End of Semester Checklist

Use this list of suggested steps to help you get off to the right start in your final weeks of semester.

If you have exams, commence exam preparation as early as you can –

☐ Check your unit outline carefully for exam information.
☐ Look up past exam papers through the Library or in your unit’s MyLO site www.utas.edu.au/library/find/past-exam-papers
☐ Take part in any exam preparation workshops offered by Student Learning or by your teaching staff. www.utas.edu.au/student-learning/workshops
☐ Read the various advice sheets on how to prepare for, and be successful in, exams. Look under “examinations” at www.utas.edu.au/students/resources
☐ Organise your semesters’ notes by unit and in chronological order ready to review.
☐ Draw up an exam revision study plan using the Weekly Planers www.utas.edu.au/students/resources
☐ Carefully check your exam timetable and conditions in your eStudent, usually available at the end of week 10.
☐ Familiarise yourself with upcoming key university dates (end of teaching weeks, study week, exam period, results, etc). Go to www.utas.edu.au/key-dates
☐ Pay any outstanding fees or fines showing up under the Finance & Scholarships tab of your eStudent or as notified by UTAS email, otherwise you may be barred from viewing your final results.
☐ Check your Student ID card is up to date, as you need this to sit your exams.
☐ Find out your overall internal assessment mark and follow up if any marks are missing by the end of the teaching weeks. You will then know what your internal marks are before going into the final exam.
☐ Apply for alternative exam arrangements if you have a disability, injury or health condition that may impact on your exam performance with Disability Services by end of Week 11 or with the Exams Office if after Week 11. Go to www.utas.edu.au/exams/examinations and click on ‘Special Arrangements’ for further info.
☐ Make a concerted effort not to miss any lectures/tutorials/workshops and/or content/posts in the last few weeks as important exam advice is usually given at this time of semester.
☐ Participate in any final PASS sessions for unit specific content discussion facilitated by successful senior students. To check if your unit is PASS supported go to www.utas.edu.au/pass
☐ Check the Exams website for information on the Do’s and Don’ts during exams and what to do in case of illness, accidents or special circumstances. Go to www.utas.edu.au/exams/examinations
☐ Get in touch with your Student Adviser if you have any study concerns or personal circumstances that might affect your studies in the coming weeks. Go to www.utas.edu.au/students/learning/advisers
☐ Be sure to check your end of semester results carefully, when they are released through your eStudent, and look up any result codes you are unsure of. Go to www.utas.edu.au/exams/results

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