

Finding the Balance



Revision & Exam Tips

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Extra copies of this booklet are available on the 'Study Skills' section of the school website (www.banbridgehigh.co.uk)

How to Plan Your Revision

Making a revision timetable is a good idea as it helps you create a healthy work-leisure balance. Too much revision can be counter-productive, while the consequences of too little revision are clear for all to see!

When making a revision timetable, it is good to take a look at due dates for assignments, tests or exams. Be careful as several subjects could be asking you to submit work around the same time.

People revise in different ways and at different times, so therefore there is no standard timetable that suits everyone. However, a few general points that should be taken into consideration:

- Break down your subjects into sub-categories
- Revise the subjects you don't like first
- Change the subject you are revising regularly (i.e. don't revise the same subject all day)
- Prioritise your subjects – look at what exam is up next or piece of coursework is due first
- Maintain a healthy balance between work time and free time
- Don't revise too late at night – it can be difficult to wind down and get to sleep.
- Time spent on computer, even if it is on revision sites, should not be counted as revision
- Don't panic if you vary from your timetable slightly, very few people stick to it 100% of the time. There will be times when you can revise longer and times when you revise less.
- Free time is important as it is your time to recharge your batteries for the next revision session.

	1700-1800	1800-1900	1900-2000	2000-2100	2100-2200
MON:	Rehearsal	MAKE REVISION TIMETABLE.		COLOUR IN TIMETABLE	Binding of Revision
TUE:	Biology Exam?? Extra Class??	DEUS EX	GENERAL STUDIES: read Calvin & Hobbes	Biology & Chemistry do some - Revision	Rest Session
WED:	Rehearsal	Collect old 486!	KTAB	4051100 Smash the	SEABE X
THUR:	File notes on Aquinas	Revise Bismark &c., &c.	ESSAY FOR R.S.	Revise SKIT Missions.	Make Excuse For Biol Result
FRI:	ARTS & DEBATING Soc.	Duch. of Malfi: @ New	Vic!!	Muh, Lorens, Crisp.	Misdomme on Telly

A sample timetable:

Revision Timetable (While in School)

16:30	Home
17:00	Revision (20mins revision, 5min break, 20mins revision, 5min break, 10mins to look over what I have revised)
18:00	Tea
19:00	Revision (as above 20-5-20-5-10)
20:00	Revision (as above 20-5-20-5-10)
21:00	Break
Total	3 Hours

Revision Timetable (While off timetable)

09:30	Revision (normal format)
10:30	Break
11:00	Revision
12:00	Revision & Look over what you have already done in morning session
12:30	Lunch
13:30	Revision
14:30	Revision
15:30	Break
16:00	Revision
17:00	Break & Teatime
19:00	Revision
20:00	Revision (Summary of day's work)
Total	7 Hours

Sample Revision Timetable

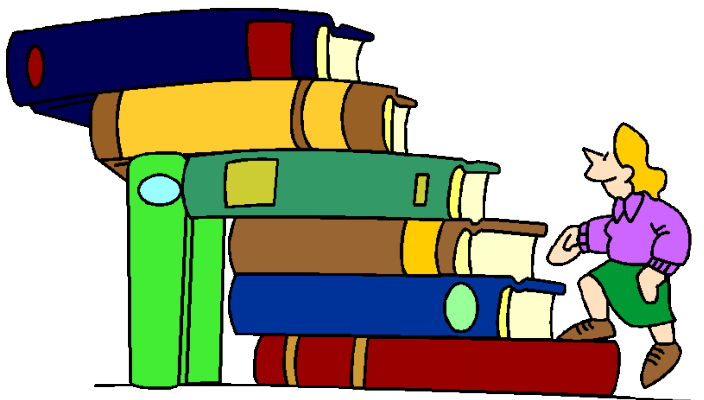
Below is a sample revision timetable. You can download a copy from our website at www.banbridgehigh.co.uk and customise it. Just click on 'Study Skills' on the menu on the left.

	9:30- 10:30	break	11:00 – 12:30	lunch	13:30 – 14:30	14:30 – 15:30	16:00 – 17:00	tea	19:00- 20:00	20:00 – 20:30		
Mon												
Tue												
Wed												
Thu												
Fri												

How to Create the Right Environment: Setting Up ‘My Space’

It is important to have an area of your home that is quiet and suitable for you to revise. This would ideally be a room without distractions such as television, computers and ipods. This would also be a room that is not frequented regularly by other family members. Here are some helpful tips.

- Try and set aside an area that’s just for revision. Avoid your bedroom if possible – you want to create a space you associate only with revision.
- Make sure your desk is lit well (with natural light, if possible) and in a quiet spot, away from distractions like the TV.
- You should revise in a quiet atmosphere. Music, TV and social networking should be used in free time. If used during revision, it will greatly reduce your productivity.
- Find a spot where it’s easy to avoid distractions. Turn your phone off, move away from the TV and shut down your internet connection.
- Have everything to hand before starting. That means pens, pencils, paper, textbooks, exam papers – anything you need to revise.



Think About How You Revise

You need to keep your mind during your revision sessions. Simply reading over a textbook or your notes does not mean you are revising or taking in the information. Here are some tips you should use when actively revising:

- Do not try and revise lying on your bed. It's one sure way to fall asleep!
- Do not have a television or radio on during your revision. This also includes using an ipod.
- Break down your revision into manageable, achievable chunks. For example, in the next 30mins I want to revise input devices in my ICT file. Set yourself goals that are realistic
- Use past papers to practice exam technique and to test how well you know a certain topic. Make sure you have the mark scheme also to see how you scoring.
- Make notes on your notes. Use highlighters to emphasise important points. Make notes on the highlighted areas. Use diagrams, sketches, etc to remember your newly made notes.
- Revision guides and/or websites can supplement your revision notes.
- Use a whole variety of materials: notes, textbooks, online resources – and create mind maps, diagrams and posters.
- Plan your revision around your examination timetable. For example if your Business Studies is in two weeks time, but your Geography exam is at the end of the week, your Geography should take priority.
- Aim to go over your subject material several times before examination day.
- Keep in touch with your teacher when you are off timetable. Ask them to explain any topic you are not sure about.
- Once you have completed your revision session, change environments. Go for a walk, meet a friend, go to the gym, etc. Set aside time to think as well as read and write.
- There will be times when you simply cannot get motivated to revise. If you start your revision regime early, you will be able to build in time off, especially if you have a week with a lot of examinations.
- Lastly, do not panic. It is normal to suffer a little stress prior to examinations. Talk to your parents, trusted friend or teacher if you are feeling stressed.

The Night Before the Exam

It is normal to feel nervous before an exam, especially if it your first exam. It is important that on the day of the exam you enter the exam room rested and ready for the test you are about to face. Here are some tips to help you the night before:

- Make sure you have enough fuel to keep you going! – In other words, eat well and drink plenty of water to ensure you remain hydrated.
- Go to bed early. This may seem a logical thing to say, but staying up burning the midnight oil to cram a few more revision hours in will be counter productive.
- Get organised for the next day. Make sure you have everything ready for your exam. If it is an exam that requires specialised equipment such as a calculator, make sure it is packed and in good working order. Make sure you have enough pens, pencils, ruler, colouring pencils, etc. These should all be stored in a clear pencil case.
- Double check the time of your examination. Imagine turning up for an exam in the afternoon that has taken place that morning.
- Plan your trip. This includes how you are getting to the exam, how you are getting home and what time you need to leave at in order to arrive in good time.

The Day of the Exam

The day has finally arrived and you want to make sure that the weeks and hours spent revising are not in vain. Make sure:

- You arrive in good time. This includes calculating time for delays in traffic etc.
- You eat a good breakfast. Your brain needs fuel in order to perform to its maximum.
- You double check time of exam.
- You have all the equipment you need.
- Your pens, pencils, etc are in a see through case.



During the Exam

- Make sure you do not have any electronic equipment on your person. This includes mobile phone, ipod, mp3, etc.
- Ensure you arrive at the exam location in good time. This allows you time to control and calm any nerves you will have.
- Ensure you have the correct examination, e.g. Higher Tier Mathematics
- Read through the paper for a few minutes prior to starting the exam.
- Read all instructions carefully. You may be asked to answer only some of the questions or you may answer either one question or another.
- Ensure your candidate and centre no are on the examination.
- Attempt all the questions required.
- Watch your time. Do not spend too long on one question, at the expense of another.
- Look at the marks allocated to each question. This will give you an indication of how detailed your answer should be.
- You will come across questions you are not sure about. Don't allow yourself to panic. Move on and return to this question at the end. Sometimes revisiting a question will cast new light on it.
- Read the question carefully. This may sound like common sense, but in the heat of an examination it is easy to read what we think a question may say and not what it actually says.



After the Exam

- The examination has finished and no amount of worrying or revisiting the questions in your mind will help.
- Avoid post mortems with your friends. After an exam it is easy to fall into the 'What did you put for question.....' trap. Again, this will not add to your marks, so best to avoid group discussions after the examination
- Take time out to relax. Allow a short period of time to recharge your batteries before getting back to the books.

