



# SurreyLOVE | Exam Planner

Hey Everyone I am Aaron, your VP Support. I wanted to wish you all good luck from myself and the Support Zone, in your exams and we hope you all smash them! It's been a tough year so just do the best you can. Remember you are not alone and you can always reach out for support whether that is a friend, a family member, or us at in the Support Zone.



| Monday  | Tuesday                                   | Wednesday  | Thursday                                  | Friday  | Saturday     | Sunday       |
|---|---|--|---|---|--------------|--------------|
| 28TH DECEMBER<br>University Closure Day   | 29TH DECEMBER<br>University Closure Day   | 30TH DECEMBER<br>University Closure Day  | 31ST DECEMBER<br>University Closure Day   | 1ST JANUARY<br>University Closure Day   | 2ND JANUARY  | 3RD JANUARY  |
| 4TH JANUARY   | 5TH JANUARY<br>EC Drop-in   10.30am-12pm  | 6TH JANUARY  | 7TH JANUARY<br>EC Drop-in   10.30am-12pm  | 8TH JANUARY<br>Coffee, Cake & Chat   11am<br>  | 9TH JANUARY  | 10TH JANUARY |
| 11TH JANUARY  | 12TH JANUARY<br>EC Drop-in   10.30am-12pm | 13TH JANUARY<br>Tea, Toast & Talk<br>The Hive   10am<br> | 14TH JANUARY<br>EC Drop-in   10.30am-12pm | 15TH JANUARY<br>Coffee, Cake & Chat   11am<br> | 16TH JANUARY | 17TH JANUARY |
| 18TH JANUARY<br>Brew Monday  | 19TH JANUARY<br>EC Drop-in   10.30am-12pm | 20TH JANUARY<br>Tea, Toast & Talk<br>The Hive   10am<br> | 21ST JANUARY<br>EC Drop-in   10.30am-12pm | 22ND JANUARY<br>Coffee, Cake & Chat   11am<br> | 23RD JANUARY | 24TH JANUARY |
| 25TH JANUARY  | 26TH JANUARY<br>EC Drop-in   10.30am-12pm | 27TH JANUARY   | 28TH JANUARY<br>EC Drop-in   10.30am-12pm | 29TH JANUARY<br>Coffee, Cake & Chat   11am<br> | 30TH JANUARY | 31ST JANUARY |

## Support

If you want to have a confidential and anonymous chat, please call Samaritans at any time on 116 123

## Academic Advice Information

The Students' Union's advice team are here to support you. [ussu.advice@surrey.ac.uk](mailto:ussu.advice@surrey.ac.uk)  
Get in touch if you need advice.

## Nightline

**Surrey Nightline is here for you!**  
You can call or IM us to chat and we will listen between 7pm – 7am Monday – Friday  
Or, you can email us and we will aim to respond within 48 hours.  
To find out contact details, please log in to the Union website with your student account.

## Tea, Toast & Talk

Tea, Toast & Talk Come along and grab a free breakfast in the Hive to start your day right

## Coffee, Cake & Chat

Join Aaron for a virtual coffee and a friendly informal chat with other students.

[ussu.co.uk](http://ussu.co.uk)



## Preparing to take your exam - The Do's and Don'ts!

So, you've got your revision timetable under control and you've set aside time to take breaks – now it's time to prepare to take your exam. Here are some things you need to remember about online examinations –

### Before your exam...

#### CHECK YOUR EXAM

Then check it again and make sure you know which type of exam you are taking. Online exams come in different styles from 24 hour essay questions to 2hour MCQs which can be taken in an hour. Make sure you know which type of exam yours is and plan ahead so you can be as prepared as possible.

#### SET UP A WORKSPACE

Online exams mean you can do them in the comfort of your own home, but try not to get too comfortable. Make sure you have a dedicated, quiet space to complete your exam that has good wifi. If you live with other people, make sure that they know when your exam is to remain quiet and stay off the internet for you. A dedicated work space puts you in the right working mindset.

#### PREPARE YOUR NOTES

Most online exams are open-book, which means you can refer back to your notes to help you. Use revision time to prepare your notes and write down key ideas/theories/concepts. Making concise and ordered notes means that you can access them quickly. Remember, too many notes may cause you confusion on the day. If you are using text books and journals, mark key pages or highlight but remember to paraphrase into your work.

### During your exam...

#### AVOID PLAGIARISM

The University has software to help detect plagiarism, including in online exams, so take extra care on the following:

- Don't talk to or communicate with your course mates/other people about your exam. Don't be tempted to join a group chat – if someone talks about the exam, you could all be questioned for collusion.
- Don't copy directly from your source or lecture notes – remember to paraphrase or write your own words. Check your notes, and then check them again to make sure that they are your own words. If you have been asked to reference, then make sure you do so!

#### TAKE BREAKS

24 hour exams aren't designed for you to stay awake for 24 hours! Make sure you are getting restful sleep, regular breaks, food and exercise. We recommend you plan your 24 hours before the exam starts! If you are in the UK it might be a good idea to sleep on your final draft and give it a fresh read in the morning before submission.

#### SAVE YOUR WORK

Make sure you save your work as you go along, ideally on an external device like a memory stick. For 2 hour exams, you can submit your work on Surrey Learn as many times as you want – each new save will override the last. This way, if something happens, you know you have submitted your last draft!

## Online Exam Guidelines

Read carefully before beginning your online exam

### You Should



Have notes in your own words



Work alone



Correctly reference - if you have been told to do so

### You Should NOT



Communicate with others about the exam during the 24 hour window



Use social media or group chats



Discuss any questions or answers



Copy and paste from lecture notes or sources

## Extenuating Circumstances Drop-ins with an Academic Advisor

10.30am – 12pm  
Via Zoom on Tuesdays and Thursdays throughout January.

Find the link on @surreyunion Instagram stories the morning of the drop-in or, follow the link you have been sent from your faculty.

## Thinking about applying for Extenuating Circumstances?



If you are thinking about applying for Extenuating Circumstances (ECs) over the exam period, it is really important that you understand what the process is, how to apply and also what impact this might have on your studies.

You can find information on making an application through the Students' Union Academic Advice pages, here: <https://ussu.co.uk/support/Pages/EC.aspx>

If you are unsure about anything when it comes to applying for ECs, you can always contact [ussu.advice@surrey.ac.uk](mailto:ussu.advice@surrey.ac.uk) with questions or to book an appointment with one of the Students' Union Advisors.

It is really important that you take time to read the University's regulations before you apply.

You can find them on the website below:  
[www.surrey.ac.uk/currentstudents/study/complaints\\_appeals/](http://www.surrey.ac.uk/currentstudents/study/complaints_appeals/)

**Below are some important points to note about ECs. The list below is NOT exhaustive and focuses on exams - any questions can be directed to the Students' Union Advice Team on [ussu.advice@surrey.ac.uk](mailto:ussu.advice@surrey.ac.uk)**

1. A successful EC application for an online exam will defer your assessment until the next appropriate exam period. This may mean that you have to come back in August and sit the exam again. For final years, this could have implications on your graduation
2. ECs will never get you more marks. The likely outcome is that you will be given an opportunity to take the assessment again.
3. You must have valid evidence, unless you are applying for self-certified ECs.
4. Self-certified ECs are restricted to three in one academic year and, will only either give you a 7 day extension on coursework or defer an examination. You do not need evidence, though if you can obtain evidence we suggest you apply through the normal EC process (not self-certified).
5. If your ECs application is received AFTER a deadline or exam, you will have to provide valid evidence and valid evidence to explain why you could not apply beforehand. You cannot self-certify once the deadline has passed or the exam has started.
6. If you can obtain evidence but don't have it now, then you can submit a normal EC application (instead of self-certified) and then add evidence at a later date. You have up to 5 working days from the date of your application to submit evidence.
7. Unfortunately there are no guarantees that an EC application will be accepted. If you have not received an outcome before your exam, we would suggest you attend if you can but email your personal tutor and module lead to let them know you have applied.
8. If your internet crashes during your exam or if you have issues with technology, email your faculty Hive as soon as the issues start, and take pictures or screenshots of the error. We would recommend to wait until after the exam to apply for ECs, that way you will be able to see how much it has impacted your academic ability. Your email to your Hive can be used as evidence alongside pictures and screenshots.
9. If you do become unwell immediately before or during an exam, you should email your personal tutor and module leader, and follow up with an ECs application with evidence
10. Final years who have assessments in August will receive their degree classification in September (and not July) which means that you may miss graduating with your cohort.



The University of Surrey  
**Students' Union**