

MAKE -IT- HAPPEN





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It gives me great pleasure to introduce this guide and share with you all the great tips we have collected from students and experts on how to best manage throughout this highly stressful time. In this guide, we will cover some great revision tips, loads of inspiring quotes to keep you motivated, key information from experts on how best to manage stress and some brilliant tips on how to make sure you keep your nutritional levels up and stick to your sleep schedules. Most importantly at the end of this guide, there's a breakdown on all the great support services you can access during this time.

Having been a student for the last three years, I know how this time of year feels for you. Assessment deadlines and exams can be highly stressful, especially when you feel behind or that you are juggling too many at once. It's important to acknowledge that it's normal to feel under pressure or stressed. But what really helped me throughout these periods, was making sure I ate healthily and got some exercise. It gave me the time away to be refreshed and ready to study more efficiently. Talking to others about my stress also made a world of difference, I really encourage you all to access the support services the University and Students Union have on offer throughout this period.

On behalf of everyone here at the Students' Union, I wish you all the best of luck for your exams and assessments. I'm sure you're all going to smash it!!

————— Your MDXSU President Ayah Benberna

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Contents

Introduction	1
Preparing for your assessment period	4
On the day of the exam	17
It is finally over. What now?	19
Support Services	20
FAQs/Acknowledgements	23
Make It Happen Timetable	25

Preparing for your assessment period



To help cope with my workload, I would take half hour breaks every 1.5-2 hours, whether this be to watch a TV show, go for a coffee or just chill out.

It helped to have music on when I studied.

I would rotate the focus of my studies so that I wasn't just working on one project at once, working on multiple projects helped me to avoid 'writer's block'.

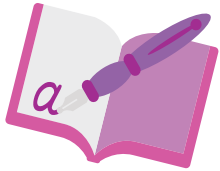


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Revision tips

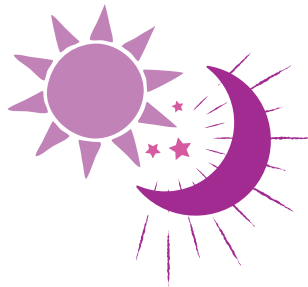
Get Organized



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 ways 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



Practising 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, your lecturers, SLAs and GAAs. 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 7 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 the revision timetable below to plan your exam prep. The average person can only focus for 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 left space for you to set out and review your revision goals, but remember this template is just a suggestion. Feel free to adapt it however works best for you!

		TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM		9 - 9.15	decide your goals for the day				
	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 8	17.30 - 18.15					
		18.15-18.30	review your progress and plan for tomorrow				

Study Space

Study space on campus can fill up quickly and during exam time it can seem as if there is nowhere to work. Below is some useful information on the best study places on and off campus.

Sheppard Library

Finding a study space in the Library come exam time can be difficult, so try getting there earlier in the day to set up your revision space. If you are a night owl, Costa Coffee in Sheppard Library is now open until 10pm every day and the Library itself is open 24 hours, with Library staff always on-hand to help.

Elsewhere on-campus

Make the most out of the many other available places to study on campus. The Grove and the Ritterman buildings also provide comfortable communal areas where you can study and peacefully eat your snacks.

Away from MDX

Sometimes it can be useful to revise away from campus – many places in London welcome students and design their spaces to accommodate you.

- **The British Library** has one of the greatest collection of books than anywhere else in the world and students can study and/or join for free.
- **Starbucks in Golders Green** is a popular place for MDX students looking for a fresh study space, with plenty of plug sockets available.
- **The Park** - when the sun is out, why not do some revision outside? With lots of parks close at hand, try out **Sunny Hill Park** or **Hendon Park**.



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 15 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



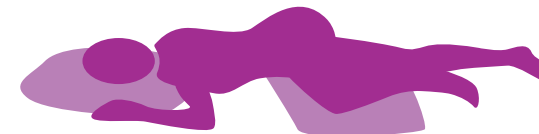
- Ensure table is close and arms are not stretched out
- Alternatively, kneel beside a bed



- 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 Weekly Register

Having a weekly checklist helps you commit to doing the things you said you were going to do long after the mood you said it in has left you. The suggested table below will help align yourself to your goals – edit the table to suit you!

TIME	MON	TUES	WED	THURS	FRI	SAT	SUN	Achieved	Goal	Net
Behavior/Actions										
Nutritional Breakfast										
Revision Plan										
Drink 1.5+ litre of water										
Meal Prep										
Scheduled Study breaks										
Time dedicated to relax										
Exercise										

Allow yourself time to relax



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I always thought that the best way to relieve stress is to really balance your time between your studies and doing the things you love. When I had exams, I always made time to hang out with friends, sing, draw, and write down all my thoughts in a diary. Having a diary or a journal is so helpful to organise your mind, thoughts and ideas and be more in tune with your emotions.

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Erica Ramos

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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 and which rooms the exams will take place – know your route too, so there are no surprises on the day!

Once you arrive at the exam location, take the time to try and relax before you go in. 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 advise and support you through it – together we can make the process easier. Pop into MDXSU if you need support.

What You Need

First things first, ensure you have all the materials you need;

- Pens, pencils, highlighters, and a calculator if permitted
- Don't forget your Student ID
- Bring with you a clear water bottle (remove the label) to the exam.
- Do not keep any notes on you.
- If you need food or other types of drink for medical reasons, please advise invigilator before the exam starts.

What to Know

- Know where the exam is and how to get there.

- Make sure that you read the exam questions properly and that you understand what you are asked to answer.
- 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 – do not look around to see how other students are doing. It will just distract you from your main task.

It's over! What now?



After the hectic period of assessments full of stress and pressure it's time to relax, time to have fun and time to treat yourself. If you are unsure of what to do post-exams, here are some tips for you.

Do not think about how your exam went. The exam is done now and the papers are submitted, therefore, put this at back of your mind - and avoid post-mortems on the exam with your fellow friends, at the end of the day one of you will be absolutely wrong.

Put all your books, notebooks, texts and papers away. You do not want to stress - take a break from studies. Do not throw anything away as you might have to re-sit for exam - hopefully, this will not be the case.

Rest well. Don't feel any form of guilt by not studying. It's time to relax and regain all the sleep lost by all-nighters.

Treat yourself. Buy yourself a gift, something that you wanted to buy for so long (within your budget limit) or go out with friend and have fun.

Do things that you enjoy. E.g. read for pleasure not for study, do exercise (go for a run), attend events and take part in co-curricular activities.



Rahma Ali

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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
- Referral to other services where appropriate

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 or call **020 8411 4118**

Drop-in Sessions

The Counselling and Mental Health Team offers a drop-in service if you are feeling distressed, anxious or have a concern you would like to discuss. Come and talk to them by just turning up at Sunny Hill House between 2-3pm, Mondays to Fridays. There is no need to book an appointment, just bring your student ID along with you.



Sunny Hill House, Middlesex University, The Burroughs, London NW4 4BT

For more information please email at: cmh@mdx.ac.uk or call **+44 (0)20 841 14118**

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

SilverCloud

- Middlesex University is now offering SilverCloud to all registered students and staff, a free online self-help service to help anyone experiencing a variety of emotional challenges.
- SilverCloud offers secure, immediate access to online CBT (Cognitive Behavioural Therapy) programmes, tailored to your specific needs to support you in setting yourself goals, problem solving and building up your life skills. These programmes have demonstrated high improvement rates for depression and anxiety.
- It's flexible – access it anywhere, on your computer, tablet or mobile phone and work at your own pace.
It's easy to use - interactive tools and activities make your experience interesting and motivational.

Sign up to SilverCloud today at mdxwellbeing.silvercloudhealth.com/signup

Disability Support Services

Alternative Exam Arrangements

Students wishing to obtain support in exams, due to a disability, specific learning

difficulty, medical issue or injury who have not been assessed yet, please contact the Disability and Dyslexia Service. Students with permanent conditions who have previously received provisions during exams do not require a further assessment.

Once you have been assessed by the Disability Support Service and confirmed that you are entitled to provisions for your exams, e.g. extra time and/or use of a PC – you will be emailed to your student account on what these arrangements are. You must go to the exam venue that is advised in the email, and not the venue that is shown in your exam timetable as you may not receive your provision.

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

Sunny Hill House, Middlesex University



The Burroughs, NW4 4BT



+44(0)20 8411 4945



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.

If my exam is taking place in more than one room, how will I know which room to go to?

You will be allocated a room depending on your surname. There will be a list of these exams displayed on Unihub indicating which room you will need to go to. You must go to the room that has been allocated to you. Arrive to the exam room in advance.

Can I take food and/or drink into the exam venue?

You may take only clear bottles with the label removed. No food is allowed unless you have medical reasons. In that case, please, let the invigilators know before the exam starts.

Am I allowed to take my mobile phone or any other electronic device into the exam?

You cannot use any electronic device during exams unless it is a permitted calculator. All electronic devices must be switched off and placed under your table in the exam room.

What do I do if I have a disability/injury and need support?

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 assessed, you **MUST** contact the Disability Support as soon as possible. Tel: +44 (0)20 8411 4945 or on disability@mdx.ac.uk.

What do I do if I have two exams on the same day?

You will need to contact UniHelp and advise that you have an exam clash. You will then be contacted by the Exams Team via your university account to confirm your arrangements. You will take both exams on the same day and will be supervised. That is necessary as you will not be permitted to have contact with any other students between exams. You will remain under exam conditions until you have completed the second exam of the day. You will not be able to use your phone during this supervised period.

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

You will need to complete an extenuating circumstances form as soon as possible and submit relevant evidence. Please, see more information on extenuating circumstances here - <https://unihub.mdx.ac.uk/study/assessment/extenuating-circumstances>

What if I am late for my exam?

You are allowed to enter into the exam room up to 30 minutes after the exam has begun. Ensure that when travelling on the day of the exam, you plan to arrive with sufficient time in advance.

What if there is a fire alarm during my exam?

You will need to wait for instructions from the Exam Invigilator. You will be under exam conditions and must NOT talk to each other or use your mobile phone. Every effort will be made to re-start your exam.

Where can I get more info on exam rules and regulations?

Please, see the University Regulations and The Assessment Regulations. It is your responsibility as a student to familiarise yourself with them. Visit <https://unihub.mdx.ac.uk/study/assessment/regulations>

ACKNOWLEDGEMENTS

We would like to thank every team that participated on making this project happen. It could 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

Chartwells

MDXSU Student Groups

MDXSU Campaigns and Projects

MDXSU Student Communities & Development

De-stress with MDX Survival Guide

Watch out for these activities happening in VG01 this exam season!

We have a load of events happening over the assessment period aimed to both aid you with revision and to provide fun breaks to keep you from becoming Stressed Out Students.

Date/Time	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	
Thu 25/04	AFRESH		VP of Health & Education/Science & Technology Takeover				De-stress for success				VP of Health & Education/Science & Technology Takeover				Afternoon Tea			
Talk to Progression & Support			Talk to SWAT			Talk to Progression & Support					Talk to SWAT							
Fri 26/04	AFRESH		Talk to Progression & Support		POW! Media		VP of Business and Law Takeover		Boxing Pad		Mocktail Masterclass		Mindfulness	Afternoon Tea				
Talk to SWAT			Talk to Progression Support															
Mo 29/04	AFRESH		Talk to Progression & Support		Chillout Music		VP of Art & Design/Media & Performing Arts Takeover				Talk to Progression & Support	Talk to SWAT	Procrastination		Afternoon Tea			
Talk to Sport			VP of Health & Education/Science & Technology Takeover															
Tue 30/04	AFRESH		Talk to Progression & Support		Happiness and Wellbeing		Back to Basics				Tai Chi		Mindfulness	Afternoon Tea				
Talk to SWAT			Talk to Progression & Support															
Wed 01/05	AFRESH		Talk to Progression & Support		Snooze	Mindfulness	Popcorn & Games		Massage				Commuter Students		Afternoon Tea			
Talk to SWAT			Talk to Progression & Support	Talk to SWAT														
Thu 02/05	AFRESH		Talk to Progression & Support		POW! Media		De-stress for success				Popcorn & Games						Afternoon Tea	
Talk to SWAT			Talk to Progression & Support	Talk to SWAT														
Fri 03/05	AFRESH		Talk to Progression & Support		Snooze	Mindfulness	Mindfulness infill sessions		Boxing Pad		Talk to Progression & Support		RuPaul, facemasks & Chill		Afternoon Tea			
Talk to SWAT																		
Mon 06/05 <div>May Bank Holiday</div>																		
Tue 07/05	AFRESH		Talk to Progression & Support		Practice your presentation		Back to Basics				Tai Chi		Dealing with difficulties in group work		Afternoon Tea			
Talk to SWAT			Talk to Progression & Support	Talk to SWAT														
Wed 08/05	AFRESH		Talk to Progression & Support		VP of Health & Education/Science & Technology Takeover				Massage				Craftivism		Afternoon Tea			
Talk to SWAT			Talk to Progression & Support															
Thu 09/05	AFRESH		Talk to Progression & Support		Henna Tattoo		De-stress for Success				Talk to Progression & Support		Mature Students		Afternoon Tea			
Talk to SWAT			Talk to SWAT															
Fri 10/05	AFRESH		VP of Art & Design/Media & Performing Arts Takeover				MDXSU President Takeover		Boxing Pad		RuPaul, facemasks & chill				Afternoon Tea			
Talk to Progression & Support			Talk to SWAT			Talk to Progression & Support												
Mo 13/05	AFRESH		Talk to Progression & Support		Henna Tattoo		POW! Media				Craftivism		International Students		Afternoon Tea			
Talk to SWAT			Talk to Progression & Support															
Tue 14/05	AFRESH		Talk to Progression & Support		Game on. Time off.		Back to Basics				Tai Chi		Presentation and performance anxiety		Afternoon Tea			
Talk to SWAT			VP of Art & Design/Media & Performing Arts Takeover								Talk to Progression & Support	Talk to SWAT						
Wed 15/05	AFRESH		Talk to Progression & Support		Postgraduate Students		Massage				VP of Health & Education/Science & Technology Takeover				Afternoon Tea			
Talk to SWAT			Talk to Progression & Support	Talk to SWAT														
Thu 16/05	AFRESH		Talk to Progression & Support		Keep calm & colour		De-stress for Success				Talk to Progression & Support		MDXSU President Takeover		Afternoon Tea			
Talk to SWAT			Talk to SWAT															
Fri 17/05	AFRESH		Talk to Progression & Support		Keep calm & colour		Mindfulness infill sessions Rebecca Torrie				Talk to Progression & Support		Student Parent & Carers		Afternoon Tea			
Talk to SWAT																		

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.

Face to Face:

Come and see us in the Sheppard Library, Hendon campus.

Current opening times (UK only)

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

Saturday – Sunday, 11am - 6pm (GMT)

Or visit UniHelp 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