

Wise-Revise

Planning Revision – Dealing with Distractions Coping with Exam Stress

Spelling, Grammar and Punctuation – the quality of your spelling, grammar and punctuation is also marked.

These marks can make a serious difference to your grade.

Pay attention to difficult spellings, such as:

- Their ... There
- Lose ... Loose
- It's ... Its'

Avoid long sentences and keep them simple – often two short sentences are better than one long one.

Learning is best achieved in short bursts – try studying for one hour, take a short break and return to study, perhaps a different subject, for the next hour – and so on.

Take notes. It is a proven method of learning, as taking notes has more impact than just reading and vision.

ON THE COUNTDOWN

- Resist the temptation to socialise during the day.
- Don't be pressurised by parents who think you are not studying hard enough.
- Don't be pressurised by friends who comment on your motivation and dedication to study.
- Set your own realistic boundaries, objectives and targets.
- Set aside a sensible number of hours per day in your timetable / calendar.
- Make slots of an hour each (or the length of time you know you can work for).
- Include lunches and breaks – these are really important.
- Study for one slot and have a short break.
- In each slot, list the topic you intend to revise.
- Mix your subjects in order not to get stale.
- Allocate more time for the topic you like the least.
- Remember things take longer than you think!
- Revise somewhere peaceful – if there is nowhere suitable at home, a good place is your local library.
- Before revising, make sure you have all you need – paper, files, pens, pencils, ruler, rubber and, most importantly, a comfortable desk/table and chair.
- Remove yourself from all distractions – from televisions, people and pets.
- Get plenty of sleep and go to bed early.
- Eat well and take some exercise.
- Do not hesitate to take advice or seek help.

ON THE DAY

- Get the exam in plenty of time.
- Read the instructions carefully.
- Read the questions thoroughly.
- Don't panic – take a deep breath.
- Re-read the questions and underline the important points.
- Plan on division of time to answer each question – you can tell how long to make each answer and whether a carefully written sentence is required by the number of marks allocated to the question.
- Keep calm.
- Write concisely, legibly and always keep to the point (don't waffle).
- Remember to pay attention to your grammar, punctuation and spelling.
- Where necessary, draw simple, clear and labelled diagrams.
- If you do run out of time, make notes or bullet-point the areas you wish to include.
- Cross out any mistakes clearly and simply, by drawing one or two lines through the mistake.
- Make sure that the answers are the right length, and do as you are asked, such as:

RING, TICK

Place a ring around one of the answers or tick in the box provided.

COMPLETE, FILL IN

One or two words are required in the space provided.

NAME, IDENTIFY, STATE, LIST, SUGGEST, WRITE

One word, or a short phrase is all that is required for each answer.

DESCRIBE BRIEFLY, EXPLAIN BRIEFLY

'Briefly' is what it really means – do not spend too much time on the answer but write in sentences.

DESCRIBE, EXPLAIN

These answers require more time and planning and require at least one paragraph.

DESIGN, PRODUCE

These require longer sentences and often a diagram – or answered in the form of a diagram.