



**Students'
Unions'
Advice
Service**

guide to
getting through
exams

This guide provides information on:

- **Opting out of the Class List**
- **Preparing for your exams**
- **Sitting your exams**
- **Options for when you have received your results**
- **De-stress before the test**

HOW DO I OPT OUT OF THE CLASS LIST?

In line with University recommendations:

- If you do not wish for your name to appear on the Class List or the Reporter you will need to opt out via CamSIS. These opting out options should be undertaken by the deadlines given in Student Self-Service. For students with examinations taking place in the Easter term and where the Class List is also published in the Easter term, the opportunity to amend your publication choices opens at the start of Easter term and closes on the 1st June each year.

Further guidance on how to opt out can be found here:

- www.cambridgestudents.cam.ac.uk/your-course/examinations/publication-results

WHAT SHOULD I DO IF I AM ILL THIS TERM OR SOMETHING ELSE HAPPENS WHICH AFFECTS MY PREPARATION?

In line with University recommendations:

- If your preparation might be affected by illness (including mental health) and/or other severe mitigating circumstances (for example a bereavement) the most important thing is to seek help and let someone know early (e.g. your College Tutor, Nurse, DoS). It is important to obtain evidence (medical or other) early.
- Your College may submit an 'exam warning' via CamSIS. This 'exam warning' will only be acted on when you receive your results and if you think that your exam results may have been affected by illness and/or mitigating circumstances. The 'exam warning' will be used as evidence if you are applying for an examination allowance.





WHAT DO I DO IF I'M FEELING UNWELL ON THE DAY OF MY EXAM?

In line with University recommendations:

- If you feel unwell on the day of your exam and do not think that you are able to sit your exam in the scheduled venue, then you should get in contact with your College Tutorial Office, the Porters' Lodge, or the College Nurse (if your College has one) as soon as possible to let them know that you are unwell. Appropriate advice will then be given on what you should do.
- If you feel unwell during an examination, let an invigilator know immediately. The invigilator will arrange for you to be escorted back to College with your examination paper. The College should give you time and space to recover, and provide you with an opportunity to complete your examination paper in College later that day.
- It is recommended you speak to the GP or College Nurse (if your college has one) as soon as possible. The College Nurse can also make emergency referrals to the GP if required.
- Inform your College Tutor you are feeling unwell and of the full circumstances whatever the cause, at the earliest possible moment.

Further information can be found here:

- www.cambridgestudents.cam.ac.uk/your-course/examinations/undergraduate-exam-information/on-the-day

WHAT SHOULD I DO IF SOMETHING HAPPENS IN THE EXAM WHICH AFFECTS MY PERFORMANCE (LARGE AMOUNTS OF EXTERNAL NOISE, DISTURBANCE IN EXAM ROOM, MISTAKE ON THE PAPER ETC.)?

In line with University recommendations:

- If you are concerned about the conduct of the exam or other external factor in the exam room that might affect your performance, it is important that you inform the University as soon as possible. You can do this by submitting a Representation to the Examiner form **within 5 days** of the examination. You can also inform your College Tutor and they may decide to report this to Student Registry.

Where a form is received by Student Registry or the Student Registry becomes aware of an irregularity, this will be communicated to the Chair of Examiners and considered by the Examiners at their final meeting.

Further information can be found here:

- www.studentcomplaints.admin.cam.ac.uk/examination-reviews
- www.cambridgestudents.cam.ac.uk/your-course/examinations/undergraduate-exam-information/on-the-day



WHAT CAN I DO IF I FAIL OR UNDER-PERFORM IN MY EXAM/S?

In line with University recommendations:

- Ask your DoS or Supervisor if they can check that the scoring has been added up correctly.
- If no error can be found in the scoring and you have reasons to believe that your results have been affected by any of the following:
 - A procedural irregularity in the examination process that has adversely impacted your examination results;
 - Demonstrable bias or the perception of bias within the examination process;
 - The withdrawal of academic provision, which has had a demonstrable impact on the examination itself of which the Examining Board were not aware;
 - Extenuating circumstances - serious illness or other grave cause;

Contact your College Tutor or speak to the Students' Unions' Advice Service (www.studentadvice.cam.ac.uk) to discuss your options. Do this as soon as possible after receiving your formal results as there are time constraints when submitting an application to the University.

De-stress before the test

FURTHER INFORMATION AND GUIDANCE

In line with University recommendations:

- If you are in your final year and your results are not what you had hoped, you can book an appointment with an Advisor at the University Careers Service to discuss your career options www.careers.cam.ac.uk.
- If these were not your final exams, you can talk to your DoS/Supervisor to see where you went wrong and what you can improve on next year.

Further information and guidance can be found here as there are different procedures depending on your degree:

- www.studentcomplaints.admin.cam.ac.uk/examination-reviews
- www.student-registry.admin.cam.ac.uk/about-us/EAMC



EAT WELL

Try to keep your body and brain well fuelled by choosing nutritious foods that have been proven to aid concentration and memory, such as fish, nuts, seeds, yogurt and blueberries. You may feel like you deserve a treat but what you eat can really have an impact on energy levels and focus. Reducing the amount of caffeine, alcohol and sugar you have too, could help improve your sleep. Even if you don't feel like it, on the morning of the exam try to eat some breakfast, ideally something with slow releasing energy so it will help keep you going during a long 3hr exam.

SLEEP WELL

Try to wind down before bed and don't revise under the duvet - your bed is a sanctuary, not a desk.

EXERCISE

Try to not spend every waking minute revising or you'll burn out. So why not exercise your body for a while - go for a bike ride or a jog along the river. If you don't feel comfortable taking that much time away from studying, you could stand in the middle of your room and do star jumps for 5 minutes or dance to a couple of your favourite songs. Nothing de-stresses the mind faster than physical activity, so try to build it into your revision timetable.

RELAX

As well as exercising it can be helpful to find some time to switch off and relax. Watch TV, read a book (one which isn't a text book) or listen to some music.

MEDITATE

Like exercise, meditation can be a great way to clear your mind. Simply take a break for about 10 minutes and sit somewhere comfortable. Close your eyes and let your mind wander; a quick meditation will leave you refreshed and ready to continue. Alternatively you could go to your College chapel - you don't have to be religious to visit. Chapels are quiet and a good place to go to reflect and have timeout from everything.

PACE YOURSELF

Try to avoid waiting until the last minute to study. Cramming before an exam rarely yields good results because you can't fully absorb the information into your brain. At the same time, you don't necessarily want to study too early and then forget everything. Instead, find a happy medium and set a timetable for reviewing material. As the exam day approaches, try to spend more time on the parts that confuse you and most importantly, ask your DoS ahead of time if something isn't completely clear to you.

PRE-PACK EVERYTHING

Don't go into an exam unprepared. The night before, pack any materials or equipment required, extra pencils and pens in your bag, and don't forget a bottle of water. Also make sure you know where you are going and how long it will take you to get to the examination hall, remember you must be there 20 minutes before the exam starts. Set your alarm 10-15 minutes earlier to allow yourself a few extra minutes.

DON'T LOSE SIGHT

Ultimately, try to not lose sight of the fact that there is life after exams. Things might seem intense right now, but it won't last forever.



We offer free, confidential & independent support to all Cambridge University students.

You can come to the Students' Unions' Advice Service with any concerns you may have, whether it's the first time you have a question or as a last resort. Students often come for advice on:

- **Exam worries**
- **Welfare Concerns**
- **Academic issues**
- **Supervisor Relations**
- **Mental Health Issues**
- **Personal Issues**
- **University & College Regulations**
- **Disciplinary Issues**
- **Financial Concerns**
- **And much more...**

Our friendly Advice team includes four professional advisors. We can provide support by email, phone, in person or Skype. If we can't help you directly, we will find someone who can.

Contact Us:

We're located in the SU Building (CUSU & GU) at 17 Mill Lane on the upper ground floor.

Our office hours are Monday - Friday 9am - 5pm, all year round
Drop-in sessions are from 12pm-2pm on Tuesdays & Thursdays

01223 746999 | advice@studentadvice.cam.ac.uk

SUAS IS BROUGHT TO YOU BY:



**GRADUATE
UNION**
AT THE UNIVERSITY OF CAMBRIDGE