

Supporting students during exam preparation

March 2021

Teaching & Learning
www.teach.cbs.dk

Photo: Blake MacCarthy

Communication and social engagement

1. Communication and social engagement
2. The assessment
3. Revision and study skills

- Collect questions, comments or concerns from students during the exam preparation period. For example, send out a survey if you want students to respond anonymously or share an editable Word document in Canvas if you want them to write their questions where everyone can see them - in this case, your answers can be added in the same document.
- Prepare a document with answers to FAQ and share it with students. This information can be based on questions students are asking this year but also on doubts students had in past years. Save the document so that you can revise it and improve it from year to year.
- Offer some extra online consultation meetings and/or encourage students to contact you by email.
- Encourage students to form Study Groups to support each other, share notes, arrange review sessions, etc.

The assessment

- Although students will already know the format of the final examination, as it appears in the course description, be very explicit about the skills being assessed and the criteria that will be applied to assess them.
- Make sure all students in the course are familiar with the grading system.
- Help students understand the standard required to show a good command of the subject. Examples are always useful to illustrate this.
- Remind students of any elements they might be overseeing regarding the assessment format (e.g. referencing requirements in written exams)

Revision and study skills

- Point out key readings, sessions and activities of the course that students should revise thoroughly.
- Direct students to any extra resources or activities that may support their revision.
- Use your experience from past examinations to make students aware of the most challenging aspects of the course and provide guidance on how to approach them.
- Ask students to revisit any feedback they have received during the course and encourage them to be proactive in using that feedback to plan their revision.
- Share samples of past papers, if possible with a brief explanation/commentary that links the assessment to learning outcomes and the standards expected in the examination. Encourage students to use the samples to plan their revision.
- Refer students to study skills and well-being information. At CBS, they can find guidance at my.cbs.dk (Courses and Exams - Study Techniques).

Other useful resources:

A memo to students about studying for finals: <https://www.facultyfocus.com/articles/effective-classroom-management/memo-students-studying-finals/>

How to organize and conduct effective study groups: <https://entertolearn.byu.edu/how-organize-and-conduct-effective-study-groups>

Managing test anxiety: <https://www.brown.edu/campus-life/support/counseling-and-psychological-services/managing-test-anxiety>

Healthy living - preparing for exams: <https://www2.le.ac.uk/offices/healthy-living-for-students/preparation-for-exams>