

# Information sheet: Viewing of examinations

## Tips & tricks

Viewing an examination gives you chance to reflect. What went well? What mistakes did you make? Where is there potential for improvement? Viewing an examination is a way to optimise how you study and approach examinations in general. Seize the opportunity!

### Preparing to view the examination

Read the directive "Viewing and transfer of performance assessment records". It will inform you on your rights and obligations.

[www.ethz.ch](http://www.ethz.ch) → Studies → Degrees, credits & grading systems, legal basis → Legal basis → Directives Collection of the Rectorate → Viewing and transfer of Performance assessment records

You may view both performance assessments / examinations and continuous performance assessment tasks. Enquire as to when and where viewing will take place. If the examiners do not issue viewing appointments, contact them.

Recall the examination questions as well as you can. Ask yourself things like "What could I have misunderstood / solved incorrectly?" or "What, exactly, do I want to learn by viewing the examination?" Write your questions down.

Plan in enough time to view the examination.

Take a writing implement, a notepad, your ETH ID and your questions with you to the viewing appointment.

### Viewing the examination

Approach examination viewing constructively.

Be open to comments and criticism. Try to derive what is useful to you.

Check that

- ✓ all of the documents you turned in are present;
- ✓ all of the exercises have been corrected;
- ✓ the points have been correctly added up;
- ✓ the grading scale has been applied correctly.

Give yourself enough time to analyse where you made mistakes, and to ask your preprepared questions. You have a right to receive answers on corrections and allocation of points.

If you do not understand something, ask about it.

Ask whether a model answer is available. If there is not, ask what the correct answer is.

Take notes, particularly on tips and tricks for arriving at answers. Go through your notes and practise applying them to appropriate problems.

If you see an obvious correction error, stay calm and objective when you point it out. Ask the examiners who will take the next steps in removing the error, and how the procedure will look.

Thank the examiners for the opportunity to view the examination.

### Reflection after viewing the examination

When you get home it is important to go over what you learned from viewing the examination. First consider what went well, and what you were able to answer. Take notes. Then ask yourself about the reasons for your mistakes.

- Did you make careless errors?
- Did you understand the task incorrectly, or not at all?
- Did you choose the wrong approach to solving the problem?
- Did you count wrong?
- Did you (not) complete the task fully (e.g. list all of the steps in arriving at your solution)?
- Did you have too little time?
- Did you master the theory, but then find yourself unable to apply it in the tasks?
- Could you answer the theory questions only partially or not at all?
- Did you leave tasks out? Why?
- Were you affected by circumstances unconnected with the examination, such as examination nerves or particular incidents (e.g. train delays or family illness)?
- etc.

Also ask yourself whether you are now in a position – after the viewing – to answer the examination questions. If the answer is no, look for ways to get there (other learning materials, study groups, help from assistants / student association / colleagues, etc.).

After reflecting, write down the main things you have learned, your goals and your next steps as regards studying and the examination situation. If you like you can use the table on the next page.

#### Note

Relevant legal and other information:

- Viewing of performance assessments
- Continuous performance assessments
- Legal action

	Studying / preparing for examinations	Examination situation
<b>My most important insights</b>		
<b>Goals: What will I do differently next time?</b>		
<b>Next steps: What will I do, concretely, to achieve these goals?</b>		

We are happy to answer any questions:

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