

## Revision / Examination Tips

It is good to remember that an examination is not about repeating back facts that you have learned word for word but is also a way of displaying a reasoned argument, in some subjects.

A revision Plan is the first step. On a brightly coloured A3 piece of paper, detail when you plan to revise and the subject you will be revising. Allocate more time to subjects / topics which you find the most difficult. Fill in other commitments first and then fill revision sessions around them.

Teachers may be arranging revision sessions, so, please attend these as well as organising your own revision. Revise often; try to do a little, every day.

It can be helpful to change revision subjects, as it helps build variety and keeps interest. The plan should be displayed, so other home occupants are aware of the timetable. It has been shown that facts are easier to remember at the start of the day.

### Starting studying

- Find a comfortable place to study, which is well lit.
- Ensure you have everything on hand before studying. For example; folders / school books for the subject you are studying; A3 coloured paper and coloured felt pens; cards, treats (sweets, drinks and fruit).
- Believe in Bananas – they are very high in potassium and raise energy levels.
- Some people are fine with low level music in the background to keep them in a positive frame of mind. Others need silence. You will know which way is more comfortable.
- Always unplug your computer and switch off your phone.

### Revise

There are lots of ways to do this:

- Read and memorise.
- Summary notes – short version of main notes.
- Keywords and triggers.
- Mind Maps: write a subject then have offshoots, showing memory triggers, e.g. Instead of questions like “When was the Battle of Naseby?” put “Battle of Naseby 1645”. Use bright colours.
- Hide and display, e.g. cover up an answer and then test yourself. Display to see if you are correct and each time you get it right, you can feel a small sense of achievement.
- Mnemonics – the word stands for Make Names Easily Memorable by Organising Nominated Initial Characters. For example: My Very Educated Mother Just Served Us Nine Pizzas is a way to remember

- the order of the planets from the Sun (Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune, Pluto)
- Have fun – act out plays with friends to help you revise, walk up and down the stairs using each step as a different thing to remember, bounce on the trampoline, reciting facts.
  - Give yourself treats / rewards for your hard work.
  - Revise with a friend (just make sure you do REVISE). They could test you.
  - Revision can happen anywhere. You could be at a bus stop and can take out your revision cards. Make the most of the sunshine and sit outside to revise.
  - The best way to revise is when you are relaxed. You are more likely to remember the information.
  - If you really don't understand your notes, please talk to your teacher!
  - Don't stay up all night revising. Sleep before an exam is very important.

### Exam Preparation

Try not to treat the exam day as anything other than a normal school day. Try to follow your usual routine as this will help you relax. Think ahead, once the exam is over you will not have to do any more revision on that subject!

You need to check your examination timetable to find out where the examination is, i.e. the Sports Hall, also where you are sitting in the examination.

Prepare your equipment for the exam. You will always need a BLACK pen. It is also recommended that you do not buy new pens just for the exam, please bring spare pens; but you will find it comforting to use the pen you always use, in the exam. So, if you do buy black pens try to make it the exact copy of the pen your hand is familiar in using.

Your teacher should tell you if you need anything else in the examination, e.g. calculator / coloured pencils.

If you do bring a calculator into an examination, you must ensure that the case on the calculator is removed and that it is not on the calculator when it is placed on your exam desk. You cannot bring calculator instructions into the exam hall either.

You are not allowed to use correction fluid, erasable pens, highlighters or gel pens on the ANSWER script. However, these can be used on the Question Paper.

### Before the Exam

You should have received an Examination Timetable which will tell you the start time of the examination. 15 minutes before the examination, you should

begin making your way to the venue. If you are in a lesson before the examination, your teacher will be aware of the exam and will walk you to the Tennis Courts (if the venue for the exam is the Sports Hall). If your exam is in the Main Hall, please wait by the canteen doors at the front of the school. Study Centre students should go directly to the Study Centre. If you are at lunch before the start of the examination, for example, you will need to make your own way to examination venue / Tennis Courts.

6<sup>th</sup> formers should go directly to the venue and not the Tennis Courts.

Be on time for examinations. If you are very late, your work may not be accepted by the Boards for marking. Do not cheat or break the rules in any way. The rules of the examination boards will have been sent to your home with the Examination Timetable.

All mobile telephones / MP3 players, etc, must be switched off and in your bag / coat at the back of the examination hall. If you have an alarm on one of these items, which will ring during the examination, switching off the item will not be sufficient and you may have to remove your battery to stop the alarm ringing. All earphones must be removed from your neck / ears.

Students can bring small bottles of water (however manufacturer's labels must be removed). Stationery could be placed loosely, without a pencil case or can be in a clear pencil case. Tissues cannot be brought into the examination room; however, tissues in boxes are available in all examination venues for students who may need them. You will need to raise your hand to ask for tissues.

Listen (in silence) to the Invigilator / Exams Officer at the start of the examination. Tell the invigilator (by raising your hand) at once, if you feel you have the wrong examination paper.

Read carefully through the instructions on the front of the paper when you are waiting for the exam to start.

You will be told that "You may start". Look at the time you have available for the examination and work out how much time you should allocate to each question.

Speed read the paper to get an idea of the choice of questions, then read slowly through the questions and make notes on the question paper. Don't forget to check if you have seen all of the questions (some papers have a question on the back). Read all parts of the question before deciding whether or not to answer it. Select the questions that will best enable you to demonstrate your knowledge to the examiner.

Look at the marks available for each question, to assess how much time to allocate. The finish time of the exam will always be on a board at the front of the examination room and there will always be a clock in the examination room.

Try to write neatly, to help the examiner mark your work.

If you are doing mathematical questions, always show your workings. Use what you know to maximum effect and ANSWER THE QUESTION. Not the question you wish you were being asked.

Attempt the questions you feel most confident about first (however make sure you have put the number of the question you are answering beside your answer). This will help you build your confidence and you may find yourself remembering more things.

Towards the end of the exam, read through your work and correct any mistakes. If you do not wish the marker to mark your rough work or any mistakes, you will need to cross through the work. One line horizontally should be sufficient. It is not necessary to make it completely illegible.

If you need to go to the toilet in the examination, please raise your hand and an invigilator will take you from the examination hall and then return you. If you leave the examination hall without an invigilator, you will not be able to return in that examination.

#### At the end of the examination

If you have used more than one answer booklet or any additional sheets, please place them in order and fasten them together with a treasury tag. You will need to add your candidate number and centre number on the extra papers.

Do not leave the examination hall until told to do so by the Exams Officer / Invigilator. Do not take from the examination room any examination stationery (i.e. Question paper, answer paper).

#### After the examination

Don't panic, you won't be the only student anxious about their answers.

Don't compare answers with other students – their answers may be the ones that are incorrect!

Have some fresh air and food and take some time to relax before you start revising for the next exam!

Don't rush to the textbooks to check your answers. There is not point at this stage.

Think positive!!