

assessment checklist



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

heck when where and what time your assessments will be taking

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0	Do you have all of the necessary equipment for your assessments? (calculator, ruler etc.)
$\widetilde{\bigcirc}$	Check out the Skills Hub for assessment tips and advice
\bigcirc	Have you created a manageable revision schedule?
0	Have you checked the University Exam Regulations to see what you can and can't take into the exam venue?
0	Have you made arrangements for your assessments? (e.g transport, childcare, time off work)
0	If you need extra time or other adjustments, make sure these have been made for you
0	Make sure you are familiar with the Mitigating Circumstances policy just in case you can't make it to an assessment
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My assessments

Date	Time	Course	Location	Seat number



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 any questions
- 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 above

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
- 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
@HWUStudentSuccess / @HWUWellbeing

