

2023

# EXAM STUDY GUIDE

TIPS AND TRICKS  
TO ACE YOUR  
EXAMS!



MASSA

# STUDY TIPS

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With exams approaching, maintaining a good study ethic is essential to achieving success.



## BEST WAYS TO STUDY

### STUDY TIMETABLE/PLANNER

Having a study timetable/planner allows you to plan in advance. You can include **detailed notes** that set out how you'd like to approach your required learning materials. You can set **daily goals** - but be mindful to set a realistic goal. Make sure you have time to relax each day to celebrate your accomplishments, or you'll quickly burn out.

**Notion**, a note-taking app, is a popular choice amongst students if you were thinking to create an online planner! If you prefer a non-electronic alternative, any notebook planner will suffice.

## HOW TO STUDY AT HOME?

### GET RID OF DISTRACTIONS!

Ensure you have a quiet space in your house, and that your family members/housemates are not engaging in loud activities. Remove any unnecessary electronic devices. Place your phone on silent, or leave it in another room. Avoid clicking on sites or apps that can divert your attention. For example, time-consuming platforms such as YouTube and TikTok should not be accessed at anytime whilst you're studying. Log out of apps to avoid the temptation to click on them.

Establish an effective penalty system! For example, if you breach one of the above rules, it results in a penalty (i.e. an extra 30 minutes of studying).



# UTILISING YOUR RESOURCES

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Making the most out of all the resources made available to you is a great way to ensure you are prepared come exam day!

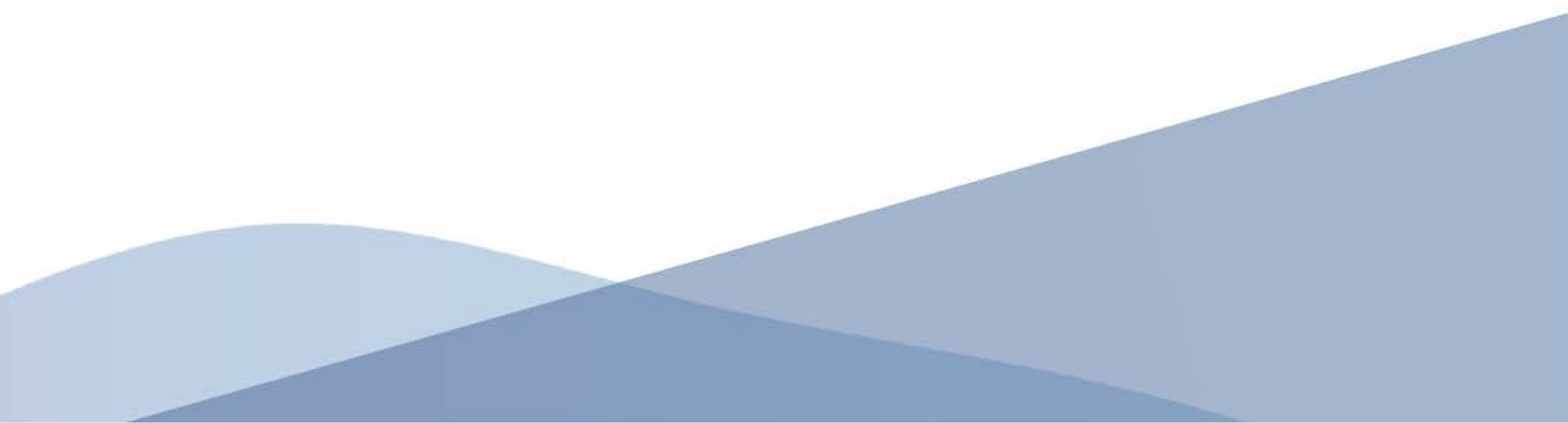
## Lecture Notes & Examples

- Throughout the semester, compile all of the weekly lectures / workshops / content into one place, so you have all the information for the unit in one place (One Note is a great place to store all of these in one spot!)
- Along with the lecture notes provided, making short one-page summaries of each week's content in your own words is a great way to help you memorize the key ideas for the unit, so keeping up to date with note-taking throughout the semester will put you in a great position come exam time!

## Weekly Tutorial Questions + Quizzes

- Going back and doing the tutorial questions as well as quiz questions is a great way to refresh your knowledge from earlier content. A great way to do this is by going through a week's content, and then doing the tutorial / quiz question closed book in order to mimic an exam environment.
- Lots of units provide feedback for quiz questions which you may not have bothered to read throughout the semester. Be sure to check these out now so you can identify where you went wrong!

## Assignments / In-Semester Assessments

- Many exams try to incorporate a tricky question that requires some critical thinking and extra time. Looking back over your assignments may be beneficial in order to remind yourself as to how complex problems are solved when more time is needed.
  - Most assessments will be given back to you with feedback - this is incredibly valuable come exam time so you are not making the same mistakes again!
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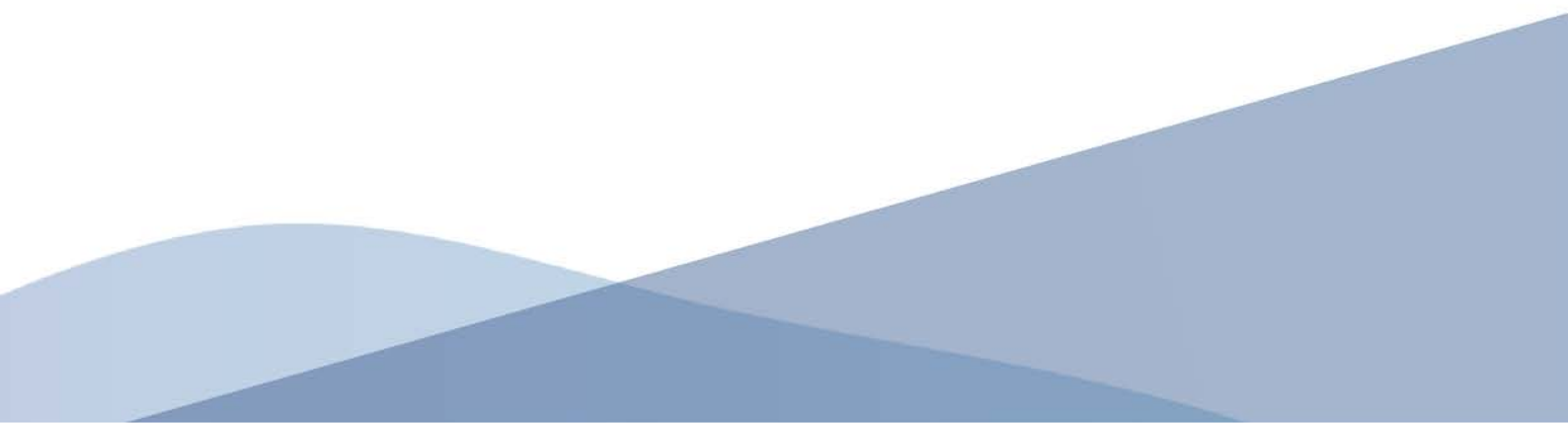
## **Q&A Forums and Consultations**

- The Q&A forums are a very underrated place to help you revise. You would be surprised as to how many other students have similar questions to you, and you can also use this space to identify areas of content where you are unaware you were lacking.
- Be sure to read through the forums throughout the semester and more so during the exam period to ensure you are up to date!
- Consultation sessions are a great way to get some verbal feedback or instructions to problems you may be having. Be sure to come to these sessions prepared, so you are able to have your questions answered efficiently and in a timely manner.

## **Past Exams**

- Finally, past exams will usually be provided to you to aid in your revision. These should be your last form of revision, and you should be doing them under exam conditions in order to best prepare yourself come exam time.
- Going back to the previous point, some unit coordinators are apprehensive to provide complete exam solutions, so be sure to bring questions about past exams to the consultation sessions where they will be happy to walk you through the solution there.

## **Who to Contact? Where can I find these resources?**

- If you require guidance or help, your first point of call should be the staff team for your unit! This includes the Chief Examiner, the Head Tutor and any other tutors. Their emails are provided on the unit's Moodle page - feel free to contact them.
  - Practice exams and other related resources are often found on Moodle! If not, feel free to ask your tutor for any suggestions on alternate sources to test your learning.
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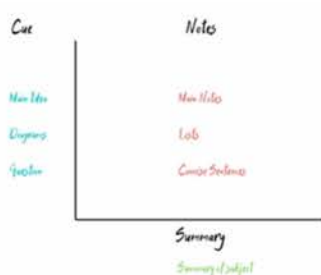


# NOTE TAKING

As the final exam approaches, it is time to catch up or revisit lectures, as well as grind-time for note-taking! Note-taking has always been considered a primary factor influencing the outcome of your results. Here are some types of note-taking and tips you can “take note” of!

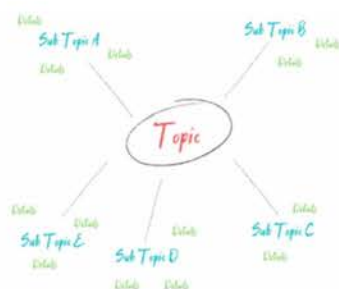
## 1. TYPES OF NOTE TAKING

### Cornell Notes



A note-taking system that helps students to retain and recall information more effectively through a specific format. The template divided into 3 sections: cue column, note-taking column, and the summary section. Categorising them helps coordinate your ideas and thoughts! Write key words for each section to help you understand and capture the information more comprehensively.

### Mind Mapping



A diagram that connects concepts or ideas with lines and arrows to demonstrate the relationship between the points. It allows you to develop a deeper understanding of the concepts and can be used collaboratively to promote your discussion among your peers!

### Charting Method

Method	Description	Application	Prog.	Cons.
Topic A				
Topic B				
Topic C				
Topic D				

A visual note-taking technique that involves capturing information and ideas through the use of charts, diagrams, and images. The combination of images, colours, and text helps participants remember the content more effectively compared to traditional note-taking methods. Hence, it enhances comprehension, collaboration, and retention of key concepts.

Question: \_\_\_\_\_

Evidence

- X \_\_\_\_\_
- Y \_\_\_\_\_
- Z \_\_\_\_\_

Conclusion: \_\_\_\_\_

### Q/E/C (Question, Evidence, Conclusion)

The QEC note-taking method involves summarising information with a question, recording supporting evidence and drawing a conclusion based on that evidence. It is valuable for subjects that require critical thinking and analysis!

## 2. NOTE TAKING TIPS

### Share and compare with your peers

Sharing and comparing notes with peers within your study or friend group can be highly beneficial. It allows you to fill in any gaps in your own notes that you may have missed during the lecture or discussion. You can identify important details or insights that you might have overlooked!

### Abbreviations and symbols

Using abbreviations allows you to take more notes quickly, especially with fast paced lectures or discussions. It helps you capture the essence of the information without unnecessary wordiness. Create meaningful abbreviations and symbols to make it easier to interpret when you review them later!

### Summarise and paraphrase

Focus on the most important information and prioritise the main ideas, allowing you to separate essential information from less significant details. Also, by using your own words and sentence structure, it helps you express your own perspective in a unique way.

### Colour coding

Assign different colours to key concepts, main ideas, supporting details, or other categories. This visual distinction helps you quickly identify and review important information. Associating specific concepts with certain colours can aid in memory recall and remember important details more effectively.

## 3. NOTE TAKING APPS



### Goodnotes

Goodnotes is a paid app that cost approximately \$15 with no subscription! It is mainly used for iPad users, but it can be accessible to laptops (syncing and backup options)! It has a variety of annotation tools and handwriting recognition!



### Evernote

Evernote is note-taking and organisation app that allows you to capture, organise, and access notes across multiple devices. Its powerful search functionality allows you to find specific content within your notes quickly.



### OneNote

OneNote has multi-format support including typed text, handwritten notes, images, audio and video. It can integrate with Microsoft apps including Outlook and Teams making it easier to share and collaborate on notes!



# STUDY LOCATIONS

## SIR LOUIS MATHESON LIBRARY

LOCATED AT 40 EXHIBITION WALK.

It is conveniently close to the Learning and Teaching Building, and the bus stop! There are multiple floors you can use for studying - the higher floors are silent study floors.

WEEKDAY HOURS: 8:00 AM - 12:00 PM

WEEKEND HOURS: 10:00 - 5:00 PM

SWOTVAC HOURS: Extended until 2:00 AM on weekdays, and 9:00 PM on weekends.



## HARGRAVE ANDREW LIBRARY

LOCATED AT 13 COLLEGE WALK.

There are multiple restaurants located on the ground floor beneath the library, such as Ma Long Kitchen and Dumplings! If you're ever hungry, you can take a quick food break and get right back onto studying!

WEEKDAY HOURS: 8:00 AM - 8:00 PM

WEEKEND HOURS: 10:00 - 5:00 PM



## LAW LIBRARY

LOCATED AT 15 ANCORA IMPARO WAY.

It is located right beside the Learning and Teaching Building and the bus loop! For students who prefer to engage in discussion, the first floor of the library is for you! The higher floors are reserved for silent study.

WEEKDAY HOURS: 8:00 AM - 8:00 PM

WEEKEND HOURS: 10:00 - 5:00 PM



# DISCUSSION ROOMS

## FOUND IN ALL LIBRARIES

Discussion rooms, which can be found across all libraries, including Caulfield Library, Law Library, Peninsula Library and Sir Louis Matheson Library, have always been well-liked by students for either intensive group discussion or quiet, independent study. Due to its popularity, it will be difficult to have free access in the room during SWOTVAC, so book ASAP in advance!

To book a discussion room, go to the relevant booking website: <https://monash.libcal.com/>. The site will guide you to choose the preferred location and time for your booking. The site will allow you to see which booking slots are available. The booking slots are typically for 30 minutes, and you can only book for a maximum of two hours a day.



The Caulfield Library discussion room is pictured above (it's the room on the right!).



# ACCT100 REVISION SEMINAR

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A great revision resource for all students wanting to ace ACCT100  
Introducing to Financial Accounting.

## WHAT DOES THE SEMINAR COVER?

Are you a first-year Commerce student about to undergo their first university exam? Are you looking to HD this unit? Well look no further because the MASA ACCT100 Revision Seminar will aim to not only help you ace this accounting unit, but to also guide you as to how university exams are run and general exam tips and tricks!

Our very own Vice-President, Nathan, will be leading this seminar. Nathan will bring to you:

- Revision of content
- Questions to watch out for in the exam
- Practice exam questions
- Q&A session at the conclusion of the seminar



## EVENT DETAILS

More details regarding date and location to be released in the coming weeks.  
Watch out for the event on MASA Facebook!

# MENTAL HEALTH

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## WHAT BEST TO DO THE NIGHT BEFORE EXAM DAY!

### **Get a good night's sleep**

Make sure to be well-rested before the exam! Sleeping plays a vital role in restoring and rejuvenating the body and mind. Avoid last-minute cramming for the exam, it will make you feel tired and forgetful during the exam, which may create more harm than good.

### **Plan your exam preparation**

Consider the time you need to wake up, get ready and leave. Always check public transport estimated time and arrival. Do not forget to prepare the things you need to bring during the exam (e.g; calculators, pens, pencils, erasers, etc). Besides that, the most important thing is to ensure that you have covered all the necessary topics before the exam!

### **Eat healthy meals**

Fuel your body with a meal filled with nutrition before the exam - plenty of fruits, vegetables, lean protein and whole grains!! Consuming a well-balanced meal with nutrient-rich foods can enhance your memory and recall abilities during the exam. Avoid heavy, greasy food that makes you feel bad!

### **Seek support**

Do not be afraid to reach out to your friends, family or mental health professional if you are feeling overwhelmed or stressed. Monash has facilitated an app called MoodMission to help students learn better ways to cope with low moods and anxious feelings prior to exams.

### **Take breaks**

Taking breaks can help you reduce stress and the chance of burnout. Taking regular breaks while studying is encouraged to prevent overworking yourself. It also allows for better memory consolidation. Research has shown that spacing out your study sessions and allowing time for breaks between learning sessions and breaks enhance long-term retention!

For emergency and after-hours mental health

[Mental health emergencies](#)

Emergency services: 000

Campus security: 333 (9905 3333)

[Phone counselling open 24/7](#)

1300 788 336





# ALLOCATE+

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## WHERE DO I GO?

On Allocate+, you'll read something that looks like:

**ACC1100 - Introduction to Financial Accounting**  
**E-EXAM: ON CAMPUS - ROOM G.31, 19 ANCORA IMPARO**  
**WAY, CLAYTON. Seat Number: 1**

- ACC1100 = the unit code
- E-EXAM = the exam is electronic-based, meaning it'll be conducted on your laptop
- ON CAMPUS = the class is on campus, in person. It will say **ONLINE** otherwise.
- ROOM G.31 = this is the location of your allocated exam room. This is room 31 on the Ground floor.
- 19 ANCORA IMPARO WAY = this is the location of the building. 19 Ancora Imparo Way is the Learning and Teaching Building (LTB).
- CLAYTON = the campus where your exam will be held.
- Seat Number: 1 = this is your numbered seat. You have been allocated to sit at seat 1.

# EXAM DAY

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## WHAT DO I DO?

- First of all - **take a deep breath, and relax.** It is Doomsday, but assuming you've followed the study tips and maintained productive habits over the last couple of weeks, you'll be more than prepared for the exam!
- **Keep a close eye on your emails** for any announcements related to exams! You do not want to miss any vital information.
- **Wear comfortable clothes!** You'll be sitting there for over two hours, and you want to avoid any external discomforts that can distract you.
- If your exam is held **on campus**, ensure that you arrive at least 30 minutes early to account for any unexpected delays.
- Once you're inside your building, head straight to your allocated room and find your seat. Refer to your exam supervisors for further instructions.

## WHAT DO I BRING?

- The exam will be conducted on your laptop, so ensure that you have a **laptop** (not an iPad) and a **charger** in case your laptop runs out of battery. There are charging ports in the exam room.
- Ensure your laptop has a **working webcam and microphone**. Your video and audio will be accessed by an exam supervisor.
- **Don't forget your Student ID!** Some of you may have the electronic M-Pass, if that's the case, you just need to bring your phone!
- If you're taking a unit that requires mathematical calculations, bring a **pen, pencil and eraser**. Paper will be provided in the exam room (if allowed).
- Bring a **drink bottle!** It's important to stay hydrated, especially when you're in a stressful environment.





# DEFERRED EXAMS

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Sometimes, not everything goes according to plan.

## WHEN YOU'RE FEELING UNWELL

Sometimes, things do not go the way you expected and you might not be able to attend your final examination. Often, if faced with circumstances that are evidently beyond your control, you may be eligible to apply for a deferred assessment.

Some examples of **exceptional circumstances** include, but are not limited to:

- Medical condition
- Mental health condition
- Loss or bereavement
- Carer responsibilities
- Technical disruption



## WHAT HAPPENS NOW?

As stated on the Monash website, you can apply no later than two University working days after your last scheduled final assessment.

You will be emailed the outcome within two University working days of receiving your application.

If **successful**, your final assessment will be deferred.

If **unsuccessful**, you will need to sit your assessment on the original date. However, if you submit your deferral application after your final exam, your final grade will be based on your in-semester marks. This is why it is important to apply as early as possible.

## MORE INFORMATION

For more information on deferred exam, please visit:

<https://www.monash.edu/students/admin/exams/cant-complete/defer>

# USEFUL APPS

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## MONASH STUDY

- Easily access your exam timetable, along with details such as:
  - Time, date & duration of your exam
  - For some exams, you may be allocated a "seat number"
  - Extra notes about your exam



## FOREST

- Helps you stay focused and avoid going on your phone as a distraction
- Plant by yourself or together with friends to grow your forest & unlock coins to buy more trees!



## LOST ON CAMPUS

- Search up where your exam room is and how to get there
- Images of the outside of the room are provided for easier access
- Look for your exam room on campus with ample time before your exam to avoid stress about finding the correct room



## QUIZLET

- Virtual cue cards to help you memorise important information
- Convenient to use as it is easier to carry around compared to physical cue cards and less chance of losing them!



# USEFUL APPS

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## CALENDAR

- Stay organised throughout the end of semester and during SWOTVAC by marking your exams in your calendar & planning your study accordingly
- Helps you stay on track and form a study routine



## SCIENTIFIC CALCULATOR

- Useful for those taking units that require a scientific calculator but you've forgotten to take it with you to study or don't want to carry around the extra weight of a calculator!
- Please note this is not a substitution for university approved calculators during the exam itself - simply a convenient study tool!



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