

## Message from the Dean of Academics & Internationalization – Ms. Rabbea Irfan



Dear Students,

As we approach the end of this academic year, I wanted to take a moment to wish you all the best of luck in your upcoming exams. I know that the past few months have been challenging, and you have all worked incredibly hard to prepare for your exams.

I have confidence in your abilities and your dedication to your studies. I am proud of each and every one of you for your hard work, perseverance, and determination. You have all demonstrated great resilience in the face of difficult circumstances, and I am confident that you will all succeed.

Remember that success is not just about getting good grades; it's about the effort you put in, the progress you make, and the knowledge and skills you acquire. Whether you excel or face challenges in your exams, I want you to know that your hard work has not gone unnoticed.

As you take your exams, remember to stay focused, remain calm, and trust in your abilities. Believe in yourself and know that you have what it takes to succeed. If you need any support or assistance, please do not hesitate to reach out to your professors, academic advisors, or support services.

Once again, I wish you all the best of luck in your exams. Keep up the great work and know that your hard work will pay off.

Sincerely,  
**Rabbea Irfan**  
Dean of Academics & Internationalization



## Message from the Head of Quality Assurance & Academic Compliance – Ms. Amna Salik

Dear Students,

I wanted to take a moment to wish you all the best of luck as you approach the end of your semesters – I am sure this is a busy time for you: either preparing for your examinations or working on your final assignment submissions. Your faculty and Campus-based programme leads recognize that this is a challenging time for all of you, and I want you to know that your hard work has not gone unnoticed. We all want you to continue to work hard and commit to preparing well.

Here are some tips to help you:

1. Ensure you have planned each day to allow yourself a good night's sleep (6 – 8 hours), and that you are eating healthy. A well-nourished mind and body is a must!
2. Plan a realistic plan to help you revise for examination/ or complete an assignment submission. Include a breakdown of how much you will be able to cover each day.
3. Think of what learning style suits you best – and plan your study sessions accordingly.
4. Identify concepts/ areas/ aspects that you require additional help with, and approach your Campus-based programme lead, and faculty.
5. Refer to your notes and any coursework completed during the semester to help you revise.
6. Whether you are practicing from past questions, or writing an assignment from a task, look for the **key words** that will help you understand what is required.
7. Remember to use **SQ3R**, a reading comprehension method named for its five steps: *survey, question, read, recite, and review*.
8. Refer to your trainings on how to reference and cite.
9. And last but not the least, remember we are all here to support you to do well – your success is our success. Do not shy away from reaching out for help! Our faculty and staff are available to provide assistance and guidance needed.

I know that your faculty and Campus-based staff are incredibly proud of you because they have witnessed your growth and development over the course of this academic year. Take confidence in your own abilities and the support system made available to you by your Campus. Your hard work and efforts will be reflected in your performance.

Best of luck for your upcoming examination and assignment submissions!

Sincerely,  
**Amna Salik**  
Director Quality Assurance and Academic Compliance



## Exam Preparedness & Learners

Exam preparedness is a critical factor in determining success in academics. The ability to retain and apply knowledge during an exam is directly proportional to the effort put into studying and preparing for the exam. Therefore, it is essential to have a well-structured study plan and techniques to memorize and conceptualize exam syllabi.

The first step towards exam preparedness is creating a study plan. A study plan helps to manage time effectively and ensures that all topics are covered adequately. A study plan should include a detailed analysis of the syllabus, dividing it into manageable sections, and allocating time for each section. It is also essential to prioritize topics based on their importance and complexity, ensuring that adequate time is dedicated to each topic.

After creating a study plan, the next step is to understand the exam format and requirements. Understanding the exam format and requirements helps to identify

the type of questions asked and the appropriate responses. Reviewing past exam papers is an effective way to understand the exam format and requirements. Past exam papers help to identify common patterns, types of questions asked, and the level of difficulty of the questions. To memorize and conceptualize exam syllabi, it is essential to engage in active learning. Active learning involves engaging with the study material through various activities such as writing notes, highlighting important points, and creating diagrams. These activities help to reinforce memory and enhance comprehension of the material. Mnemonic devices, such as acronyms and rhymes, are also effective techniques to memorize information.

Conceptualizing exam syllabi involves understanding the underlying concepts and principles. A conceptual understanding of the material helps to apply knowledge in various contexts and scenarios. An effective way to conceptualize exam syllabi is to engage in problem-solving activities.

Problem-solving activities involve applying concepts and principles to solve problems and scenarios. These activities enhance understanding and improve critical thinking skills.

Conclusively, exam preparedness is a critical factor in academic success. Creating a study plan, understanding the exam format and requirements, engaging in active learning, and conceptualizing exam syllabi are effective techniques to improve exam preparedness. It is also essential to practice time management skills and seek help from tutors or peers when faced with difficult concepts. With proper exam preparedness techniques, success in academics is within reach.

### References:

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## Exam Anxiety & the Ideal Coping Mechanism for it!

Exam anxiety is a common phenomenon experienced by many students, regardless of their academic level. Exam anxiety can be defined as a feeling of stress and tension experienced by students before, during, or after exams. Exam anxiety can have negative effects on academic performance and can hinder a student's ability to perform to the best of their ability. Therefore, it is essential to have coping mechanisms for exam anxiety.

The first step in coping with exam anxiety is to understand its causes. Exam anxiety can be caused by various factors such as fear of failure, lack of preparation, and high expectations from oneself or others. Identifying the cause of exam anxiety can help to develop coping mechanisms that are tailored to the specific cause of the anxiety.

One effective coping mechanism for exam anxiety is practicing relaxation techniques. Relaxation techniques such as deep breathing, visualization, and progressive muscle relaxation can help to reduce stress and tension. These techniques help to calm the mind and body and can be practiced before and during exams to manage anxiety.

Another effective coping mechanism for exam anxiety is developing a positive mindset. A positive mindset involves focusing on one's strengths and abilities and adopting a growth mindset. A growth mindset involves viewing challenges as opportunities for growth and learning. Adopting a positive mindset can help to reduce anxiety and improve performance.

Engaging in regular exercise is also an effective coping mechanism for exam anxiety. Exercise helps to reduce stress and tension and can improve overall well-being. Exercise can be incorporated into a daily routine and can help to manage anxiety and improve academic performance.

Finally, seeking support from others is an effective coping mechanism for exam anxiety. Seeking support from family, friends, or mental health professionals can help to manage anxiety and improve overall well-being. Support from others can provide a sense of comfort and reassurance and can help to reduce anxiety.

In conclusion, coping with exam anxiety is an essential aspect of academic success. Practicing relaxation techniques, adopting a positive mindset, engaging in regular exercise, and seeking support from others are effective coping mechanisms for exam anxiety. Identifying the cause of exam anxiety and tailoring coping mechanisms to the specific cause is also essential. With proper coping mechanisms, exam anxiety can be managed effectively, and academic success can be achieved.

### 5 Online Learning Tips for Student Success

- 1 Create a schedule and manage your time wisely. 
- 2 Stay organized and be thorough. 
- 3 Remain engaged throughout the whole course. 
- 4 Take care of yourself. 
- 5 Know where to go for help. 

 [online.osu.edu](https://online.osu.edu)

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