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Dealing with Your Exam Paper

by Marwa Atieya

- Look carefully at the instructions on the cover sheet.
- Decide the order of answering the questions.
- Start with the questions you feel most confident about.
- Read the question carefully 2 or 3 times.
- Highlight the key words to help you focus.
- Brainstorm the question prompt in the margin of your answer sheet.
- Check that the information you wrote is relevant to the question.
- Write clearly and legibly.
- Allow some time at the end to revise your answer.

Time Management Tips

- Be realistic – do not plan a schedule you can not manage.
- Schedule breaks in your working day for fun, food, relaxation and exercise, but not all at once (IMPORTANT).
- Do difficult tasks at times when you are more productive.
- Do not attempt to do all the difficult topics at once.
- Try to give each subject appropriate time.
- Reward yourself when you achieve targets or goals.

Revision Strategies

- Organise your notes.
- Refer to past exam papers.
- Practice writing answers to questions.
- Share notes with other students.

Exam Techniques

- Have all the necessary material with you.
- Jot down ideas as they come to you and organize them.
- Don’t leave any questions unanswered.

Do's and Don'ts of Assessments

| Do connect class work to long-range goals | Some students learn for the sake of the exam but studying in the end serves the purpose of setting your future and personal daily life. |
| Do become active and involved in learning | Becoming an active learner requires that you mentally process what you are learning. Write the material you’ve learned into your own words which will make it seem more meaningful to you. |
| Do use multiple methods for learning | Don’t think that the only way of studying is just memorization. Successful students learn best through using a variety of strategies such as reviewing notes, making flashcards, completing homework activities, outlining chapters or studying in groups. The methods used will vary depending on the nature of your module. |

by Dr. Pauline Ghenghesh

by Aya Elshahawi

Please turn to next page . . .
Students’ Code of Conduct in Exams

Mobile phones

♦ Students are strongly advised not to take mobile phones into examination venues, or, if they must, then they leave them in the place designated at the examination hall.
♦ If a student is found after the examination has commenced with a mobile phone switched on, the senior invigilator shall take the phone and complete an Incident Report. The offence shall constitute as an Academic Misconduct.

Talking

♦ Students should not talk once they have entered the exam hall. If they have queries, they should raise their hand. An invigilator will go to the student and talk quietly with him/her.
♦ Any student found talking in an examination hall other than to an invigilator shall be given ONE formal warning that he/she will be dismissed if found talking again. The senior invigilator shall record the incident on an Incident Report Form.

Creating disturbance

♦ Any student who disturbs an examination will be asked to leave the examination hall. The offence shall constitute as an Academic Misconduct.

Possession of Notes or other unauthorised materials

♦ Any unauthorised materials found on a student after an examination has commenced shall be removed by the invigilator.
♦ The senior invigilator shall write an Incident Report irrespective of whether or not the material is related to the module in question.

Late arrival

♦ Students arriving later than 30 minutes after the start of an examination, shall not be allowed into the examination hall.
♦ Late students may submit an Impaired Performance (IP) claim to the Q&V Office, if their late arrival is due to a reason that is included in the IP Guidelines in the Student Handbook.

Check SRS for updates on Final Exam Logistics

Preparatory Year Support—Students’ Special Issue continued . . .