reassessment checklist

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

- Check when, where, and what time your reassessments will be taking place
- Have you registered online for your reassessments?
- Do you have all of the necessary equipment for your reassessments? (calculator, ruler etc.)
- Have you contacted your Personal Tutor to discuss your results?
- Check for and use feedback from the original assessment
- Have you made arrangements for your reassessment? (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

My reassessments

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<th>Date</th>
<th>Time</th>
<th>Course</th>
<th>Location</th>
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reassessment tips and advice

Before your reassessment

- **Check the exam timetable regularly** as dates and times can change
- Take note of any **feedback** from the original assessment
- **Contact your Personal Tutor** if you have questions about your results or reassessments
- **Start revising and preparing** as early as you can
- Practice using **past exam papers** if you can
- **Check Vision** for any materials relating to your reassessments
- If you are feeling stressed, you can attend a drop-in at the Student Wellbeing Centre for advice on **managing your stress** (Mon-Fri 2-3pm)
- Make sure you **get a good sleep the night before** a reassessment
- Make sure you **bring your student ID card** to your exam
- **Be at the exam venue at least 15 minutes before** the start time

During your reassessment

- **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 reassessments, you can email the Student Success Advisors: studentsuccess@hw.ac.uk

[bit.ly/HWexamchecklist]