



Guide to Stress Free Exams, Personal Circumstances and Academic Appeals

Before

- Check your exam timetable. Make sure you don't have any exam clashes, if you do, report these as soon as possible to your Academic Department.
- Check the exam timetable for locations, dates and times REGULARLY as these can change.
- Check your travel arrangements to ensure you arrive in plenty time before the start of the exam.
- Check with your Academic Department what materials you are allowed to take into exams i.e. calculator, dictionary. If your first language is not English you are allowed to use a paper-based translation dictionary (except for language exams) – this will be rigorously checked by invigilators.
- Make sure you have a valid student ID card. If not, visit Student Business to get a replacement. Alternatively, you may use a valid passport or driver's licence to confirm your identity.
- If you are registered with the Disability Service then they will notify all departments running exams for you. You should be contacted in advance to inform you of additional arrangements made.
- Register with a GP – if you are unwell you will need to submit a medical certificate.
- Try to keep to a sensible diet and sleep pattern during the revision/exam period.
- Think about what routine would help you relax before an exam.

Relaxation is needed during the revision period. Continue to do things you enjoy whether it is sports, going for a run, a walk in the park, cinema. You will feel revision is less of a task.



Night Before Exam

- Pack your bag - make sure you have pens, pencils, tissues, bottle of water and any other materials you are allowed to bring into the exam (this being confirmed by your Academic Department).
- If you are travelling by bus or train to your exam location check the transport timetables for what train/bus to catch so you arrive on time for your exam (best to arrive 20 minutes before exam start).
- Set your alarm clock if you have a morning exam.
- Try to have a good night's rest and avoid caffeine and alcohol. Opt for herbal tea or water instead.

On The Day

- Have something to eat and drink.
- Try to wear layers of clothing so you can adjust your need for warmth or coolness in the examination room.
- Avoid people or things that may disturb your self-confidence and focus on a level of relaxation.
- Go to the toilet before your exam.
- Switch off your mobile phone before entering examination room.
- Finally, take time to read exam questions thoroughly.

If for any reason you are going to be late for your exam contact Student Business. If you are ill and/or unable to participate in the exam you should contact Student Business 0141 548 3165 and your Academic Department immediately. See following procedure for recording this. It is important that you make an appointment to see a doctor as you will need to submit a medical certificate.

If you have any questions, need to use the bathroom or feel unwell during your exam inform the invigilator who will advise accordingly. You must raise your arm and stay in your seat until an invigilator is able to attend to you. Do not speak to anyone else!

After the Exam

- Don't spend endless time criticising yourself for where you think you went wrong.
- Don't spend longer than 5 minutes talking to your friends how badly you think the exam went.
- Congratulate yourself for the things you did right.
- Reward yourself for your hard work. Do something that makes you feel special, coffee with a friend, shopping, playing computer games etc.

PERSONAL CIRCUMSTANCES

What are personal circumstances?

Circumstances beyond your control which may affect your performance in exams and assessments.

What sorts of circumstances are considered?

Circumstances which you feel have contributed to you not being able to perform in or attend exams e.g. serious or significant illness or injury; exceptional personal circumstances such as bereavement, serious illness of a significant family member or friend; being a victim of significant crime. The list is not exhaustive.

How do I inform the University of these circumstances?

- Log these circumstances on PEGASUS as soon as possible.
- Submit a Personal Circumstances Form¹ and supporting evidence directly to Student Business, Level 1 – McCance no later than 5 days after the exam diet.
- Please do not submit this evidence to your Academic Department as this may cause you to miss the submission deadline.

What happens next?

Your circumstances will be discussed at a formal examination board and recommendations will be made. The results of this exam board will be posted on PEGASUS.

ACADEMIC APPEALS

Who can make an academic appeal?

All students have the opportunity of appealing an exam board decision. It should be noted that you cannot appeal individual class marks. You can only appeal a decision where the result of one class has affected the expected outcome of the exam board. You can only make an appeal on the grounds of personal circumstances of which you have already informed the University.

When can I make an appeal?

You can make an appeal once you have been notified of the exam board decision; you cannot appeal before this time.

Who can I talk to about personal circumstances and academic appeals?

You can speak to a Student Adviser at The Advice Centre, Level 1² – McCance or at The Advice Hub³ in the Students' Union.

OTHER SOURCES OF SUPPORT

www.strath.ac.uk/sees/studentsupportwellbeing/

¹ Personal Circumstances and Academic Appeals Policy and Form can be found at <http://www.strath.ac.uk/staff/policies/academic/>

² In the first instance call 0141 548 4273 or email infoandadvice@strath.ac.uk

³ In the first instance call 0141 567 5040 or email ussa.advice@strath.ac.uk