

COUNTING DOWN

How to SURVIVE and THRIVE in the exam period

Being successful in your exams is not just about how much you know about a subject. Your general approach to the exam period and your exam strategies are just as important.

The following online resources cover many of the strategies that might be helpful to think about in your approach to exams. Click on the links for more information.

- [Dealing With Exams \(Young Adult Health Website\)](#)
- [Exam Time: Hints for Effective Studying \(Reachout Website\)](#)
- [Exam Time: Hints for Managing Stress](#)

Remember that student counsellors can help you work on your skills to help you:

- Prepare for exams /Time management
- Exam anxiety and low confidence
- Exam room strategies

Special Consideration

What is it?

A process that attempts to reduce the disadvantage caused by illness or other serious circumstances on a student's performance in examinations or assignments.

Grounds for Special Consideration include:

- medical reasons;
- death of an immediate family member;
- personal trauma or crisis;
- serious illness or psychological condition (there are more examples on the application form).

If these kinds of things are affecting your ability to study, it is advisable that you seek assistance as soon as possible (including contacting your teachers or lecturers) and/or apply for Special Consideration.

Important: DO NOT use the SPECIAL CONSIDERATION Application if you require:

- **Extension of time for submission of work** - submit an *Application for Assignment Extension* (available from your [Faculty/Department office](#)) to the lecturer/teacher in charge of that subject/module.
- **Extension of time during an examination, or Alternative Examination Time, or Special Examination** (see [Examinations](#) page for more information).
- **Assistance for Permanent On-going Disability** - provide medical or other evidence to the [Disability Support](#).

How can it help?

If your application is approved by your school or department you may be granted further or supplementary

assessment, or other measures deemed appropriate by your teacher or lecturer when your application is being assessed.

In your application, it is important to be specific about what types of consideration you are requesting. Seek advice about the options available to meet your circumstances from your school or faculty.

How and when do I apply?

You must use the Special Consideration form available on the Commonly Used Forms Page (Examination and Assessment Related Forms) *Note: Documentary evidence of the circumstances described in your application must be provided.*

Remember: All applications must be submitted to your Faculty or Department within 3 working days of the due date of a specific piece of assessment or examination, or within 3 working days of the last piece of assessment for all the subjects listed on your application.

What is the role of the VU Counselling Service?

The Counselling Service can provide information about Special Consideration and direct applicants to people who may support their application. You can also speak to your lecturer or school or department office first.

VU Counsellors may provide supporting documentation for students they have seen for counselling.

You do **not** need to see a VU counsellor if:

- you already have documentation to support your application, or
- if you are consulting a Health Professional (usually a Medical Doctor, Counsellor) and they are aware of your situation. Ask them to complete the section: *Certification of Health Professional or Non VU Counsellor* on p.4 of the application form.

If you have not had previous contact with the Counselling Service and are unable to obtain supporting documentation for your application, you may wish to consult a VU counsellor. If the counsellor is unable to support your application, they will assist you to explore other options.