

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/__data/assets/pdf_file/0012/200433/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/WS2-Reading-Notetaking-Study-SP1-2016.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. 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/__data/assets/pdf_file/0014/200435/7-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)

Useful strategies...

- 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.