

Advice and Strategies for Exam Preparation



Preparation

Knowledge

Technique

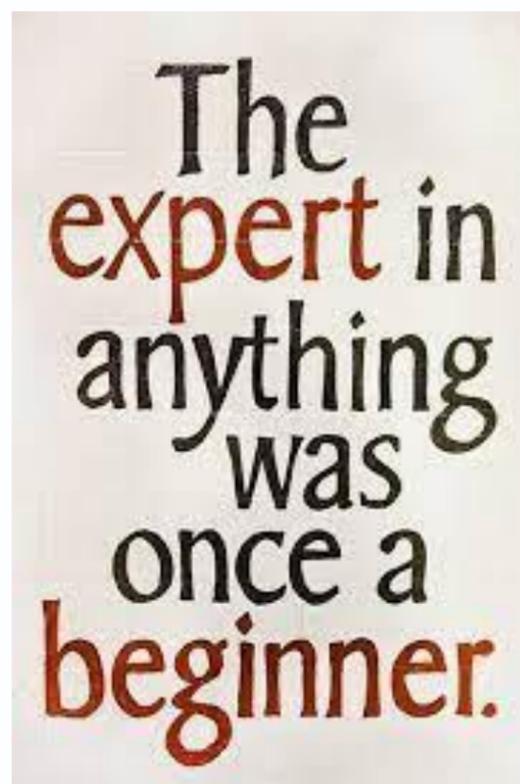
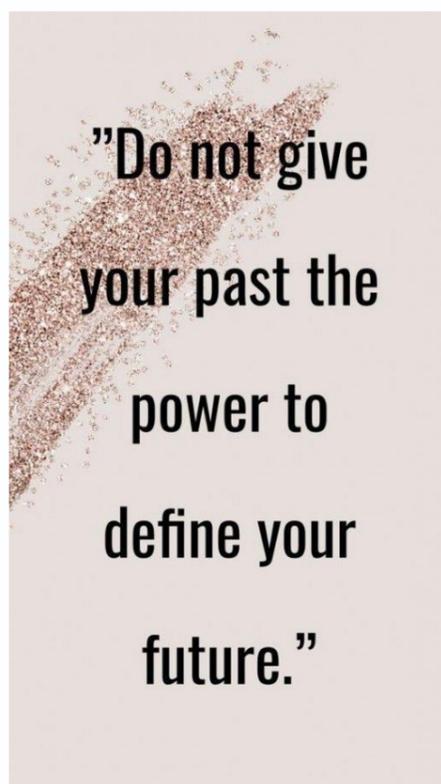
Timing



Inspirational quotes



stay
POSITIVE
WORK HARD, MAKE IT
happen



Exam Expectations

Before the exams

- Make sure you listen and focus in your revision lessons. Use time after school and outside of lessons to revise. Remember the more time you spend revising, the more you increase your chance of exam success!
- Work with your Form Tutor in tutor time to create a Revision Timetable. This will enable you to plan and use your time well. (See example on the school website)
- Ask questions! If you do not understand something then ask your teacher. Remember the only silly question is one you don't ask!
- Prepare an 'Exam Kit'. This should include everything you will need in a clear bag or pencil case; including a pen, pencil, ruler and calculator.

On the day of the exam

- Arrive early to give you chance to look at your seat allocation
- Follow the instructions from staff.
- Remove bags and leave them at the back of the room
- Ensure your phone is switched off & Smart watches removed & off
- When you enter the exam room you must be in TOTAL SILENCE
- Follow the instructions and make every effort to answer every question in full. Remember, even a short answer is better than none!
- If you finish the exam early, re read and check your answers, check you have read the question properly and add any additional points to your answer
- If you are fully finished, sit quietly in your seat until you are dismissed.
- When told to do so collect your coats and bags and leave the exam room in a mature and calm way.



Support Network

Establishing your Exam Ready Team

You are Team Leader

Family

Teachers

Friends

Listen

Provide the time and space for learning at home.

Feed your brain friendly food.

Give you the vital equipment

Support your routine.

Treat and reward you.

Test you and discuss your revision and exams.

Communicate the bigger picture.

Give the detail.

Exam experts.

Guide you.

Talk things through with you and revise together.

Kepp you upbeat.

Help you out with areas of difficulty.

Share notes.

Go out with you on those important days.

Need Equipment - If you are unable to provide your own equipment please do speak to a member of staff.



Positive Attitude

Positive thinking and a positive mindset is key to you achieving your best. Your brain believes what you tell it, so tell yourself that you are great and that you are going to do well.



Have a study area or workspace. If this is difficult at home use the areas in school available to you. Make sure your work space is clean, well lit, quiet and warm. Avoid distractions, ensure you keep this area organised and tidy.



Have your revision pack ready; revision guides, pens, notes, highlighters, post it notes, index cards, clock, coloured card, dividers, paper, water and your revision timetable.



Keeping healthy

Hydration, Hydration, Hydration!



A healthy diet helps feed your brain.

Food suggestions:

Muesli with grains, fruit and seeds

Porridge with fruit or honey

Eggs- boiled, scrambled, poached

Bananas and berries.

Fruit smoothies

Toast

Spinach

Salmon

Salad

Stir Fry



Avoid:

Junk food as it contains many additives

Sugar based breakfast cereals

Dehydration will also damage concentration so make sure you are drinking plenty of water whilst studying.



Organisation and Revision timetables

Plan your schedule, consider relaxation, any clubs, chance to socialise and prioritise subject area and by topic.

Link to [Revision timetable on the school website](#)

My daily priorities:

8am:	4pm:
9am:	5pm:
10am:	6pm:
11am:	7pm:
Midday:	8pm:
1pm:	9pm:
2pm:	10pm:
3pm:	11pm:

My weekly priorities:

	Period 1	Period 2	Period 3	Period 4	Period 5	3pm	4pm	5pm	6pm	7pm	8pm
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
	10:00 - 11:00	11:00 - 12:00	12:00 - 1:00	1:00 - 2:00	2:00 - 3:00	3:00 - 4:00	4:00 - 5:00	5:00 - 6:00	6:00 - 7:00	7:00 - 8:00	8:00 - 9:00
Saturday											
Sunday											

Advice:

- Ask teachers what areas you need to revise or review any exam checklists you have been given
- Identify which topics need the most of your time and attention e.g. how confident on a scale of 1-10 are you. Spend more time on the topics you struggle with.
- Chunk your revision shorter bursts are often more effective e.g. 20-30 minute periods and take breaks.
- Vary your revision as this will prevent Boredom In the holidays and at weekends identify when is leisure time and when you will revise as having a routine will help.
- Reward yourself when you try hard and do well!



Activity, sleep, revise, breaks!



Keeping a healthy mind and body is important.



Go to bed at a regular time and ensure you have a good night's sleep by avoiding technology before bed!

Take regular study breaks E.g. Work for forty minutes to one hour and take a 15-20 minute break.

Try to do some activity e.g. stretching or going for a walk. This helps improve blood flow and relax your body.



Stress Management

It is normal to feel stressed at different times in your life, the key is learning to cope during this time.

Recognising when you feel stressed

- Anger
- Excessive Worries
- Depression
- Mood swings
- Anxiety
- Forgetfulness
- Tiredness
- Poor Concentration
- Profuse sweating
- Lack of interest in studies despite efforts made
- Changes in sleep or eating patterns

Ways to cope with stress

- Positive Attitude
- Rest and Recreation
- Sleep & Regular Breaks
- Exercise
- Diet and Nutrition
- Plan your time
- Seek support
- Parents, teachers, friends, carers
- Avoid late night intense revision the night before an exam
- Don't over analyse exams, let them go!



TALK & LISTEN,
BE THERE,
FEEL CONNECTED



DO WHAT YOU CAN,
ENJOY WHAT YOU DO,
MOVE YOUR MOOD



REMEMBER
THE SIMPLE
THINGS THAT
GIVE YOU JOY



EMBRACE NEW
EXPERIENCES,
SEE OPPORTUNITIES,
SURPRISE YOURSELF



Your time,
your words,
your presence



Understanding the command words

Understanding the format and exam instructions in each subject is very important. In addition knowing the weightings of each unit will help you to revise and plan your revision more effectively.

Consider the following:

- What is the exam on?
- How long is the exam?
- Do I have to answer every question or certain sections?
- What style and length of questions will be given?
- How do the marks relate to timings?

Examples include:

- Analyse
- Evaluate
- Compare
- Describe
- Contrast
- Explain
- List
- Give reasons
- Assess
- Define
- Interpret
- Summarise

graph outline
evaluate discuss
describe explain
devise calculate
distinguish apply
conclusion
choose identify refer
give address state
diagram



Command words

Exam boards use a range of command words, it is important you know what these mean.

** Please note different exam boards use and require different command terms and descriptors so please do ask your teacher for your exam board.

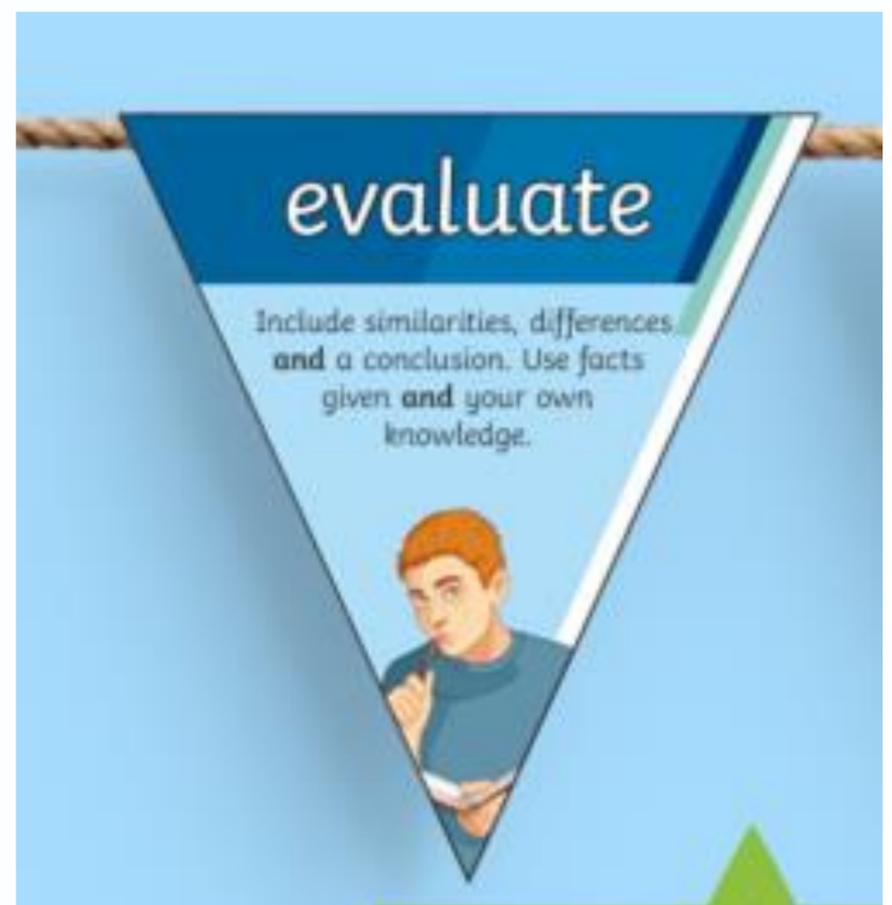
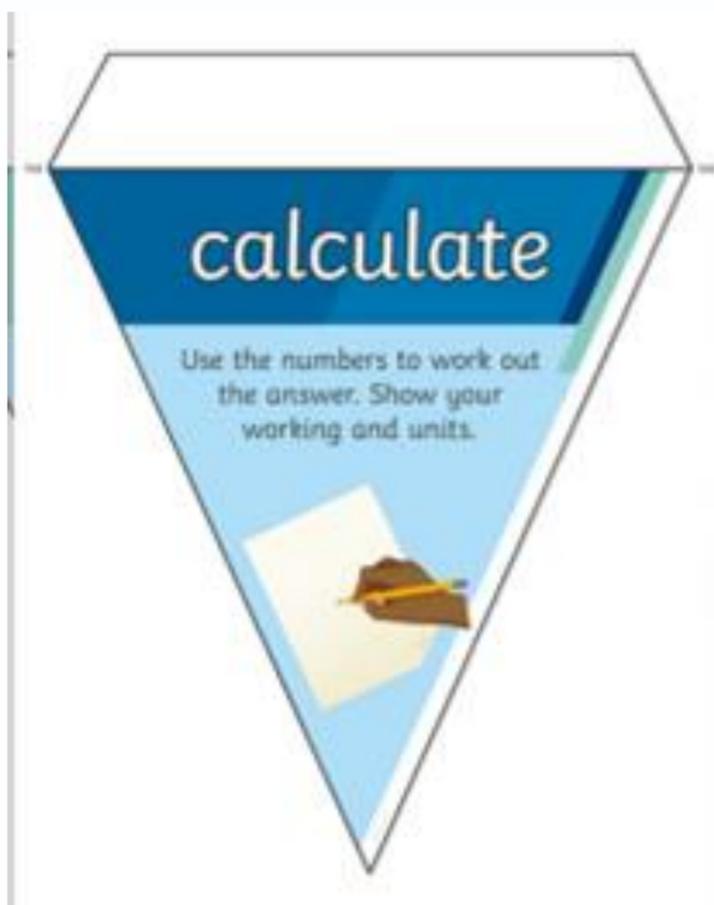
(Example is for reference only and is applicable for Business studies)

Command or term	Definition
Analyse	Learners present the outcome of methodical and detailed examination either by breaking down: <ul style="list-style-type: none"> • a theme, topic or situation in order to interpret and study the relationships between the parts and/or • information or data to interpret and study key trends and interrelationships.
Assess	Learners present a careful consideration of varied factors or events that apply to a specific situation or to identify those which are the most important or relevant and arrive at a conclusion.
Calculate	Learners work out an answer, usually by adding, multiplying, subtracting or dividing. Can involve the use of formula.
Discuss	Learners consider different aspects of: <ul style="list-style-type: none"> • a theme or topic; • how they interrelate; and • the extent to which they are important. A conclusion is not required.
Evaluate	Learners' work draws on varied information, themes or concepts to consider aspects such as: <ul style="list-style-type: none"> • strengths or weaknesses • advantages or disadvantages; • alternative actions • relevance or significance. Learners' inquiries should lead to a supported judgement showing relationship to its context. This will often be in a conclusion. Evidence will be written.



Command words

Discuss	Learners consider different aspects of: <ul style="list-style-type: none">• a theme or topic;• how they interrelate; and• the extent to which they are important. A conclusion is not required.
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In the exam

- Read the instructions
- Read the question at least twice
- Underline key words and instructions
- Keep a watch on your desk to monitor timing and be aware of analogue timings
- Plan long answer responses and essay style questions
- Divide your time up and do not spend too long on one question



- Go back to any unfinished questions or tasks you were unsure of
- Check your answers and develop any that need more points
- Put your hand up if you are missing any equipment
- Read your responses - are they detailed enough? Have you checked your spelling and punctuation? Does it make sense? Have you addressed the question?



Eat, sleep, revise, rest, repeat

- Repetition is key
- Repeating your revision helps you to remember

Memory is the ability to store and retrieve information (short term and long term)

Memory is improved by repetition, revision techniques, chunking information, mnemoics and more!



- Ebbinghaus forgetting curve


EAT
SLEEP
REVISE
REPEAT



Learning Curve

After 2 weeks,

we tend to remember



I see and I forget,
I hear and I remember,
I do and I understand.
(Confucius)



Revision strategies



Just a minute

Working in pairs, select a topic area and then talk about it for one minute. Try to give as much detail as you possibly can. Your partner could then give you feedback on what you did well and anything you missed out.

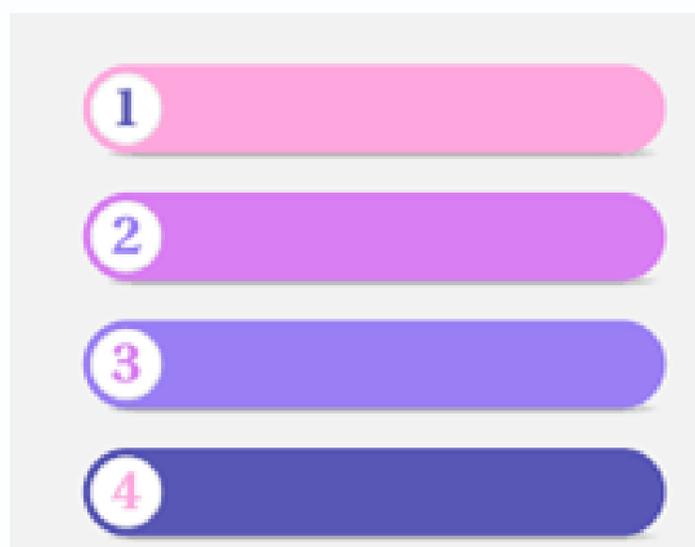
Post it notes

These are great to pinpoint key pages in revision books or to use a different colour for each topic. These make you summarise points.



Bullet points

Going through your textbook and summarising the information into bullet points helps you as you are re-reading content and then summarising the information into more manageable notes. Keep the number of bullet points on a page to a memorable amount e.g. 5 bullet points as you are then more likely to remember it.





Revision strategies

Create a story, song or rhyme

This is a common recall method, it allows you to put information into an order. Use key words and then formulate a story, song or rhyme based on those words. If you make it funny or weird you are more likely to remember it.



8 A register in a computer contains binary digits.

0	0	1	1	0	1	1	1
---	---	---	---	---	---	---	---

(a) The contents of the register could represent a binary integer. Convert the binary integer to denary and hexadecimal.

Denary _____
Hexadecimal _____ (2)

(b) The contents of the register could represent the ASCII value for the single denary digit '7'. Write down the ASCII value for '7' in binary, denary and hexadecimal.

Binary _____
Denary _____
Hexadecimal _____ (3)

Exam questions

Practice completing exam questions, explore past papers and command words. Practice doing questions in exam conditions and even timed. Many exam papers and questions will be available on the google classroom or exam board website. Once complete try and mark it yourself using the exam board mark scheme or ask your teacher for feedback

Be the examiner

Assessing each other is the best way to learn and revise, teaching others develops your understanding and ability to break information down and explain it. Complete an exam question and get a friend to do the same, swap, mark each other's and give feedback.





Revision strategies

Chunking

Break your work down into manageable sentence 'chunks'

Choose a paragraph/topic and count the number of sentences or revision areas.

Draw the relevant number of boxes onto a page and write each sentence into a box from left to right.

Look and read the first sentence out loud. Then, close your eyes and say or air write the words without looking at it.

Repeat and gradually build up the number of sentences until you have memorised most of the paragraph.

Mnemonics

A strategy used to help remember facts or large amounts of information. a tool that helps us remember certain facts or large amounts of information. This is particularly useful if you need to remember information in a set order.

My	MERCURY
VERY	VENUS
EDUCATED	EARTH
MOTHER	MARS
JUST	JUPITER
SERVED	SATURN
US	URANUS
NOODLES	NEPTUNE



Revision strategies

Revision displays

Use unusual ways to present your revision notes, write in chalk on the path, present notes on paper plates, look, cover, check images. Using different approaches helps make it fun and more memorable.



Acronyms

This is a long proven revision technique that is used by many subjects as a way of remembering key tools, approaches and a way of remembering a set order.

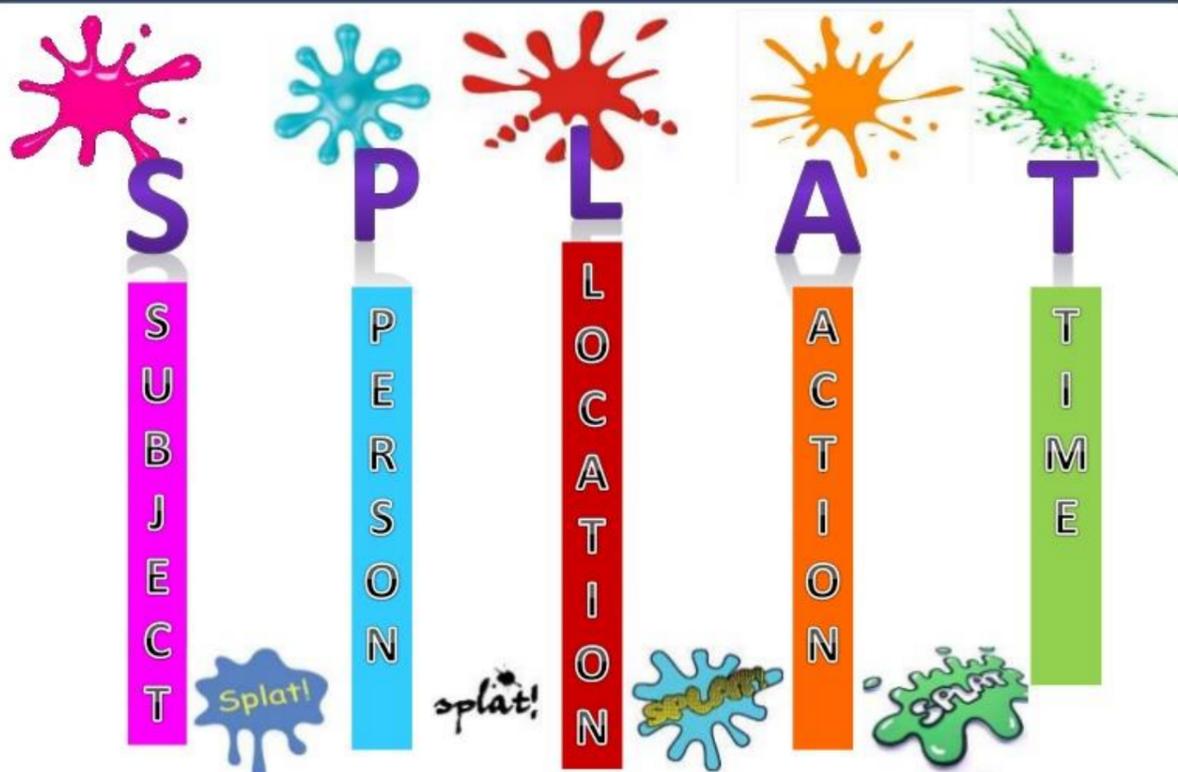
Get to the point

Using shapes such as triangles or squares, you have to write a key point at each corner. Three key ideas use a triangle, 5 key points draw a pentagon!

Technology

Use websites such as Seneca, GCSE pod, Pixl to test your knowledge but also many subjects have other subject specific websites and youtube videos that are very useful.

PARAGRAPHING RULES



Revision strategies

Checklists, RAG rating and/or KWL grids.

Identify what you know, what you need to know and what you are confident with.

K What do I know?

W What do I need to find out?

L What have I learnt already and am confident with?

Create your own exam questions

This shows high order thinking as you really need to understand a topic to be able to devise your own questions. Try and create an exam question similar to that in the exam papers, do ask your teacher for past papers. Once you have compiled a question, test your knowledge by answering it and creating a mark scheme for it.

Developing skills, techniques and motivation			
	Green	Amber	Red
Description and application of these methods of skill learning using practical examples:			
• Practice/rehearsal (e.g. to repeatedly practice your shooting in basketball)	Green	Amber	Red
• Copying others and the use of appropriate role models (e.g. to watch a demonstration of an arabesque in gymnastics carried out by an expert gymnast)	Green	Amber	Red
• Trial and error (e.g. to try a backhand volley in tennis and to learn from your mistakes when playing the shot).	Green	Amber	Red
How each of these can motivate participants to follow an active, healthy lifestyle:			
• Intrinsic feedback	Green	Amber	Red
• Extrinsic feedback	Green	Amber	Red
• Knowledge of results	Green	Amber	Red
• Knowledge of performance	Green	Amber	Red
Description and application of these motives using practical examples:			
• Intrinsic motivation	Green	Amber	Red
• Extrinsic motivation	Green	Amber	Red
Description and application of goal setting with practical examples:			
• To optimise performance	Green	Amber	Red
• To ensure exercise adherence	Green	Amber	Red
• To control anxiety	Green	Amber	Red
Description and application of these components with practical examples:			
• Specific	Green	Amber	Red
• Measurable	Green	Amber	Red
• Achievable	Green	Amber	Red
• Realistic	Green	Amber	Red
• Time-phased	Green	Amber	Red



Revision strategies

Paper chains

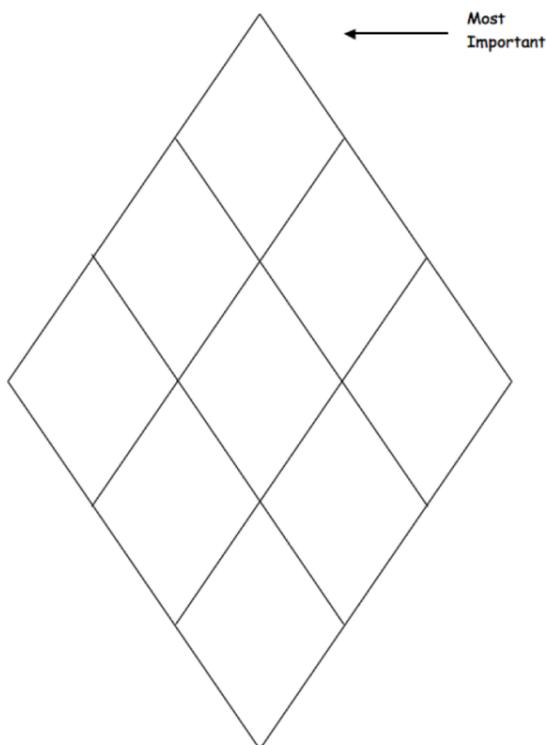
Create paper chains on your key topics, quotes, formulas, phrases on each strip, connect them together and decorate your room. To challenge yourself more, try and link specific topics together.



Revision mats

Allows students to write down information and scaffold it in a specific order. These can be used as revision or after an exam to identify any gaps in knowledge.

Topic: _____



Diamonds

In pairs write down 9 key words, significant points or sentences each.

Put the points into the diamond shape and arrange in order e.g. most to least significant, date order, how the points link etc.



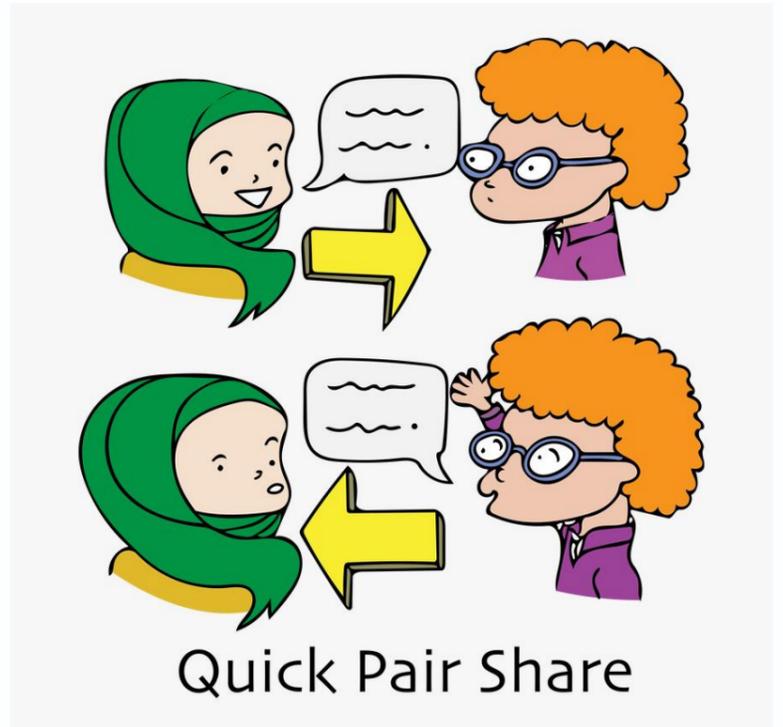
Revision strategies

Rally robin

Instead of bouncing a ball between your rackets in a tennis match, bounce words back and forth. Work in pairs, say a word then your partner needs to say a word that relates to it. Keep count of how many ideas and words you achieve and try and beat your last attempt!

Timing practice

Set up a timer and see what you can achieve in a set 20 minute time period. This helps you to develop the ability to work under pressure.



Turn a word into a sentence

Pick a key word then turn that word into a sentence, then into a paragraph. Practice developing your point.



Subject key hints, tips websites

[Subject information KS4](#)

GCSE Pod

[Seneca](#)

