

## Exams And Results

How you are assessed will vary. Some subjects will require several assignments throughout the semester, others may include exams. Regardless of the format of your final assessment, the underlying principles of success remain the same. Plan your time, be organised, know your content, and convey your thoughts in an accepted academic format.

This section looks specifically at exams, resources to help you prepare, the administration side of exams, and receiving your end of session results.

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### Exams

Your subject outline will advise whether there is a final examination in your subject and what format it will take. Exams are usually held in the final two weeks of each session. Around mid session, the Examination Office will send you details of the time and place your exams will be held.

Read your exam timetable carefully and check that the times of your exams do not clash. Should your exams clash, please contact the **Examinations Office**



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### Examination Centres

Exams are held on campus and at specified Examination Centres. The locations of these centres are listed online through the Admin Info link in my.csu. You will not be required to travel more than 120 km one-way to attend an examination. If you have any problems related to your examination centre you should contact the Examination Office.

You must take identification to any exam. Only your student ID card, driver's licence or passport is acceptable.

[exam schedule](#)



you know how to get to your examination centre before the day of your exam.



Make sure

### Changing Your Exam Centre

If you need to change your exam centre you can do so online up to six weeks before exams commence by going to my.csu and clicking on the Admin Info link.

A fee will be charged for requests made less than four weeks before exams commence. A Centre cannot be changed in the two-week period prior to the commencement of the exam period.

A change of address does not automatically bring about a change of examination centre. You need to change it online or request a change in writing.

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## Preparing For Exams

### Past Exam Papers

Some subjects make past exam papers available for study purposes. If these papers are available, it's a good idea to go over past exam papers so you have an idea of the kinds of questions that may be asked and what will be expected of you.

Some past exam papers are located on the Exam Search web site <https://online.csu.edu.au/cgi-bin/examsrch>

Please note that not all past exams are released for use, or parts thereof (e.g. multiple choice sections may not be included in a paper).

When you work on a past exam, try working to the time limit indicated on the paper. This will give you practice at managing your time and will provide better preparation for the actual exam. Form a study group to prepare for exams. Explaining an answer to someone else really shows you how good your own understanding of a topic is.

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## Exam Success

It's never too early to start preparing for exams. Learning Skills have developed a website based on the most commonly asked questions about exams at CSU. The site also explains the different types of exam formats, e.g. multiple choice, essay, short answer and provides tips on each type. Check in your subject outline as soon as you receive it to find out if you will be having an exam, and schedule in appropriate amounts of study time on your timetable leading up to the exam.

Remember to keep eating well, exercising and getting enough sleep around exam time. Getting sick won't help your study program.



### Developing Your Academic Skills

Locate the Exam Success website and look through the various sections on preparing for exams.



[exam](#)



### Exam Stress

Some people become stressed prior to and during an exam. These nerves can then affect your performance in your exam so try to address your nerves in a positive way. Prepare for the exam as much as you can both physically and mentally.

## Destressing For Exams

The Student Counselling website has some great advice for staying sane during exam time. Go to the section on destressing and incorporate these exercises into your study routine.



[counselling](#)



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## Special Consideration

If you are prevented from attending an exam due to illness or other reasons termed misadventure, you can apply for special consideration within three working days after the date of your scheduled exam. Support documentation is required (e.g. a doctor's certificate which states you were/will be unable to sit the exam; a police accident report, or a letter from a counsellor). For more information, refer to the **University Regulations**.

[regulations](#)



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## Receiving Your Results

Your end of session results will be sent to you via your eBox. You can also view all your past results online.

[transcript](#)



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## Support

Any questions about the administration of your exams should be directed to the Examination Office. If you have questions concerning the content of exams, consult your lecturer.

## Learning Skills

Advisers can assist with exam study strategies.

[learning skills](#)



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