Study Environment

To help yourself study effectively, you should create an environment that is clean, comfortable and inviting.

PAY CAREFUL ATTENTION TO:
- **Lighting**: ensure plenty of light. Lighting should be bright, well-distributed and free from glare. Indirect lighting is best.
- **Air**: provide good ventilation, and avoid stale air.
- **Quiet**: work in a quiet place where there is no noise or distractions. Or, try to adjust to more moderate levels of noise.
- **Space**: you should work in a regular place with your books and materials close by, or you can work in your library.

STUDY...
- while sitting at a desk or table with plenty of room for books and papers.

Make sure your feet are on the floor with your knees at right angles. A good adjustable office chair is recommended.

Develop regular habits of study in certain places. Try to study a subject in the same place and at the same time. You’ll develop habits which make it easier for you to concentrate, and others will be aware of your routine.

Let those with whom you share your house, know that you need time, space and freedom from distraction, so that you can concentrate on your work.

WHEN RESEARCH IS COMPLETED...
- Make a list of ideas.
- Plan and set goals and tasks.
- Prioritise—decide the order of tasks.
- Attend to one task at a time.

ORGANISE YOURSELF!
You need to organise your time so that:
- You are not interrupted.
- You take breaks.
- You do some exercise.

SEARCH THE eLIBRARY:
The eLibrary is available at [www.kangan.edu.au/library](http://www.kangan.edu.au/library)
To find LLC resources on study use these key terms to search:
- Study, method of
- Study skills

If you need extra help Ask a librarian! In person, over the phone 9279-2424 or via email LLC@kangan.edu.au
Surviving Exams

This help sheet serves as a basic guide for dealing with stress and preparing for exams.

Cramming does not work. Don’t stress, plan and revise early.

MANAGING STRESS

Don’t panic
Relax
Massage/Breathing/Yoga
Allow some fun time in between study periods
Talk to people—friends, study buddies, family
Sleep well/Eat well

Allow enough time before the exam to prepare and revise.

See the learning tip Study Environment for further information.

BEFORE THE EXAM

Create a revision plan:
- Make a list of what you know well and what you need to work on. Arrange the course into topics and allow time to study a small section every day.

Find out what to expect:
- Talk to your teacher about the exam; what will be covered, how it is set out, how many marks it is work, how long it will take. Look at a past exam to get an idea.

Study with friends:
- Discuss questions with friends and share study tips.

Take care of yourself:
- Eat and sleep well before the exam. Arrive early so you are relaxed before you enter.

DURING THE EXAM

Read all instructions carefully
- Use the allocated reading time properly, ask the exam supervisor if you are not sure of anything.

Plan your time
- Decide how much time you need to spend on each section of the exam. Allow yourself time at the end to go back and review your answers.

Remember to breathe
- Don’t let stress leave your mind blank. Take a deep breath and focus on the question.

SEARCH THE eLIBRARY:

The eLibrary is available at www.kangan.edu.au/library To find LLC resources on exams use these key terms to search:

- Examinations
- Examinations – study guides
- Examinations - techniques

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