you will probably feel a lack of confidence and perhaps even some anxiety that you will not earn good marks. “Preparation is your best defense against test anxiety” (Kanar, 2014).

### STEP 1: Plan your studies

#### Check your timetable

Find out how or when each of your modules will be assessed by checking your timetable. You can access your exam timetable by clicking on [this link](#), and logging into UFS campus solutions. Make sure you know the following:

- ◆ If the exam will be a written or online assessment
- ◆ The date and time of the exam
- ◆ The venue (also make sure you know where the venue is)

#### Know the exam details

Here are a few things you need to know before your exam:

- ◆ Make sure you have all the correct details for each exam.
- ◆ Make sure you know what you need to study by looking for the exam scope on Blackboard.
- ◆ Check where the exam can be written, what the allocated time frame will be for completion of the exam, how it will be invigilated, and what materials you will need in order to complete the exam.
- ◆ If you are unsure about anything, contact the lecturer for the specific module.
- ◆ Refer to page 10 in Academic Reboot 1.0. for more information on how to access UFS staff contact details.

*“Excellence is in the details. Give attention to the details and excellence will come..”*

*- Perry Paxton*



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## STEP 2: Have a good study strategy

### Know how to plan your study time

As we have mentioned in the first and second academic reboot packs, planning for your study time is everything. Knowing what you will study when, what your study goals are for that specific session and what type of assessment you are preparing for will help guide you through the work. Make sure you set up a Revision plan of when you will do what. Set out more study time for major subjects, more difficult subjects, and subjects with more work. Also take into consideration when you are most alert during the day, and use those time for studying.

### Prepare to answer possible exam questions

It is very important that you know what you are preparing for. When going through your material, try to anticipate possible exam questions, and make sure you will be able to answer them. Tips that might help you identify possible exam questions in your modules include:

1. **Look at the learning outcomes.** The learning outcomes in the study guide indicate what you should know about a specific section, and what you need to be able to do after completing the module. As an example, a learning outcome stating “the student will know the steps to good problem solving” will indicate that you will only be asked to name or list the steps, whereas a learning outcome stating “the student will be able to apply the steps to good problem solving” will imply that you might be given a case study with a scenario, and be asked to implement the steps to good problem solving.
2. **Look at bold and italic words or paragraphs in your textbook.** Often in academic textbooks, important terms and definitions are highlighted in bold or printed in italics.
3. **Listen carefully to the lecturer.** Whilst going through online lectures, listen carefully for information that the lecturer repeats or is likely to indicate as exam questions.
4. **Ask your classmates** what they anticipate will be covered in the exam and compare your ideas with them.

*“Excellence is not a skill. It is an attitude.” – Ralph Marston*



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### Make use of various study strategies

As the old saying goes, “there are many ways to skin a cat”. There is not one specific study strategy that will work best for every single exam and module. Adapt your study strategies to the content of the module, the nature of the study material, how much detail you need to study, and what type of questions you anticipate. The table below indicates how you can adapt your study strategies to the specific needs of the content you are studying, and which kind of exam questions might stem from what type of content.

Type of content:	Suggested Study strategy:	Possible exam questions:
Long sections that follow on each other with various subheadings	<u>Linear method summaries for more detail, and a concept map to highlight key issues</u> SQ4R method <u>The questioning method</u> <u>The Cornell? method</u> <u>The Princeton method</u>	Describe the... (essay) Discuss the... (essay) Outline the key... (essay) Discuss and provide examples... (essay) Elaborate how...
Two things that are closely related with similarities and differences	<u>A Venn diagram</u> <u>A comparative table</u>	Discuss the differences and similarities... Explain what the difference is between... Matching questions (match the concept with the fact) Multiple choice/ True and False
A central concept with many elements or characteristics that are described	<u>A mind map – wheel map</u> <u>Flash cards that outline key characteristics</u>	Explain what the... Multiple choice questions
Steps or processes that you will need to be able to apply	<u>Study through repetition</u> <u>Use acronyms or acrostics</u> <u>Use master mnemonic file</u> <u>Method of Loci</u> <u>Flow charts and diagrams</u>	List the steps in... Explain the process... Case study
Practical work or calculations	Get examples from textbooks Work out examples from your study guide and tutorials Explain to a friend Set up a test for yourself	Calculate the following ... Apply the formula to... Work out the... Determine the...
Formulas and definitions	<u>Flashcards</u> <u>Concept maps</u> <u>Formula diagrams</u>	Implement the formula of... to calculate... Define... What formula would you use for...
Structures or organograms	<u>Branch maps</u>	Illustrate ... Multiple choice





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### Practice in advance

You can practice in advance by simulating the exam conditions. Study in the room where your exam will be (if available), set up tests for yourself and complete it under time constraints, and make use of old tests where you can (Kanar, 2014). You can also pair up with a friend or class member, and set up assessments for each other to answer. By marking each other's papers, you then get exposure to the content of the questions you anticipated, and the questions your friend anticipated to be in the exam.

### STEP 3: Stay Calm

Exam times can be stressful. Remember that a healthy body keeps a healthy mind (Jooste, 2013). Make sure you look after yourself physically, and get enough rest in between study sessions. Make use of relaxation techniques such as the breathing exercise, or the progressive muscle relaxation technique to help you relax. Refer to Reboot 1.0 and Reboot 2.0 for more tips on stress management.

### STEP 4: Tackle the exam

Examination time is usually a stressful time for most students. Focus and keep your eye on your end goal. Focus on doing the right things at the right time. Here are a few tips on when to do what.

#### The night before the exam

<p><b>Get a good night's sleep.</b></p>	<p><b>Eat a good meal.</b></p>	<p><b>Scan through the work.</b></p>	<p><b>Gather everything that you will need for the exam.</b></p>	<p><b>Make sure you will wake up in time.</b></p>
<p>Get at least 6 - 7 hours of sleep.</p>	<p>Eat healthy foods that will help boost your brain, and give you energy. Click here to read what foods aid brain power.</p>	<p>Take a few minutes before you switch off the light for memorisation. Have a quick read through the most important content. Then switch off.</p>	<p>Gather all the items you will need to write the examination the next day (Eg. Student card, stationary, calculator, tissues). This will ensure that you don't forget essential items if you are in a rush the next day. If you write the online examination make sure you have set up what you need to start with your exam the next day.</p>	<p>Set an alarm. If you struggle to wake up early in the morning, ask a family member or friend to check up on you.</p>





# Academic Reboot Pack

Exam Edition

## The morning of the exam

Wake up your mind and body

A shower will help refresh your body and mind.

Dress comfortably and appropriately

Go outside and feel the temperature then dress accordingly. The location you will be taking the exam will determine what you wear. Some locations may have air-conditioning. Take a sweater or light jacket with you even if it is hot outside, the room can still be chilly.

Eat breakfast

Eating a light breakfast is essential before a long exam.

Allow time to travel

Arrive at least 30 minutes before the exam starts to avoid being stressed.

Check all your belongings

Check to make sure you have all of your belongings with you before you leave your home.

Do not discuss the exam with friends

If you arrive early, do not discuss the exam with your friends. This will only make you anxious and will, in most cases, place doubt in your mind about items you may know.

## During the exam

Take time at the end to reread the exam paper

Make sure you have answered ALL parts of the question paper. When writing in haste, we tend to misspell words, omit words and parts of words, omit parts of questions, and miswrite dates and figures (1953 written as 1935, etc.).

Control your attention

Avoid distractions by focussing on the examination.

Maintain a positive attitude

Don't waste your time thinking negatively. Speak positively to yourself by saying "I have studied and I am doing my best."



# Academic Reboot Pack

Exam Edition

## Instruction words used in exam questions

When completing an examination, there are common words used by lecturers that provide instructions on how a question should be answered. Familiarising yourself with these instruction words will help you know exactly how to structure your answer. Below is a list of commonly used instruction words.

<b>Analyse</b>	Break into separate parts and examine or discuss each part.
<b>Compare</b>	Examine two or more things, find the similarities and differences (usually you emphasize the similarities).
<b>Contrast</b>	Stress dissimilarities, differences, or unlikeness of associated things.
<b>Criticize</b>	Express your judgment with respect to the correctness or merit of the factors under consideration.
<b>Define</b>	Give a precise and accurate meaning.
<b>Discuss</b>	Give reasons, facts, or details that show you understand.
<b>Enumerate</b>	State points one by one and briefly explain.
<b>Evaluate</b>	Present a careful appraisal, stressing both advantages and limitations.
<b>Explain</b>	Clarify, elucidate, and interpret the material you present.
<b>Outline</b>	Give the main features and ideas of a subject. Do not get into details.
<b>Illustrate</b>	Give concrete examples (such as a figure or diagram).
<b>Interpret</b>	Translate, exemplify, solve or comment upon the subject, and, usually, give your judgment or reaction.
<b>List</b>	Make a list.
<b>State</b>	Explain in precise terms.
<b>Summarise</b>	Give a brief account of the main points without details or examples.
<b>Justify</b>	Contrast an argument for or against and support with evidence.

## Vitamin C



Vitamin C has long been thought to have the power to increase mental agility. One of the best sources of this vital vitamin are blackcurrants. Others include red peppers, citrus fruits and broccoli.

## Brain Foods

### Whole Grains

Wholegrains with low GI will release glucose slowly into the bloodstream, keeping you mentally alert throughout the day. Opt for 'brown' wholegrain cereals, granary bread, rice and pasta.



### Dark Chocolate

Cocoa contains polyphenols that increases blood flow to the brain.



### Broccoli

Broccoli is a great source of vitamin K, which is known to enhance cognitive function and improve brain power. Steam it, cook it, or enjoy it raw in a salad.



### Freshly Brewed Tea

Natural ingredients such as the amino acid E-thiamine found in a cup of tea can improve brain power and increase alertness.



### Blackberries and Blueberries

Dark red and purple fruits such as blueberries, raspberries and plums contain a protective compound called anthocyanins which is effective in improving or delaying short term memory loss. Helps encourage communication between neurons, improving ability to soak up new information.

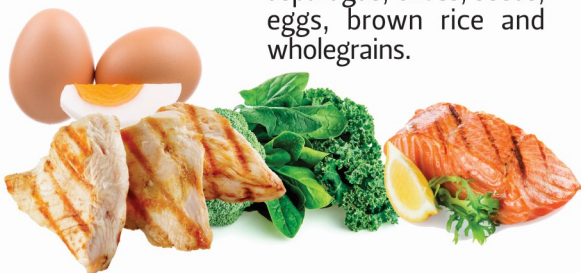
### Nuts

Nuts are a great source of vitamin E along with leafy green vegetables, asparagus, olives, seeds, eggs, brown rice and wholegrains.



### Omega-3 rich foods like salmon

Oily fish contains essential fatty acids (Omega 3 fats) which cannot be made by the body. You can get the Omega-3 fats you need from salmon, trout, sardines, pilchards and kippers. Plant sources of Omega 3 include linseed, soya beans, pumpkin seeds, walnuts.



### Vitamin B Rich Foods

Add vitality with vitamins. Certain B vitamins (B6, B12, and folic acid) are known to add vitality and strength. Opt for B-rich foods like chicken, fish, eggs, and leafy greens.

### Avocado

Improves blood supply and oxygenation to your brain



### Oatmeal

The primary fuel for your brain is glucose, which comes from carbohydrates such as oats. Since your body breaks down the carbs in whole-grain oats very slowly, oatmeal keeps you sharp for several hours.

