

## 1. Preparation for examinations

- ❖ How to start?
  - ✓ Study the syllabus
  - ✓ Check the examination paper structure and format
  - ✓ Register the online study materials
  
- ❖ When to start?
  - ✓ Before you enroll the examinations
  - ✓ Allow around 200 learning hours for each module
  - ✓ Attend examination technique workshops (online or recorded video) and other learning programmes for the modules
  
- ❖ What to start?
  - ✓ Skim your online study materials
  - ✓ Develop a big picture in each section

## 2. Study tips for examinations

- ❖ Get prepared and make a study plan
  - ✓ Note the examination dates and set your own study timetable owing to your own learning pace
  
- ❖ Organise your study space and time
  - ✓ In order to implement the study plan, it is important to set the timeslot and venue for study that you can concentrate on the studies
  
- ❖ Discover your learning style
  - ✓ We all learn differently and you can use your own preferred learning style can help you learn more efficiently by listening, reading, writing or by doing
  
- ❖ Get familiar with the online study materials, past papers, pilot papers, mark schemes and examiners' reports
  - ✓ Take the time to study the syllabus with full coverage, online study materials and review regularly
  
- ❖ Prepare for the examinations
  - ✓ You are encouraged to join our student gatherings and examination technique workshops to understand the examination requirements and preparation
  
- ❖ Take the challenge of the pilot papers and past papers
  - ✓ Try to apply the knowledge and skills in tackling the pilot papers and past papers
  - ✓ Read past papers and attempt to answer with bullet points of the questions before reading the indicative answers
  - ✓ Read examination questions carefully and understand the requirements, e.g. report / memo etc
  - ✓ Time management during examinations
  - ✓ For modules which featured pre-released cases, study the case(s) in detail to try to understand the facts and possible issues which may arise from the case(s)
  
- ❖ Form your own study group
  - ✓ It is good to setup a study group to provide support when it comes to revising for examinations

- ❖ Stay motivated and updated
  - ✓ You can motivate yourself by applying your knowledge and skill-set with the latest insights and issues, including information from the HKCGI monthly journal CSj, BBUs, e-updates, research reports and guidance notes
  
- ❖ Keep in touch with the practitioners
  - ✓ Join the CPD seminars and Governance Professionals Mentorship Programme to meet and connect with the industry practitioners for latest insights and issues
  
- ❖ Think positively
  - ✓ There will be ups and downs in the learning and exam preparation process. Think positively and review the milestones that you achieved and motivate yourself to go on the learning journey

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