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

- How to prepare personally
- How to prepare your exam material
- How to be prepared technically
Personal preparation

• Attitudes toward exams
  – Home exams
  – Open book exams

• Believing in yourself goes a long way!

• Attend to your health and well being during the exam period

It is good to begin your personal preparation by recognising your attitudes toward exams and keep in mind that a positive mindset is more effective than a negative one.

Taking a home or open book exam is probably a new experience for the majority of students but isn’t a lesser way to present your knowledge. An open book exams means that you can have your study material at hand. There is surely a distinction between taking exams at home or at the educational institution, however the demands and purpose are the same.

It is an important thought process and feeling to have belief in your own abilities, your own self efficacy – that can take you further that you think.

It is very important to take care of your health and wellbeing during the exam period. All types of physical activity and movement along with a breath of fresh air by taking a walk around the block are beneficial. This help you "clear the cobwebs" in your mind, you have a clear head and mind which makes you more ready to take on the exam preparation ahead.

A good night’s sleep and healthy diet is also essential – sleep helps us to work through all the information that we have acquired through the day as our logical thought process and senses are active while sleeping.

It helps, during exam preparation to network with your fellow students, put together groups to talk about the experience ahead in a professional and constructive/uplifting way. Use the advantages of technology to set up an online meeting.

Remember it is ok to sense tention before exams, that type of stress gives energy/drive which is essential during this time period.
Personal preparation

• You know WHEN but do you know WHERE?
• During the exam – at home,
  – what do you need to attend to beforehand?
• Remove all uncertainty regarding the structure of your exams
• Practice taking an online exam – if at all possible

The exam time is set but what about the exam setting?
It is important to ensure that your environment and situation at home are good where you can take the exam in peace and quiet. You can for example use ear plugs to eliminate outside noise and increase your concentration if needed. Take a decision well ahead on where you are going to take the exam and create a good environment.

It is important to have good order around you so that you feel comfortable in the exam setting you have organized, have plenty space for study material, if allowed. Ensure good lighting and a comfortable charir.

Be highly concentrated during the exam and don’t unnecessarily spend your time. Clear up any doubt about exam structure – get information from the teacher about the set up of the exam. Are there essay questions, definitions, multiple choice questions and how much weight is assigned to each exam part?

We encourage you to get information whether there are online/electronic exams available and to practice the exam taking. Evaluate how the process was for you. Were there any problems that arose and need to be fixed before exams start? Remember that is is good to give yourself some time to stand up and get the bloodflow going – but at the same time keep your concentration and be mindful of the time.
It is important to set up a good facility at home during exam preparation and exam taking. If possible, try to have a set up that can be your "office" - that you can back to it the next day without having to rearrange things. That spares you both time and effort.

Having peace and quiet during reading and exam preparation can matter a lot. Find a way to have that in your setting. Ear plugs can come in handy.

If you live with family or another person talk with them about the upcoming exam period and explain the situation so that they are aware of the necessity of a calm environment during exams and when taking exams.
This wraps up the presentation about the first step in exam preparation – personal preparation.

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