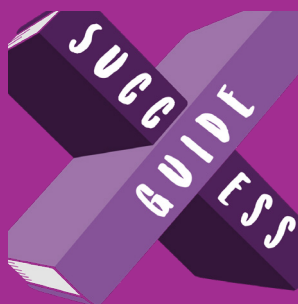


MAKE — IT — HAPPEN



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Your Student Officers

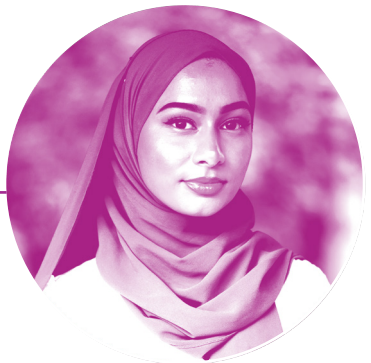
GAGANDEEP KAUR
President



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Vice President
Arts & Creative Industries



TAHMINA CHOUDHERY
Vice President
Professional and Social Sciences

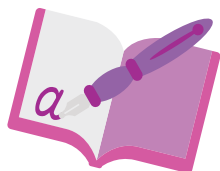


KHALID ABUMAYE
Vice President
Science and Technology



Revision tips

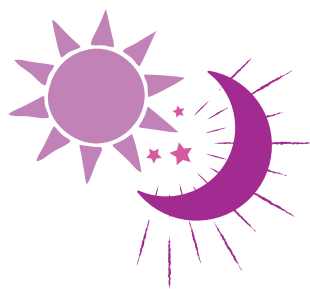
Get Organized



Plan which topics you intend to revise and create a revision timetable that is realistic and flexible, to account for any unexpected changes. Review the course material and clarify any questions you have. Most importantly, make your own priorities clear and don't compare yourself to your peers. One of the key reasons we feel exam stress is because we compare ourselves to others. It's important not to forget that your exam results are just a small part of who you are.

Study in a way that works for you

Some of us aren't morning people and not everyone finds themselves most productive in the Library. There's not best place or time to work, so let revision work around you! Even the best made revision plans can be disrupted with unexpected events, so make sure you add in some spare time to pre-empt these changes.



Make the most of the resources available

Practicing on past papers is one of the most effective forms of revision. Previous Exam Papers are available on the Exam Paper Database via the My Library section of MyUniHub and your lecturers. If the required exam paper is unavailable, contact your Module Tutor.



On many courses, similar themes are revisited in exams each year, so it is useful to get a feel for what markers may be looking for. Reviewing the course materials and going over questions that have been asked throughout the year should stand you in good stead.



Talk to People

Just because it's Summer Term doesn't mean academics have left. Talk to people whilst they're still here, if you have questions for your lecturers or class teachers then get in touch with them. Make sure you use revision classes or lectures being offered. Although independent study is important it can also be incredibly useful to discuss topics with classmates, sharing ideas and resources.

Take Breaks

No one can study all day effectively, and psychologists say we can only concentrate for 30-45 minutes. Ensure that you are eating and drink plenty of water for productivity. Exercising is one of the quickest and most effective ways to de-stress. Fresh air will clear your head and perk you up. Even a short walk will do.

Your routine is important for managing your mental health. While you may need to cut back on social activities during exam periods, it is important that you keep some of your routine, especially when things get stressful. This can be phoning home, meeting friends for dinner, taking time to play sport or watching a film.

Go to page 5 for a revision timetable to help you plan in your breaks.



Ask for Help

Don't be afraid to ask for help or support! The exam period can be stressful, so if you need help make sure you get it. The University has its own counselling service and MDXSU provides independent advice. You can find contact details on the back page of this guide.

GET ORGANISED

Try plotting your day and stay organised to make the most out of your revision time. You can use 45 minutes at a time, allowing you to work hard but still kept alert.

This timetable is split into eight 45-minute sessions, with 15-minute breaks in between. We've given you a suggestion. Feel free to adapt it however works best for you!

		TIME	MONDAY	TUESDAY
AM		9 - 9.15	review your progress	
	SESSION 1	10 - 10.45		
	SESSION 2	11 - 11.45		
	SESSION 3	12 - 12.45		
LUNCH				
PM		SESSION 4		
		13.30 - 14.15		
		SESSION 5		
		14.30 - 15.15		
		SESSION 6		
		15.30 - 16.15		
		SESSION 7		
		16.30 - 17.15		
		SESSION 7		
		17.30 - 18.15		
		SESSION 8	review your progress	
		18.15 - 18.30		

Use the revision timetable below to plan your exam prep. The average person can only focus for

1 hour of intense concentration. The template has been designed with a lot of left space for you to set out and review your revision goals, but remember this template is just

	WEDNESDAY	THURSDAY	FRIDAY
Progress and plan for tomorrow			

Lunch

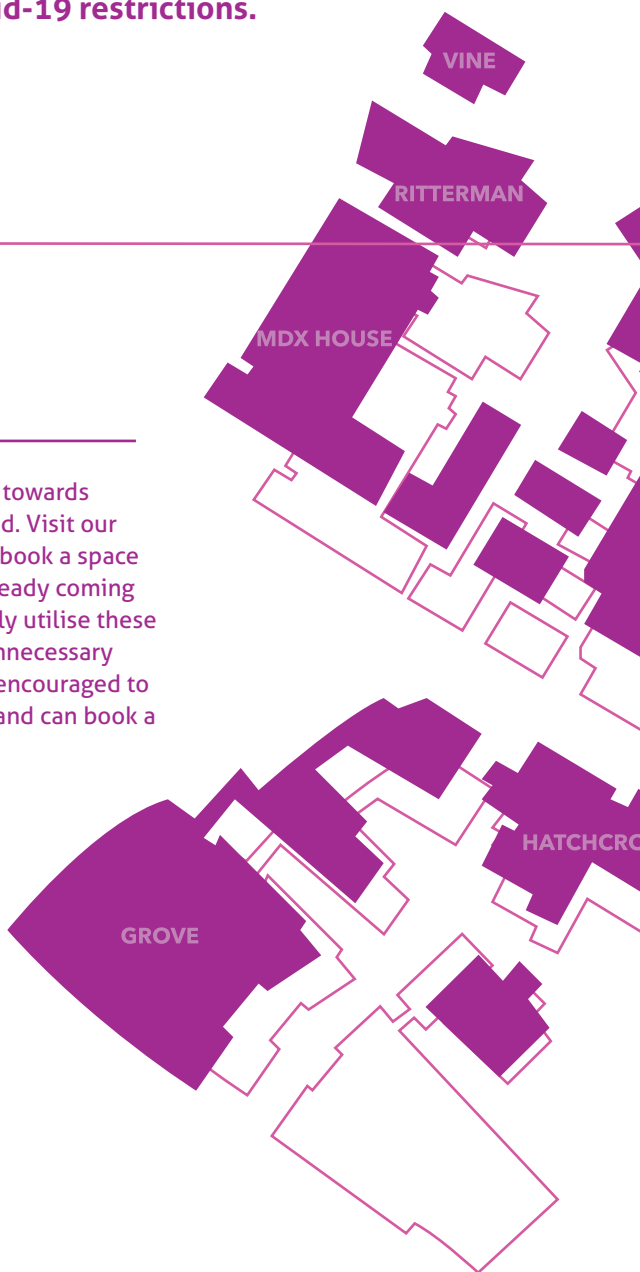
Progress and plan for tomorrow			

Study Space

At present and due to Covid-19 restrictions.

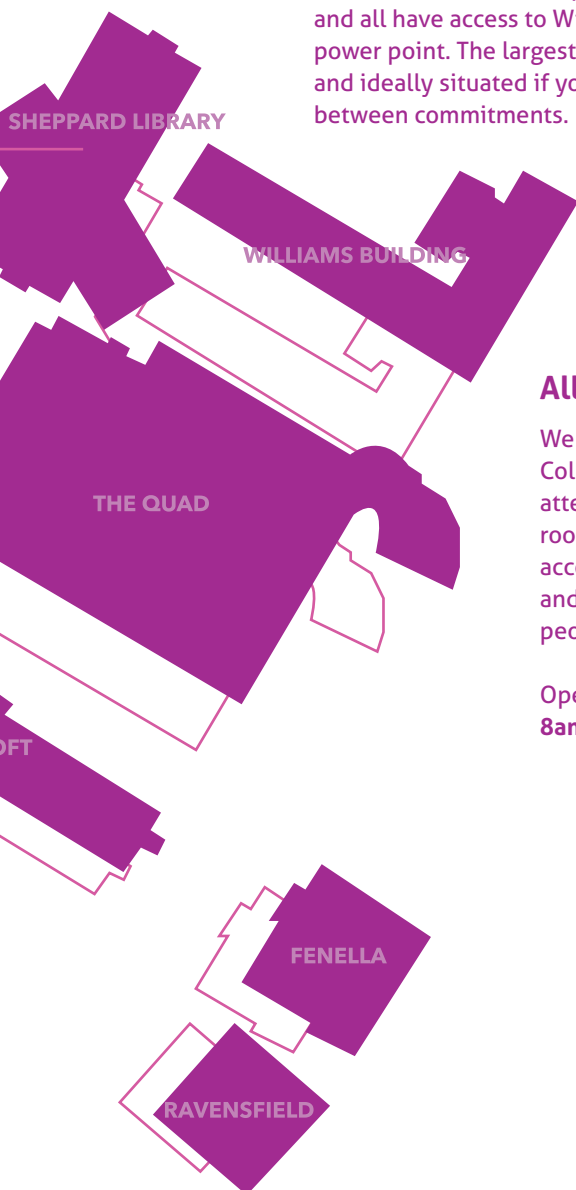
Sheppard Library

The Sheppard Library is best suited towards quiet study that has been prebooked. Visit our [Sheppard Library Bookings](#) page to book a space here. We ask that unless you are already coming to campus for teaching, that you only utilise these spaces when needed and to limit unnecessary travel. At present, you are strongly encouraged to take part in our on-campus testing and can book a slot to get tested via UniHub.



Quiet Study

Desks and benches for quick study are allocated across the campus and all have access to Wi-fi access with many having access to power point. The largest number of these spaces are in the Quad and ideally situated if you want to grab coffee and do reading between commitments.



Allocated Study Spaces

We have allocated two rooms in the College building which are best suited for attending online classes on campus. Each room (**C136 and C138**) has been laid out according to social distancing guidance and accommodates up to a maximum of 8 people. There is no need to book ahead.

Opening hours of these rooms are between **8am to 6pm from Monday to Friday.**

Finding Motivation

When you need it the most... sometimes motivation isn't there. It can take a bit of self-reflection to help you get in to the right mood. One way is through writing some things your grateful for. Use the Gratitude Assessment below as a guide to motivate yourself.

Three amazing people in my life

- 1.
- 2.
- 3.

Three great unique talents and skills I possess

- 1.
- 2.
- 3.

Three ways in which my life is abundant and prosperous (e.g. friendship, hobbies etc.)

- 1.
- 2.
- 3.

Three great experiences I have had are...

- 1.
- 2.
- 3.

Whenever you struggle with your motivation and feel like giving up, come back to this.

Taking Care of Yourself

During exam time, it is really important to make sure you are looking after yourself and making time for self-care. This can be anything from reading a book to going for a run. Whatever will help you!

Below are some self-care suggestions for you to try out.

Nutrition

When studying, good nutrition isn't often a priority. The right foods and drinks will energise you, improve your alertness and help you achieve the necessary endurance needed for the assessment period.

- Don't skip meals, breakfast in particular.
- Choose quick and healthy meals.
- Meal Prep – prepare some homemade meals and freeze them in individual portions.
- Smart Snack – fresh fruit, dried fruit, yoghurt or nuts will keep you going throughout the day.
- Keep Hydrated – aim for at least 1.5l to 2l of fluid per day.

Sleep

Good quality sleep is vital to feeling and performing at your best.

- Limit caffeinated drinks.
- Make your bedroom a place of rest.
- Don't use your smartphone in bed.
- Have a bedtime routine.
- Aim for 8 hours sleep

Managing Stress

Stress controlled at the right level can work to your advantage as it can help you to produce your peak performance. So how do you keep it at the right level?

Tips:

- Take frequent breaks - we can only concentrate properly for 30 – 45 min.
- Eat well and don't forget to drink lots of water.
- Keep active. Exercise is one of the most effective ways to de-stress. Even a short walk will do.
- Get support from your family and friends.
- Don't ignore your assessments and avoid self-blame
- Don't set yourself ridiculous goals. You will not be able to revise everything in one day!
- Avoid stimulants. Caffeine, alcohol and drugs impede your energy levels and concentration in the long term.

Learn to Relax

Always make time in the day to relax, whether you are in the assessment period or not. Breathing is an effective short-term solution, especially right before the examination.

- Close your eyes. Breathe in through your nose while counting to four slowly. Feel the air enter your lungs.
- Hold your breath inside while counting slowly to four. Try not to clamp your mouth or nose shut. Simply avoid inhaling or exhaling for 4 seconds.
- Begin to slowly exhale for 4 seconds.
- Repeat steps 1 to 3 at least three times. Ideally, repeat the three steps for 4 minutes, or until calm returns.
- Relaxing can also come in the form of what position you're in. Try out some of these during our Wellbeing sessions – see page 13 for timetable.

How can I learn to relax?



- Knees high enough to reduce tension in stomach muscles
- Legs on chair sideways
- Support right up to behind knees
- Good for relieving lower backache



- Ensure table is close and arms are not stretched out
- Alternatively, kneel beside a bed



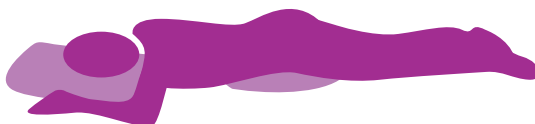
- Back fully supported by chair
- Chin and thighs parallel to the floor
- Feet and hands resting easily

- Support your head, neck and knees
- Head should be level, not tilted back or pushed forward



- 'Old' recovery position
- Support under head and knees
- Good if pregnant

- Support under pelvis



Wellbeing We

Having a weekly checklist helps you commit to doing the things you said you would. The suggested table below will help align your goals.

TIME	MON	TUES	WED	THURS	FR
Behaviour/Actions					
Nutritional Breakfast					
Revision Plan					
Drink 1.5+ litre of water					
Meal Prep					
Scheduled Study breaks					
Time to relax					
Exercise					

Weekly Register

you were going to do long after the mood you said it in has left you. The
elf to your goals – edit the table to suit you!

RI	SAT	SUN	<i>Achieved</i>	<i>Goal</i>	<i>Net</i>

On the day of the exam

Exams can be intimidating, especially if it's your first time sitting them at MDX. To put yourself in the right state of mind, here is some key information on what you can do to ensure that everything goes as smoothly as possible.

What to know in advance

Ahead of exams, have a look over the regulations, available on UniHub (<https://unihub.mdx.ac.uk/study/assessment/exams/exam-regulations>). It's essential to familiarise yourself with your exam timetable, especially timings so you are aware of how long your exam will be and which rooms the exams will take place – know your route too, so there are no surprises on the day!

Arrive 15 minutes before your exam starts, take the time to try and relax before you begin. This one is far easier said than done, but implementing your own coping strategies, such as breathing exercises, can be an invaluable way of combating exam anxiety. Exams can be stressful and your Students' Union is here to advice and support you through it – together we can make the process easier. Pop into MDXSU if you need support.

- Create a plan or a structure on how you will answer the question/s before you start and stick to it.
- Try to answer everything, starting with the questions you know how to answer well.
- Budget your time. Ensure you leave some time towards the end to go over your answers.
- Focus on yourself.

Support Services

University Counselling

The Counselling and Mental Health service available to all students, provide wellbeing support and confidential counselling services to help you manage the challenges affecting you emotionally and/or psychologically that you might face whilst studying.

The Counselling & Mental Health team is made up of counsellors and psychological therapists, offering;

- One-to-one counselling/ psychological therapy
- Mental health support and casework
- Group workshops, addressing issues such as starting university, stress management, overcoming procrastination and psychological blocks to study

To refer yourself for support, go to **<https://unihub.mdx.ac.uk/support/counselling-and-mental-health>**

Once you refer yourself, they will offer you an initial assessment via email. Sometimes these emails can go to people's junk email boxes so please check there regularly.

For more information please email at: **cmh@mdx.ac.uk**

Drop-in Sessions

The Counselling and Mental Health Team offers a call-back service if you are feeling distressed, anxious or have a concern you would like to discuss.



Middlesex University, The Burroughs, London NW4 4BT

For more information please email at: **cmh@mdx.ac.uk** or call **+44 (0)20 841 15366**

Students' Union Advice Service

The MDXSU Advice service offers independent advice on a range of academic issues, providing non-judgmental, confidential and unbiased advice. You can schedule a meeting, which will take place at MDXSU (downstairs in MDX House).

The MDXSU Advice service offers advice and support in:

- **Making an appeal to the University**
- **Making a complaint to the University**
- **Responding to an allegation of academic misconduct**
- **Representing yourself at a University Disciplinary hearing**

To organise a meeting with your Students' Union Advice team, email studentadvice@mdx.ac.uk or call +44 0(2)0 8411 6450.

To find out more, visit www.mdxsu.com/advice

Fika

- Improve your confidence, motivation and positivity, employability, focus, sleep and to decrease stress. Use your MDX email address to unlock all premium features and content for free

Togetherall

As an MDX student you have free access to Togetherall; a well-established online platform that gives you the opportunity to connect emotionally and anonymously with others, in a safe forum with 24/7 moderation by trained professionals.

Examples of individual exam adjustments and accommodations are:

- Extra time
- Taking your exam in a room with a smaller number of students
- Being able to bring food/drink/medication into the exam room
- Use of specialist equipment (e.g. ergonomic keyboard)
- Use of a computer

Disability Support Service



+44(0)20 8411 5366



Email: disability@mdx.ac.uk

FAQs

When and where is my exam?

The exam timetable will be available on UniHub. Please, ensure that you check the timetable for any last-minute changes.

Devices must be switched off and placed under your table in the exam room.

Exams will be taking place online so please make sure you are aware of how long your exam is taking place.

If you have already been assessed by the Disability Support Service, you will be emailed to your University email account what the arrangements for your exam are. If you have not been previously been assessed, you **MUST** contact the Disability Support as soon as possible. Tel: +44 (0)20 8411 4945 or on disability@mdx.ac.uk.

What if I cannot attend the exam/my performance was affected by extenuating circumstances? (Sickness, religious reasons etc.)

Make sure you apply for deferral and let your module leaders know.

We would like to thank every team that participated in making this project happen. It would have not been possible without you.

Student Engagement

Student Welfare Advice Team

Progression & Support

Disability and Dyslexia Service

Library Liaison

Sports

Peer Assisted Learning

Student Counselling and Mental health

MDXSU Student Groups

MDXSU Campaigns and Projects

MDXSU Student Communities & Development

This guide is full of information to help you through exam season including tips to de-stress, revision ideas and how to get extra support.

If you have questions about your exam or need more support, you can get help here:

For Exam Related Queries

UniHelp

020 8411 6060 (UK)

0044 208 411 6060 (International)

Opening times:

Monday - Friday: 8:30am - 9:30pm (UK)

Saturday & Sunday: 11am - 6pm (UK)

After 6pm is the least busiest time to call.

Current opening times (UK only)

Monday – Friday, 8:30am - 9:30pm (GMT)

Saturday – Sunday, 11am - 6pm (GMT)

Or visit UniHelp chat box online to submit a query.

For Support

The Counselling & Mental Health team

✉ cmh@mdx.ac.uk ☎ 020 8411 4118

MDXSU Advice team

✉ Studentadvice@mdx.ac.uk

🌐 www.mdxsu.com/advice

☎ 020 8411 6450