

Your
Handy Guide
On How To Revise

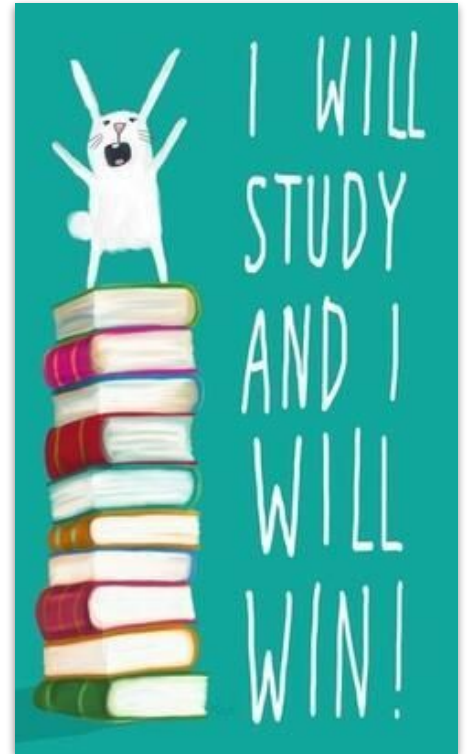
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REVISION

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The Best Revision Tips

- Start revision as soon as possible
- Plan your revision using a timetable
- Set up a tidy study place
- Revisit topics several times with a gap in between
- Vary your revision with different activities
- Do lots of practice papers and questions
- Set aside time to do fun things
- Keep your phone and other distractions away
- Sleep and eat properly
- Don't panic, plan your work and work your plan



Making a Start

We all know that you would rather be doing anything other than revising, but thinking about how revision can help with your future goals may make it seem less terrible.

Knowing why you are revising can motivate you.

- Think about why you want to do well in your exams. Is it:
 - To get into your chosen college or 6th form.
 - To help you to get your dream job one day.
 - To prove to yourself and others that you can do it.
- Whatever your goal, it's best to start revising as soon as possible.
- Be positive about revision - it really makes a difference when your exams arrive.
- Focus on YOUR goals and don't compare yourself to other people.

Five top tips for staying motivated

- Set small achievable targets with rewards.
- Remind yourself of your long-term goals.
- Plan a big treat for after your exams.
- Get yourself a list of everything you need to know for each subject (a topic list) so you can see the progress you are making.
- If you are dreading a particular topic, start with some easier topics first.

Set some rules

Procrastination means putting off a task that needs doing, to avoid this, make sure you make the most of your revision time:

- Turn off your phone, television and other distractions.
- Give yourself regular breaks as it helps you focus when you are revising.
- Break up your revision into small manageable chunks so it is not an endless slog.

Planning

Planning will make you feel in control. Spend some time creating a revision plan.

Why Plan?

- You know you have time to cover everything.
- You won't forget to cover any topics.
- You can prioritise early exams or tricky subjects.
- It reduces stress.
- It's more efficient.

If you don't plan:

- You might not have enough time to revise everything.
- You might forget some topics.
- You will waste time deciding what to revise each session.
- You can't easily check what you have already revised.

Making a Start

One of the first things you should do is make a revision timetable. Follow these 7 easy steps to create the best revision plan.

Step 1:




Write down when all your exams are and refer to this regularly so you can see at a glance which exams you've got coming up. It will help you stay focused.

Example - EXAM TIMETABLE			
Date	Time	Paper	Subject
15th May	AM	Paper 1	Maths
15th May	PM	Listening	German
17th May	AM	Paper 1	English Literature
19th May	PM	On-Demand	Engineering

Step 2:

Break each subject down into topics.

- Look at the exam board specifications for each subject to find a list of topics or ask your teachers.
- Put a tick in the correct column to show how happy you are with each topic. Update this regularly, as you should see it change as you progress through your revision plan.
 - Don't worry if you are unsure about a lot of topics at first. The whole point of revision is that you get more confident as you go on.
- Make sure you do enough revision and practice so that you're happy with each topic.

EXAMPLE - Topic Table			
Topic			
System Architecture			✓
Memory		✓	
Storage	✓		
Wired and wireless networks	✓		

Step 3:

Create a revision timetable.

- First create several empty timetables, one for each month or week (up to you!) and map out the time and dates for all the months/weeks leading up to your exams.
- Start from when your exams are and work backwards.
 - Write down your last exam on the last page of the timetable, then work backwards filling in the other exams until you get to your first exam.
 - Fill in your enrichment sessions.
 - Fill in the time you plan to revise for each subject.

Making a Start

Step 4:

Divide your time into sessions, for example morning, afternoon, late afternoon, evening. To maximise your revision time, think about your normal routine and what will work best for you. Think about:

- What time you get up and go to bed.
- What time you work best.
- How long you will realistically revise for each day (it needs to be achievable in order for you to stick to it).
- How many breaks you will have. A good rule to stick to is 10 minutes break every hour you revise).
- How long you want each session to last.

Step 5:

Fill in your commitments on your timetable. You can't revise all of the time as you have other commitments. Also, if you revise all of the time it can become very stressful and actually you can overload yourself, so give yourself some time off. Go through your revision timetable and book in time for:

- Hobbies and regular exercise.
- Birthdays and Holidays.
- Time with friends and family.

It is also a good idea to keep some time free in your plan in case something unexpected comes up and you need some time to catch up.

Step 6:

Add your subjects.

Decide on how much time you will need to spend on each subject by thinking about:

- Which subjects you find the hardest.
- Which have more content.
- Which you will be examined on first.

Add your subjects into the timetable, working backwards from the exam.

Make sure you allow enough time for each subject and space them out over the time you have.

Step 7:

Add your topics.

For each subject, look at the topics in your topic table (think about which ones you have to prioritise) and add them to your revision timetable. You may wish to do this part at the beginning of each month.

Aim to include topics multiple times so that you have a chance to revise them thoroughly.

Example Revision Timetable

Colour code the timetable, so that exams are in one colour, enrichments in another and revision sessions in a third colour. Make sure you book time off as well (but not too much time off!)

Date \ Time	Morning	Afternoon	Late Afternoon	Evening
Monday 1st June	Lessons	Lessons	Maths Enrichment	English Language Revision
Tuesday 2nd June	Lessons	English Language Exam	Chemistry Revision	Chemistry Revision
Wednesday 3rd June	Chemistry Paper 1 Exam	Lessons	German Enrichment	German Revision
Thursday 4th June	Lessons	German Paper 1 Exam	Maths Enrichment	Maths Revision
Friday 5th June	Mathematics Paper 2 Exam	Lessons	Computer Science Enrichment	Computer Science Revision
Saturday 6th June	Geography Revision	Computer Science Revision	History Revision	Time Off
Sunday 7th June	Time Off	Geography Revision	Computer Science Revision	Geography Revision
Monday 8th June	Lessons	Lessons	Computer Science Revision	Computer Science Revision
Tuesday 9th June	Computer Science Paper 1 Exam	Lessons	Geography Revision	Geography Revision
Wednesday 10th June	Lessons	Geography Paper 2 Exam	History Enrichment	History Revision
Thursday 11th June	History Paper 2 Exam	Lessons	Science Enrichment	Science Revision
Friday 12th June	Lessons	Lessons	Computer Science Enrichment	Computer Science Revision
Saturday 13th June	Time Off	Science Revision	Computer Science Revision	Time Off
Sunday 14th June	Time Off	Computer Science Revision	Science Revision	Science Revision
Monday 15th June	Biology Paper 1 Exam	Computer Science Paper 2 Exam	English Enrichment	English Revision
Tuesday 16th June	English Literature Paper 1 Exam	Lessons	Maths Enrichment	Maths Revision
Wednesday 17th June	Lessons	Lessons	Maths Enrichment	Maths Revision
Thursday 18th June	Lessons	Mathematics Paper 3 Exam	Science Enrichment	Science Revision
Friday 19th June	Physics Paper 2 Exam	Lessons	Time Off	Time Off

Revision Timetable

Use this checklist to ensure that you have included everything in your revision timetable.

- Have you included all your exams for every subject?
- Have you added in topics for at least the first few weeks?
- Have you double-checked the dates?
- Does your timetable cover a mixture of subjects each day?
- Have you planned in regular breaks?
- Have you left time for things you enjoy doing?
- Have you left a few gaps to change things if you need to?

Stick to your timetable but be **flexible!**

It's all well and good making yourself a great timetable, but it is no use if you don't stick to it. Use your revision timetable along with your topic tables to track your progress.

Don't be afraid to adapt your timetable as you go - if you feel more secure in a subject than you thought, switch it up and revise for another subject or spend a little less time on it.

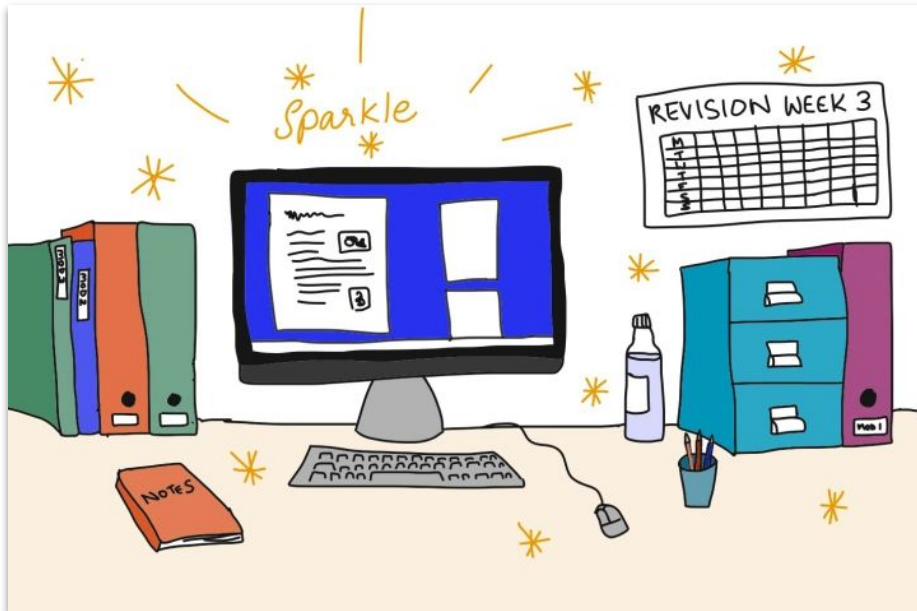
If something doesn't go to plan, don't panic, just fit any missed revision into the gaps you've left in the timetable and carry on.



Preparation

Organisation

- Organise your notes and books for each subject to make it easier to find information.
- Write a to-do list, then prioritise which tasks need to be done first.
- Make sure you have all the stationery you need such as paper, highlighters, pens, calculator etc.



Revision Environment

- A tidy study space is important, you find it easier to revise if your study space is free from clutter.
- Door closed to shut out any noise.
- Ensure it is well-lit so it is easier to read.
- No distractions (TV off, phone off and NOT on your study desk - you will just be tempted).



Coping with Stress

Exam periods can be stressful and it is normal to feel some nerves when you have an exam approaching. Luckily there are ways to cope so stress doesn't affect your revision or your health.

Ways to help with stress

- Go outside for exercise and fresh air as it will help clear your head.
- Set aside time to meet up with your friends where you're not revising.
- Give yourself relaxation time such as listening to music, watching TV, catching up on social media.
- Keep up with your hobbies and doing activities you enjoy.
- Eating and sleeping well can also help with reducing stress.
- Talk about how you are feeling to your friends, family and teachers as this can really help you air out your anxieties and come up with a way to deal with your stress. If you don't feel like you can talk to someone you know, then there are support services out there and we have our school counsellor who can offer you support.

Signs of stress

- A loss of appetite.
- Sudden weight loss or weight gain.
- Feeling anxious.
- Difficulty concentrating.
- Feeling emotional.
- Struggling to sleep.

What to avoid (makes stress worse)

- Don't revise late into the evening this will affect your sleep and make you tired.
- Not taking adequate breaks as it will make revision time less effective.
- Don't set unrealistic targets or you'll always disappoint yourself.
- Don't bottle things up - tell people how you feel!

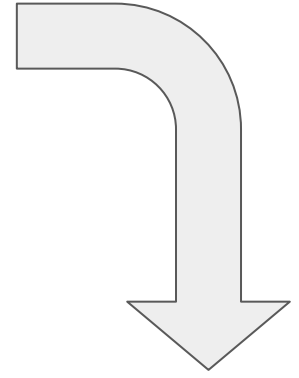
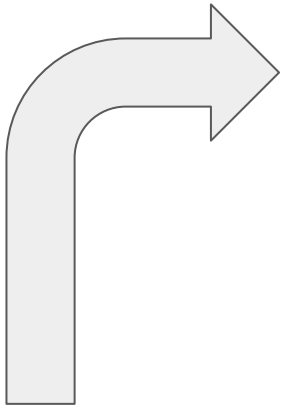


How to Revise

LEARN

Before you start revising a topic, you need to make sure you understand it. If there is anything you're not sure about, you could:

- Look back over your notes carefully and read the textbook/revision guide again.
- Do some research online or in the LRC.
- Ask your teacher.



TEST YOURSELF

Once you are happy that you know a topic, it is time to test yourself.

Mix it up with some quick recall questions and exam questions.

It is really important to practice real exam questions so that you can apply what you have learnt. If you find a question you can't answer, just go back to learning/revision again.

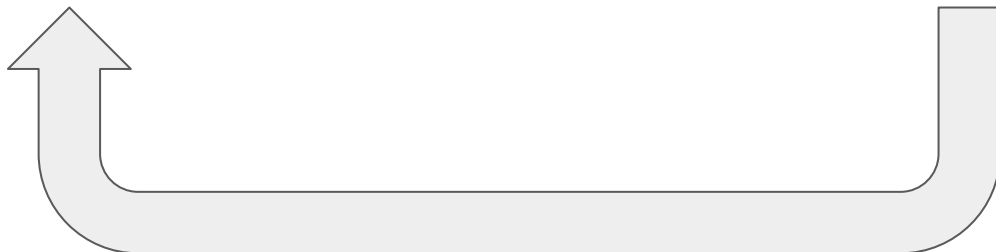
REVISOR

Revising is the process of going back over what you have learnt so that you are ready to answer questions on it in an exam.

There are many different ways to revise, here are a few examples:

- Condensing your notes.
- Creating mind maps.
- Creating flow charts.
- Creating and using flash cards.

If you find something you don't understand, just go back to learning it again.



Condensing Your Notes

You can't learn every word you've ever written so you need to condense them.

Condense them in your own words

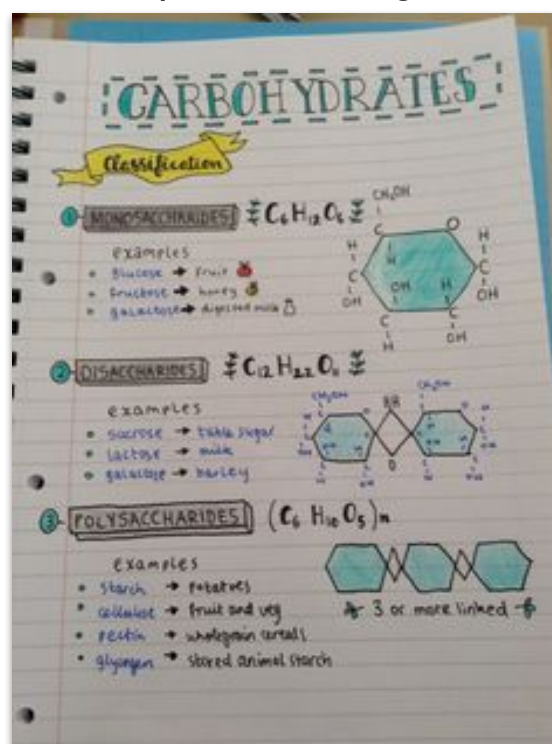
- You want to simplify and summarise your notes into key points so they're easier to revise from.
- Aim to get each topic onto a single page. Cut out the waffle and pick out what's important.
- Try to reorganise the material by linking topics together.
- How you present your notes might depend on the subject i.e. labelled diagrams, timelines, key quotes
- Condensing topics makes your revision interactive. It is better than just re-reading your notes again, plus you're more likely to remember your own words than something someone else has written.

Test yourself on what you've covered

When you've simplified a topic, it's time to test yourself:

- Cover up your notes and write down as much as you can remember.
- Compare what you've written to your notes then fill in any gaps using a different colour so you know which bits you have missed.
- Keep doing this until you remember everything on the topic.

The key to condensing is to pick out the right points. If it helps, you might want to go through and highlight the important bits before you start writing.



How to Revise

Mind Maps

- Mind maps are a visual way to organise information.
- One mind map usually represents one topic.
- The name of the topic goes in the middle, with sub-topics and further detail added around it.
- Details are short and to the point.
- Boxes or bubbles around some of the information can help make it stand out.
- A good mind map uses colour and images.

Mind maps are great for revision topics

- Organising material visually can make it easier to recall in an exam.
- Colour and images can help topics and information to stick in your memory.
- Mind maps can help you to identify key ideas of a topic and find links between them, which can help you see the topic in different ways.

AT THE START

Use your notes and other resources to draw a mind map of a topic. It's a great way of revising key information.

DURING REVISION

You could pin your completed mind maps up in your revision space so that you see them regularly.

TO TEST YOURSELF

Draw a mind map of a topic from memory, then refer to the original and fill in any gaps in a different colour - this shows you what you still need to revise.



How to Revise

Flash Cards

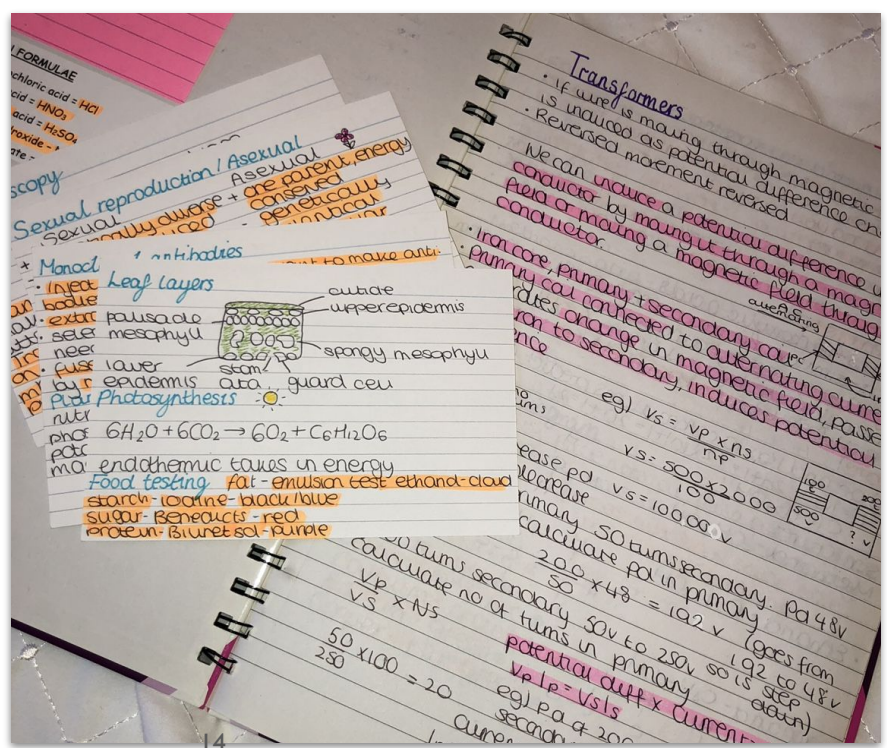
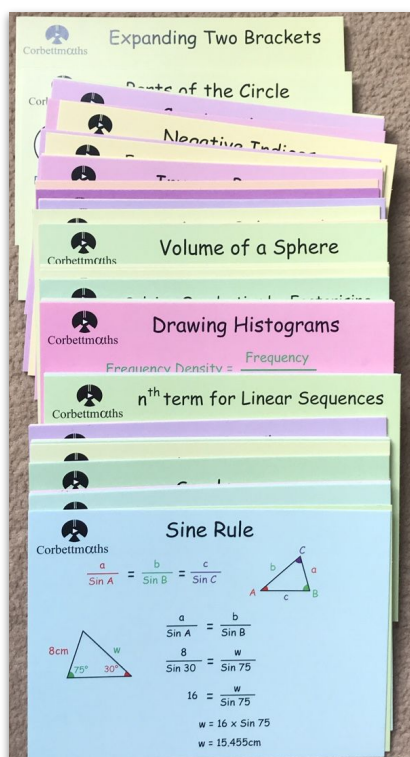
- Flash cards are small cards with a question or prompt on one side, and the answer or information on the other side.
- They're a great way to test yourself and fill gaps in your knowledge.
- Flash cards are useful for learning things like:
 - Important dates in History.
 - Language vocabulary.
 - Keywords and definitions.
 - Formulae.
 - Labelled diagrams.
- There are lots of flash cards available online but it is a good idea to make your own. Working through your notes and picking out information is part of the process of revision.
- Another great way to use flash cards is by filling one side with an exam question and the other side the answer.

Test yourself until you get them ALL correct. Make a pile of any cards you get wrong and go over them until you know them all.

Make sure you test yourself both ways. E.g. you need to know vocab translations from English to French and French to English.

Ask someone else to test you. It removes the temptation to check the other side yourself before answering.

Say your answers out loud. This forces you to answer the questions properly.



How to Revise

Memory Techniques

- A mnemonic is a way of remembering facts or information in a certain order.
- The first letters of the words you need to know become the first letters of a sentence, song or rhyme i.e. 'Richard Of York Gave Battle In Vain' to remember the colours of the rainbow.
- A mnemonic can be anything, as long as it makes sense of you. However, funny or rude mnemonics tend to be easier to remember.
- This example shows you a mnemonic to help you remember the electromagnetic spectrum in order frequency:

This is the order of the waves you need to know about:

Radio waves, **M**icrowaves, **I**nfrared, **V**isible light, **U**ltraviolet, **X**-Rays, **G**amma rays.

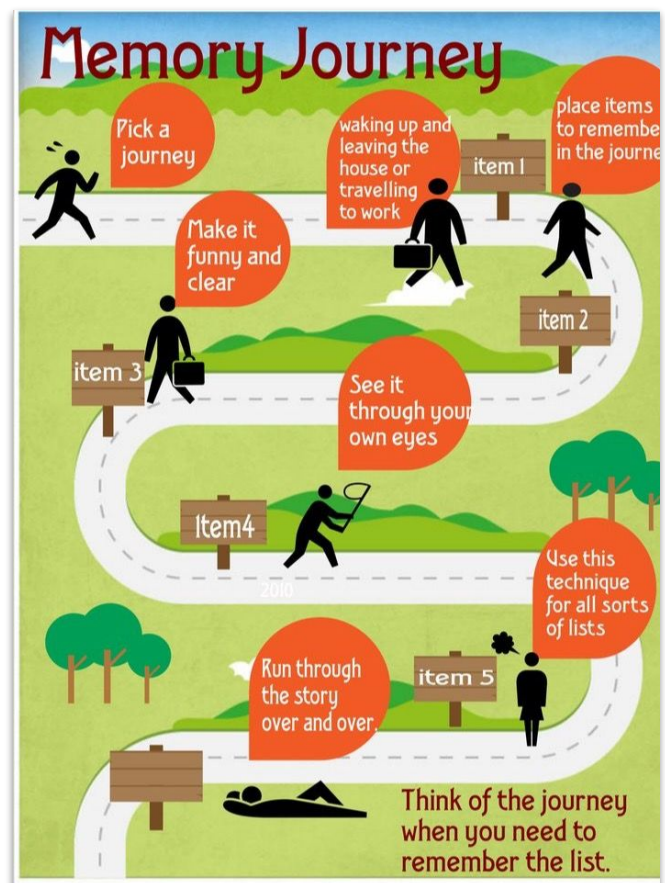
This is the mnemonic sentence you could learn:

Raccoons **M**ay **I**njure **V**ery **U**nfortunate **EX**-**G**olfers.

Memory Journeys

A memory journey is a way of linking information with landmarks on a journey. As you walk through the journey in your mind, you'll pass by all the information you need, in the correct order. Here's how to get started making one:

- Write down the key points you need to learn.
- Create a journey you know well and pick your landmarks. Pick as many landmarks as the number of key points for the topic. Jot them down.
- Assign the key points to the landmarks in order.
- Then, make links between them. This is the fun part! Use your imagination - the wackier the link, the more memorable it is.
- Practise walking the journey in your mind, learning the information as you go.



How to Revise

Revision Tips

Revising with a friend can be very useful, but be careful that you are not distracting each other and going off topic.

Revise with a friend

- Test each other on different topics using flash cards.
- Try speaking for a minute on a topic, then get your friend to ask you questions on it.
- Come up with funny pictures or stories to help you remember information.

Say it out loud

Saying things out loud is a great way to engage with topics. It stops you skimming over details. You could incorporate this into your revision by using these ideas.

- Record yourself reading the key points of a topic and then listen to the recording regularly. Say the points out loud as you listen to them.
- Change the lyrics to some of your favourite songs to be about topics you need to remember.

Exercise your mind and your body

Incorporating exercise into your revision routine can really pay off because exercise stimulates your brain. There are lots of different ways of doing it, for example:

- To help with language revision, you could hit a tennis ball against a wall, reciting a different part of the verb table every time it bounces.
- Play catch with a friend and say a fact about a topic or the next step in a sequence when the ball comes to you.



Exam Techniques

Know what you'll be tested on.

Check the spec

- Look at the exam board specifications and past papers for all of your exams.
- Specifications tell you what you need to know and how you'll be tested.
- Past papers show you the types of questions that could come up.

Know the AOs

- Assessment Objectives are broad statements about what you need to show in your exams.
- They differ for each GCSE, but include things like subject knowledge and analytical ability.
- You should find out exactly which AOs are tested in each of your exams.

Find out what you'll get marks for

It's important to know exactly what to aim for to earn those all-important marks.

- For maths questions, make sure you know when to show your marking.
- Use specific vocabulary and examples where possible (e.g. dates/locations in history)
- In science and maths, make sure answers are realistic and in the correct units.
- Check your writing - most exams give marks for SPaG.

Practice Papers

Do as many practice questions as you can

- The key to successful revision is to be well prepared for the exam. To do this, you need to know what exam-style questions look like.
- Do as many practice papers as you can. Your teacher will be able to provide you these you can also find these on the exam board websites.
- Time yourself.
- Find somewhere quiet to work, with no distraction.
- Use the mark scheme to compare your answers, correcting what you got wrong.
- Check out examiner's reports, these tell you what people struggled with and what examiners look for.
- Don't worry if you don't get high marks on your first attempt, the idea is to get a bit better each time.

Exam Techniques

Command words

It is important to read the questions carefully;

- Read the question a few times.
- Use the number of marks available as a guide for how long to spend on a question.
- Underline or circle key phrases and command words.

Command Word	Meaning
Describe	Talk through a process or trend.
Outline	State information about...
Suggest	Give possible causes for...
Calculate	Complete a calculation.
Show	Prove something is true/false.
Explain	Give reasons for something.
Discuss	Talk about key points in detail.
How far do you agree?	Give your opinion (and why).
How important is...	Discuss the significance of...
How useful is...	Weigh up the pros and cons of...
Use evidence to show...	Support a view with examples.



Exam Techniques

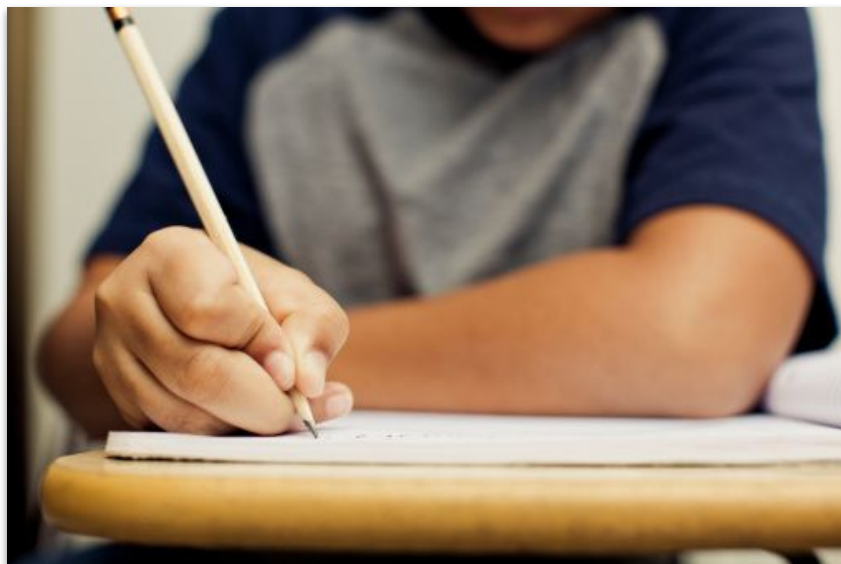
Essay Skills

Structure your writing

- Use paragraphs to organise your points and link ideas.
- Link your paragraphs using phrases such as 'on the other hand' and 'in addition'.
- Start with a short introduction.
- End with a brief summary/conclusion that clearly reminds the reader of your main argument.
- Don't make your sentences too complicated.
- Check your argument is easy to understand.
- Use specific examples and precise quotes.
- If you make a mistake, neatly cross it out and write the correction next to it.
- Make sure you aren't just waffling and that everything you write is relevant.

Don't forget to check your SPaG

- Avoid common spelling mistakes e.g, mixing up 'their' and 'there'.
- Use punctuation properly - remember to check it's all correct.
- Don't change tenses by mistake.
- Watch out for double negatives - avoid them in your essay.
- Start a new paragraph for a new point - don't just write in one block of text.
- Leave time to check your answers.



Before, During and After the Exam

Spend the night before your exam making sure you are prepared:

- Eat a balanced meal.
- Get anything you're taking into the exam ready (pen, pencil, calculator etc).
- Double check where and when your exam is.
- Do some relaxing or some gentle exercise.
- You could read over some notes, but don't cram all night.
- Try to get a good night's sleep.

Wake up at a sensible time

- Give yourself time to wake up and get ready for your exam.
- Eat a healthy breakfast with a glass of water and fruit.
- If you have time, look over your notes at any key definitions, formulas, facts and quotes.
- Attend your master class, to ensure you get some last few tips from your teacher.

Arrive at your exam in plenty of time.

If people outside the exam hall seem stressed when you arrive, try to stay calm and not let their worries affect you. It's ok to ask to be left alone if that's what you need to mentally prepare yourself.

Whilst you are waiting for the exam to start:

- Take some deep breaths to calm yourself.
- Fill in the front of your exam paper when instructed to.
- Listen to instructions given by the invigilators.

Focus on what you're doing during the exam

- Read each question carefully, you might miss something if you rush.
- Answer every question that you need to - and don't answer any that you don't.
- If you are not sure on an answer, make an educated guess and then come back to it later.
- Keep an eye on the time so you stay on track (with time to check your answers).
- If you are running out of time, answer questions which require short answers to pick up as many marks as possible.
- Judge how long to spend on a question based on how many marks it's worth.
- Don't get distracted by what others are doing.
- If you realise halfway through a question that you've got it wrong, just cross it out and write your new answer underneath.

Worrying won't change anything

- You might find it stressful to talk to friends about the exam - it is okay if you don't want to.
- Try not to worry about your answers - you can't change what you wrote in your exam.
- Learn from the experience for future exams. For example:
 - If you ran out of time, think about how you could manage your time differently.
 - If you felt tired, consider how to improve your routine the night before.