



IFSE ebooks

STUDY TIPS



YOUR PARTNER IN
FINANCIAL SERVICES EDUCATION

VOTRE PARTENAIRE DANS
L'ÉDUCATION DES SERVICES FINANCIERS



IFSE ebooks

This ebook looks at some of the common challenges that many students face when studying for – and writing – exams, and provides helpful advice on how to successfully overcome those challenges. Our academic partners and corporate training departments can use this ebook to offer their employees/students practical tips on:

- How to study effectively – either independently or as part of a group
- How to approach tests/exams so they can achieve the best results possible

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Tips for finding study time

5 tips for finding the time to study

Taking courses to improve your knowledge and skills is a worthy pursuit. One of the big challenges is trying to find time to study when your days (and nights) are already filled with work, family obligations and more.

It's important to succeed in the courses you take, so put in the effort and prioritize studying in your schedule.

The more distractions you can avoid, the more productive your studying will be!

Here are five tips to help you find the study time you need:

1. Try to set aside a consistent time each day for studying. This predictability will get you in a routine and impose a study discipline to follow. If it helps you with accountability, find a study buddy to keep you focused, share thoughts on the course content and quiz each other.
2. If the course is related to your role or is an actual work requirement, see if your manager can let you block off some regular study time on your calendar, subject to workflow, meetings and other tasks, of course. You can also use breaks at work or part of your lunch time to study.
3. When possible, try to study while commuting to and from work. Maybe you're a passenger in a car or have a long bus, train or subway ride each day. It's a great time to squeeze in some studying – just not when you're driving!
4. Make use of short bits of free time throughout your day, even if it's just to read a section or a few pages from a section. You can also do some sample test questions or review content that you've already studied. Get creative and you'll be surprised how many opportunities you'll uncover to squeeze in some studying.
5. Everyone has routines and things they simply enjoy doing. It takes a bit of sacrificing when taking a course, so consider temporarily cutting back on some activities that aren't crucial (e.g., watching TV or regularly checking social media). You could also multi-task and study while doing laundry or preparing meals.



Go team go!

5 ways study groups can improve your exam success

There's nothing like the memory of late-night study sessions to send shivers down the spines of adults continuing their professional development. But studying doesn't have to be the challenge that it once was. One way to make it easier is to start (or join) a study group. Here are five reasons why:

1. Fill in the gaps

In a group, your weaknesses will be more apparent than when you're alone. While that's probably the top reason why people don't study in groups, it may be the top benefit of group study as well. Knowing your weaknesses helps you focus your study and overcome your weaknesses. While we supply practice exams and quizzes, your group members can quiz you on specific areas where you're facing challenges.

2. Raises the stakes with a little competition

Another great benefit of group work is the potential to "gamify" your studies. This starts with setting specific goals, such as finishing a chapter by the end of the week. You can challenge one another, and then create rewards and punishments. All in good fun, of course. Maybe you all chip in and buy the winner a coffee at the next session.

3. Stop procrastinating

The simple act of cracking a book – or logging in – can seem insurmountable some evenings. A long day at the office is more than enough to drive people to their couches ... or anywhere else besides more work. If you have a group that depends on you to participate, however, that obligation is more than enough to keep you committed to advancing your career through education.

4. Learn how to learn

By working in a group, you'll learn new study techniques. Some people use flashcards, others cram as much info as possible onto one sheet of paper. Some people try to visualize, while others tackle their challenges with rote memorization. Study group sessions are the perfect time to experiment, ask questions and find out which methods work best for you.

5. Practice teamwork and cooperation

If you're newer to the world of financial services, working within your study group is a great opportunity to develop your teamwork and collaboration skills. These "soft" skills are fundamental for just about every position you could hold in our industry.

Take the team approach and start a study group today. Good luck on your exam!



8 Strategies to Succeed on Exam Day

Even though the word “exam” can strike fear into many students, we don’t think that’s necessary. We’re here to help.

There are many ways to improve your chances of passing. The following techniques will help you perform well on exam day:

1. Get some sleep.

First, and maybe foremost, it’s essential that you get enough sleep the night before your exam. You want to be as fresh as possible.

2. Know where you’re going

Ensure ahead of time that you know how to get to the examination centre. You don’t want to get lost on your way to the centre.

3. Arrive early.

Make sure you arrive at the examination centre at least 15 minutes before the starting time. You want to be relaxed and focused when the exam starts.

4. Keep moving ahead.

If you don’t know the answer to a question, move on to the next one. You may find that subsequent questions can help you recall information to answer the question you missed.

5. Apply the process of elimination.

For a typical multiple choice exam, a useful way to find the correct answer is by the process of elimination. Even if you don’t know the answer to a question, you may be able to recognize that some of the options are incorrect. Eliminating them will allow you to focus on a narrower range of choices and increase your chances of selecting the correct answer.

6. Answer every question.

No marks are deducted for wrong answers. If all else fails, guess. You still have a chance of getting the correct answer. If you’ve eliminated some of the options, your chances of getting the correct answer are even higher. If you leave a question unanswered, you needlessly reduce your chances of passing the exam.

7. Read carefully.

Read every word in the questions. Sometimes, a single word may be the key to the correct answer. Here are some examples:

“net asset value” vs. “net asset value per unit”

“capital gain” vs. “taxable capital gain”

“income tax” vs. “taxable income”

“never” vs. “sometimes”

“some” vs. “all”

8. Manage your time.

Allocate your time properly so you can answer all the questions. A typical three hour exam may have a 100 multiple choice questions. This means that you have approximately two minutes on average for each question. In practice, most students have no difficulty completing the exam on time.

Follow these strategies and you’ll improve your odds of success. Good luck on your exam!



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