

Vademecum for students afferent to the inclusion sector for the construction of graphic representations as support

Dear Students,

Please REMEMBER THAT:

- Mind maps are primarily tools for studying and learning, designed to integrate, organize, and visually represent new knowledge. They help provide an overview of the main topics and content of a lesson or text.
- Graphical representations of knowledge (diagrams, mind maps, tables) can be a useful support for exam preparation, but only in certain cases, depending on your learning profile, characteristics, the subject of study, and the type of exam.
- Some types of exams (e.g., oral exams) are more suited to using such tools, while others are less so (e.g., multiple-choice questions). The professor may suggest alternative tools if graphical representations negatively affect the equivalency of the exam.

For graphical representations of knowledge used in exams, the following characteristics should be observed:

- They should be brief (e.g., no more than 10 pages).
- They should be concise (containing keywords, images, symbols, formulas, etc.).
- They should only include the main information, not details.
- They must not contain long sentences or paragraphs; specifically, they should not include the answers to exam questions.

The final versions of graphical representations (NO drafts) must be submitted for evaluation by the Inclusion Unit. They must be attached to the request for personalized exams by filling out the relevant form, at least 15 days before the exam date. The form is available on this webpage: <https://www.unipd.it/en/inclusion-support-lesson-attendance-individual-study-and-examinations><https://www.unipd.it/en/inclusion-support-lesson-attendance-individual-study-and-examinations>

To properly create this compensatory tool for your exams, we recommend your participation in the periodic training sessions offered by the Inclusion Unit ([you can find information on this page](#)).

To better understand the role of graphical representations in the study process and not only in exams, we recommend the MOOC "Succeeding at University," available at this link: <https://learn.eduopen.org/course/view.php?id=560>.

We suggest focusing on the following videos (29 minutes in total!):

MODULE 1 - Study Planning

MODULE 2 - Processing Strategies

MODULE 3 - Strategies for Memorization

- Review and prepare.

Finally, please remember that you always have the option to schedule a meeting with the Inclusion Unit ([booking link](#)) for clarifications and/or additional information. You will be warmly welcomed.