**assessment checklist**

Use this handy checklist to make sure you are fully prepared for your assessments

- Check when, where, and what time your assessments will be taking place
- Do you have all of the necessary equipment for your assessments? (calculator, ruler etc.)
- Check out the Library Power Hours for assessment tips and advice
- Have you created a manageable revision schedule?
- Have you checked the University Exam Regulations to see what you can and can't take into the exam venue?
- Have you made arrangements for your assessments? (e.g. transport, childcare, time off work)
- If you need extra time or other adjustments, make sure these have been made for you
- Make sure you are familiar with the Mitigating Circumstances policy - just in case you can't make it to an assessment

### My assessments

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<tr>
<th>Date</th>
<th>Time</th>
<th>Course</th>
<th>Location</th>
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assessment tips and advice

Before your assessment

- Check the exam timetable regularly as dates and times can change
- Create a manageable revision schedule
- Take regular breaks whilst studying - especially to eat & drink
- Contact your Personal Tutor if you have questions about assessments
- Practice using past exam papers if you can
- Allow yourself time to relax - don’t spent all day & night studying
- Make sure you get a good sleep the night before an assessment
- Make sure you bring your student ID card to your exam
- Be at the exam venue at least 15 minutes before the start time
- Complete the Assessment Checklist on the other side

During your assessment

- Read the question carefully
- Write an answer/essay plan before starting the question, this gives you a structure to follow
- If you become stuck, move onto the next question and return to it later
- Make sure you answer the question - don’t just write down everything you have memorised
- Stay hydrated - you can take a bottle of water into the exam venue
- If you feel anxious, pause for a moment and breathe (bit.ly/HWanxiety)
- Leave time at the end to check over your answers

If you have any questions about assessments, you can email the Student Success Advisors: studentsuccess@hw.ac.uk

For more assessment tips and advice - follow @HWUsuccess