Hello and welcome!
The topic that we, at the Student Counselling and Career Centre, are going to cover in this short presentation is about the practicalities to keep in mind during the exam period. What do you need to keep in mind when taking home exams.
You can divide your exam preparation into three steps taking into consideration your own personal preparation as a student, putting your study material in order and technical preparation due to the special circumstances during this exam period meaning that you are taking your exams via your own computer.

Following are some items that can help you to organize the time ahead and your exam preparation.

Three steps of preparation

- Personal preparation
- How to prepare your exam material
- How to be prepared technically
Preparation – study material

• Volume of study material relative for exams
• What material is allowed?
• Categorize and label the material in an accessible way

• Be ready!
• Make it easier to find an answers by putting together a mindmap
• Can you write a draft to answers beforehand?
  – Read directions carefully and make sure you understand what to do
  – Spend time on each question according to weight in %

It is important to know what the whole spectrum of study material is for each exam; what to read and whether you are allowed to have study material at hand when taking the exam. Organize your study material in due time and decide how they are of use to you. How has the teacher used the study material during the course, in discussions or exercises. Try not to let this part of the preparation come as a surprise.

You can even prepare by writing drafts for answering questions that you sense are likely to come up. Mindmaps are also a great way to organize facts and knowledge using key words. Organize your notes and study material so that it makes sense to you and access is easy.

Be sure of understanding the directions in the exams, what are you really asked to do?

• During the exam it is important to understand and figure out what the question evolves around and how to structure your answer. Are you asked for a short explanation, compare things or if it’s multiple choice questions how can you find the key to the answer.

• How much weight does each questions carry? Use your time accordingly meaning that if the exam is 180 minutes long and you are asked to answer a questions weighing 10% then you should use a maximum of 18 minutes to answer that question.

• If you feel that you are losing your concentration, stand up, look outside the window and find something nice to view or close your eyes
Organizing your reading

- Calendar – weekly and daily plans
- What course? When? How long?
- Divide the reading material into sessions
- Taking a break between reading sessions

We highly recommend that you make a schedule for each week and day during the reading and exam period. You can use a calendar, write in all the exam dates ahead and then a more detailed reading schedule. When are you going to read certain material for and review it? It is good practice to divide the reading material so that you have certain number of reading sessions per time slot. You need to be realistic regarding time and reading speed, not to take on too much reading in a short time. It is also important to take a scheduled break. You re-energize and are ready to take on more reading time.
This wraps up the presentation about the second step in exam preparation – preparing study material
If you have any questions you can contact the Student Counselling and Career Centre:
  • By phone 525 4315 – you can make an appointment for a phone interview or video interview (through Teams)
  • By online chat weekdays between 9 am – 4 pm through the University of Iceland website – www.hi.is
  • By sending us email – radgjof@hi.is
The career and guidance counsellor at the University of Iceland wish you well