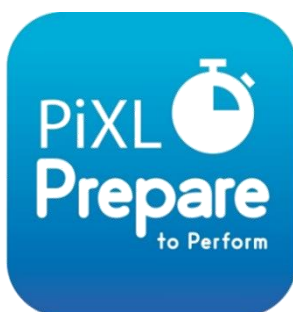


CAMPSMOUNT ACADEMY

Prepare to Perform



Revision & Exam Guide





Prepare to Perform - Revision



Make revision active!

If you are actively involved in doing something during revision you are much more likely to remember your work. Just sitting and reading through notes is not a good method, there are better ways of doing things. For example:

Revise!

- Writing revision notes
- Reading notes aloud
- Recording key points onto an iPod or phone
- Discuss topics with a friend
- Test yourself
- Get others to test you
- Rewrite notes
- Try past exam papers
- Use revision websites

Past Exam Papers



Creating revision notes!

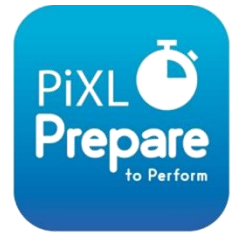
- Make them early, once each section of work is complete write your notes and keep them.
- Avoid long lengths of text. When writing them create your own short hand – they are for your use, not other peoples. Keep your notes spaced out, don't cram too much in.
- Clearly mark headings and titles, divide work clearly.
- Use colour to section up your work, diagrams and drawings will help.
- Once each section is completed, read through your notes and learn your work gradually. This will help your understanding throughout the course.
- If you do not write your revision notes at the end of each section then make a list of all sections you have covered and work through these to build your file, but remember to leave plenty of revision time!

EXAM-BUSTING TIPS

How to pass exams
the easy way



- Choose a topic and get your revision notes ready, do not always pick your favourite subject or topics you are good at.
- Read through your notes and try to recreate these in your mind.
- Put your notes to one side and try to recite or write out your notes.
- Compare what you have said (or written) with your notes and concentrate particularly on anything you may have missed out.
- Repeat this process by testing yourself again.
- If you struggle to remember things, visit the Learning Mentors. They have a range of information leaflets with handy tips and advice. These can also be downloaded from Frog (go to classroom, school departments, learning mentors and leaflets).



Don't let this be you...



Plan ahead!

Constructing your revision timetable!

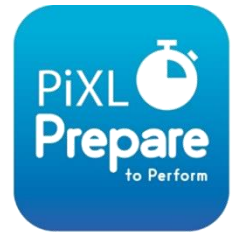
- Draw up a list showing the dates and times of all your exams and work out how many weeks you have left.
- How intense your revision timetable needs to be depends on how close your exams are. It is better to start early and build up your revision gently rather than leaving it late and panicking.
- Timetables are a good way to organise your time but allow some flexibility. If you do not stick rigidly to your timetable it does not mean it is not working.
- When it comes to designing your timetable you could divide it up in a number of ways. For example in sessions; morning, afternoon and evening or in hours – you choose the one you prefer.
- Design your timetable for the first week and trial it. You may need to adapt it to suit your style of learning.
- For each subject make a topic checklist. These need to be added to your timetable. They will not all fit in the first week so keep it manageable and once you have revised a topic cross it off your list, this will allow you to see your progress.
- You will need to revise each topic more than once, three times if possible to ensure you remember it well.
- When designing the timetable make sure you balance your subjects and spread them out over the week and make sure you leave time for leisure activities.

	1700-1800	1800-1900	1900-2000	2000-2100	2100-2200
MON:	Rehearsal	MAKE REVISION TIMETABLE.	Colour IN TIMETABLE	Biolog	Rest
TUE:	Biolog Extrm Class??	DEUS EX	GENERAL STUDIES: Read Calc & Hobbes	Biolog (Adventur) Do some 'This Time'	Rest Session
WED:	Rehearsal	Collect old ASG!	KTAB	KUSF100 Smash the Gate	*
THUR:	File notes on Aquinas	Revise Bismark Sec, Sec.	ESSAY FOR R.S.	Revise JK II Missions	Make Excuse For Biol Result
FRI:	ARTS & DEBATING Soc.	Duch. of @ New	Malfi: Vic!!	With word wrap.	Midsummer on Telly



So you've got your notes and timetable so now what?

Set a start and finish time and stick to it! A reasonable length for a session is between 1-3 hours with breaks, but come back, wandering off after 20mins is not going to get you far. You do not even have to get up from your chair to take a break, just sit and daydream for a while – find out what works best for you.



Try to work in good light and have a bottle of water to hand.

Make sure you have all the equipment you need so you don't need to look for it.



Clear your work space of any irrelevant material that may distract you.

Find a quiet spot and if you are going to listen to music, keep it at a low volume and choose something that won't distract you. Sometimes just getting up and moving around or changing your sitting position can help your concentration.

The school offers a programme of revision classes so take advantage of these.

Always end a revision session by summing up or by testing yourself. A quick re-cap just before you go to sleep on the topic you have looked at that day will help your brain to remember information.



As the exams approach...

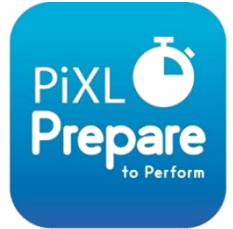
The evening before...

- Keep your revision to a sensible length, don't try to re-cover everything.
- Get all your equipment ready for the morning; make sure you include spare pens and your calculator if needed.
- Try to get a good night's sleep.
- Get up in plenty of time and have a good breakfast, your brain needs food!
- Leave home in plenty of time, making sure you have everything with you.
- If you want to do some last minute revision do so, but only if you know it will calm your nerves and not make you panic.
- Make an arrangement the day before, that when you meet your friends you will not talk about the exam but pick a neutral subject that will keep everyone calm.





Prepare to Perform – The Exam Hall



In the exam hall...

- Once you have found your seat, you have plenty of time as the exam regulations are read out.
- Read through the instructions on the front carefully.
- When you open the exam paper prepare yourself, there are supposed to be some difficult questions – if you found them all easy then the paper has been written wrongly.
- Ease yourself in gently, read the first question carefully and begin in your own time.
- Concentrate on yourself; don't worry about what other people are doing, what question they are on or how much they have written.
- If it helps, take a few minutes to jot down things you are worried about forgetting – these might be equations or formulas etc.
- If you have a choice of questions read them through carefully and mark the ones you have chosen.
- Start with the easier questions first, these will clock up your score and increase your confidence; remember no exam paper requires 100% to pass it – you do not have to get everything right!
- Always check how many marks each question is worth. If there are three marks up for grabs they will probably want you to make three points, or in maths will want you to show your working out.
- Keep an eye on the time; it's always best to wear a watch as you will not be allowed your phone.
- Read every question at least twice and pick out key words.

And on a final point – 'I can't revise!' is just a cop out!





Prepare to Perform –dealing with exam stress



**Don't bottle it up, talk to people.
Talk to someone who will listen, a friend, family member, teacher etc. – asking for help is a sign of strength not weakness.**



Make relaxation time

During the revision period take time out to have some fun. Take your mind off your studies.

Do some exercise

Exercise provides a way of releasing a great deal of the muscle tension which stress causes. It also helps to clear the mind.

Think positive – you can do it!

We cannot all be Einstein or Van Gogh but we all have qualities and gifts, think positively about yours. Thinking you will fail drains your confidence making you worry more. Try to replace things like, 'I'm useless at this subject' with 'although this may not be my strongest subject I can...'

Try relaxation techniques

Find a peaceful spot then tense and relax your muscles starting at the top of your head and working your way down your body.

A good diet

A well balanced diet will promote general all round good health.

Use breathing techniques

Try this:

- Sit comfortably and close your eyes.
- Breathe in slowly through the nose to a count of ten.
- Hold this breath whilst you count to ten again.
- Let your breath out slowly to the count of ten.
- Repeat three times.



More information on relaxation and stress relief can be found in a range of leaflets from our Learning Mentors or can be downloaded from Frog (go to classroom, school departments, learning mentors and leaflets).