



# ORMISTON SIX VILLAGES ACADEMY



## REVISION

## BOOKLET

### WAYS TO HELP YOU

### REVISE

**This booklet contains lots of useful information on Exams Revision, it will give you lots of different ideas and ways to revise and it's finding the best way for you. It also includes help for you on the exam day.**

# USEFUL WEBSITES

## **AQA**

[www.aqa.org.uk](http://www.aqa.org.uk)

## **EDEXCEL**

[www.edexcel.com](http://www.edexcel.com)

## **OCR**

[www.ocr.org.uk](http://www.ocr.org.uk)

## **WJEC**

[www.wjec.co.uk](http://www.wjec.co.uk)

## **CAMBRIDGE**

[www.cie.org.uk](http://www.cie.org.uk)

## **Wikipedia**

<http://en.wikipedia.org>

This website says what it does on the tin - "the free encyclopaedia that anyone can edit."

## **BBC GCSE Bitesize**

<http://www.bbc.co.uk/schools/gcsebitesize>

BBC Bitesize is a well-publicised, well-known thorough revision guide. It offers re-vision for every GCSE subject, and mock exams.

## **Learntings**

<http://www.learn.co.uk/>

Learntings is a service from the Guardian. It requires subscription to the premi-um service to really utilise it, but there is a free trial available. Take out the free trial, and see if you can utilise some of the massive database of information.

## **Onion Street Revision Tips**

<http://www.bbc.co.uk/schools/communities/onionstreet/skills>

BBC Onion Street offers revision tips, advice, and skills.

## **S-Cool**

<http://www.s-cool.co.uk>

S-Cool is a similar website to BBC Bitesize, offering revision for every GCSE and A Level Subject.

## **Schools Net Revision**

<http://www.schoolsnet.co.uk/revision>

Schools Net also offers a revision website, similar to BBC Bitesize and S-Cool, although with less material. Worth a visit if you are preparing for exams.

## **BBC SkillsWise**

<http://www.bbc.co.uk/skillswise>

This BBC website offers tests and technique information to teach a certain skill to you, ranging from listening, to fractions.

## TOP REVISION TIPS

- **Short bursts of revision** (20-30 minutes) are most effective. Your concentration lapses after about an hour and you need to take a short break (5-10 minutes).
- **Find a quiet place to revise** - your bedroom, school, the library - and refuse to be interrupted or distracted.
- **Make sure you don't just revise the subjects and topics you like.** Work on your weaker ones as well.
- **Make your own revision notes** because you will remember what you have written down more easily. Stick key notes to cupboard or doors so you see them everyday.
- **Rewrite the key points of your revision notes**, read them out loud to yourself. We remember more than twice as much of what we say aloud than of what we merely read.
- **Use different techniques.** Make your own learning maps. Use post-it notes to write key words on, create flash cards. Record your notes on your phone/devices and listen to them back on your computer. Ask friends and family to test you. Chant or make up a rap song.
- **Practice on past exam papers** or revision tests available on the web. Initially do one section at a time and progress to doing an entire paper against the clock.
- **You will need help at some stage;** ask parents, older brothers and sisters, teachers or friends. If there is a teacher with whom you get on well at school ask for their e-mail address so you can clarify points you are unsure of whilst on study leave.
- **Don't get stressed out!** Eat properly and get lots of sleep!
- **Believe in yourself and be positive.** If you think you can succeed you will; if you convince yourself that you will fail, that's what will probably happen.
- **Use colour.** You remember in colour. Use colour pens, highlighters, coloured paper.

## FINDING THE RIGHT PLACE TO STUDY

Your study room should be quiet, not too hot or cold.

Your eyes will get tired. Make sure there is plenty of light. A table lamp is great.

Make sure you have all the equipment you need around you before you start. Pens, pencils, highlighter, rubber, paper etc.

Do not study with the TV on. You will be continually distracted!

Some people prefer to have quiet music on in the background to help them to focus. Remember too much noise will distract you!

Some study can be done almost anywhere - why not take flash cards onto the bus with you?

Have a set place to study; you will quickly get into the right habits.

## BRAIN FOOD

Just as an athlete needs to follow a regime to reach their peak fitness, your brain also needs a regime to reach its full potential.

### **Plenty of sleep**

Your brain needs time to sort out the information it has come across during the day.

### **Drinks lots of water**

The brain is made mostly of water and dehydration will lead to headaches and tiredness.

### **Eat a balanced diet**

The brain needs a balanced diet, so eat plenty of fruit and vegetables, 'brain food'.

### **Exercise your body**

The brain uses 20% of oxygen in the blood so you need to think about your posture and exercise to make sure your body gets enough.

### **Exercise your mind**

Just as muscles need to be stretched and worked so does your mind - use brain gyms or puzzles.

### **Avoid too much...**

chocolate, cola, caffeine and foods with lots of additives. These substances interfere with the way your brain functions.

## SOME DIFFERENT REVISION TECHNIQUES – Which is best for you?

### LIST

Make a **list** of the topics you still need to revise for each subject.

### PLAN

Plan a **week** at a time. Fill in which sessions you are going to use for which subjects/topics. You may find that some subjects need more time and that some don't need as much. That's all part of the planning you are doing now.

Plan **reviewing** sessions for the week's work at the end of the week. Ideally, as each week passes, you should review past weeks work. This need only be a quick look - a few minutes worth - at the condensed revision notes (see below) you have created in your revision sessions. This means that, you will remember the work that you revised at the start of your revision and not forgotten it by not looking at it for a month or more.

When making your plan for a week, set **realistic** targets for yourself. However, once you have done the week's plan, don't think that it has to be followed to the letter. Allow a certain amount of flexibility, particularly at the start as you get used to how it works and how much you can get done in a session. If you don't complete a day as planned, don't abandon the timetable and think that it's not going to work. Get back to it the next day. Or change it if necessary. Once you get it working, try to stick to it

Check your notes are **complete**. If they are not, you have several sources from which to find out the missing information; text books, teachers, other pupils, revision sites on the internet. Check your understanding by discussing work with friends or teachers.

### SUMMARISE

**Summarise** your notes. Convert them into condensed packets of information. These can be in the form of;

- Index/flash cards
- Bullet pointed concise lists (you could do this as a powerpoint if you like using the computer. Then simply run through your presentation. Give it to anyone who will listen, Mum, Gran, your little brother, the dog, your hamster. Who is not important. Explaining it out loud is. It just sounds better than talking to yourself. But you can do that too.)
- Mindmaps
- Recording the essential information onto your phone/computer
- Or any other format that you like and are successful doing.

## **DRAW**

Drawing funny pictures or cartoon sequences that help you to remember a certain chain of events works well in things like science experiments. Any revision that requires you to put things into an order of some kind can be drawn!

## **TEXT**

How many text messages do you send a day or week? Make a plan with your friends to add a fact to the end of every text message you send to build up your knowledge and add to your revision efforts.

## **GAMES**

Making a popular game into a revision aid is fun. Even making the game makes you revise your work. Trivial pursuit and battleships work really well. You can learn with a group of friends and have fun doing it.

## **SING**

How often does a song get into your head and you end up singing it all day? Why not find some of your favourites tunes and change the words to fit in with a revision topic? The song will help your brain to trigger the information.

## **DECORATE YOUR ROOM**

Make your revision space into a revision centre. Lots of bright coloured posters, post-it notes and diagrams to hang around your room make you visit the information at regular intervals. Putting post-it notes on the inside of cupboard doors you use regularly or in places around the house you use often will keep your brain active.

## **RECORD VOICE/MEMO FUNCTION ON PHONE**

Use the record function on your mobile phone to record definitions or Q&A. This works particularly well for languages revision, but try it for any subject.

## **TALK TO ANYONE**

If you try to explain an idea to someone, it soon makes you realise what it is you don't know, try someone in the family, get them to read a page of a textbook with you, or a poem or an exam question. Tell them what you know about it, ask them to ask you 3 questions about it.

## TIME MANAGEMENT

Managing your time will help you become more effective and successful in the way you run your life. If you are to have time for both school work Time Management and relaxation you must understand where your time goes and how you can make better use of it.

It is a good idea to get in the habit of listing all your tasks on a daily and weekly basis - both what you have to do and also what you want to do. Some will be in your control and some won't.

### **You will need to devise:**

A Long Term Revision Timetable on which you work out which subjects you intend to revise on which day.

A Weekly Timetable on which you work out exactly when you are going to revise and also what topics you need to cover for each subject.

### **Top Ten Tips on Time Management**

1. Make your timetable well in advance and be realistic, particularly as to how long tasks will take.
2. Mixing difficult tasks with easier ones will help you to keep to your timetable. Place difficult tasks in the 'best' slots.
3. Have deadlines and stick to them. Set realistic deadlines.
4. When you start a piece of work, try and finish it at the time. Otherwise you will waste time when you restart, trying to work out where you were and what you were going to do next.
5. Don't put off tasks that you don't want to do.
6. Do not put off dealing with things that are unimportant.
7. If possible, share tasks or use the expertise of others who can help.
8. Analyse the interruptions you experience during the day and learn to say 'no' without feeling guilty.
9. Break down your work into manageable chunks.
10. Review your 'free time' - e.g. if you travel by bus or train could you use the time to read notes?



## REVISION TIMETABLES

### TERM TIME

You will have to fit in your revision with the school work that you are still doing. At this stage **smaller** amounts of revision are more likely to succeed.

Aim to do **15mins** revision each on two subjects a night for four out of the five week days. This gives you 8 slots. You can fill these with either one subject each, covering all your subjects. Or, you might prefer to concentrate more on the subjects you know you have more trouble with or that have a higher amount of content.

At the weekend you should spend 5 mins reviewing what you did in each 15 min session during the week. That makes two 20 min sessions (do one on Saturday and one on Sunday). All you need to do in the session is **check** your understanding or memory of what you covered in the 15 min revision session; you should not have to relearn it. If you have forgotten it, make a note to go over it again next time you revise that subject.

The review is important because you must embed the information in your brain so that you don't forget it. It helps to transfer the information from short term **memory** to long term memory. Without the reviews you will find it harder to remember the information until the exam.

### ***It's important to work and rest***

### HOLIDAYS

Either get a **calendar**, or make your own, to cover the time period from the start of the Easter holidays to the exams. We've included some different examples at the back of this pack.

You can copy the blank timetable from these notes. Divide each day into six 1 hour sessions: 2 in the morning, 2 in the afternoon and 2 in the evening. Only work 4 out of the 6 sessions on these study days i.e. morning/afternoon or morning/evening or afternoon/evening. Each session should be about 1 hour with a short break between the two sessions. You will also need about 20 -30 mins for two days at the end of your week for reviewing.

**It is important not to overstretch yourself and get exhausted. You will not be able to perform at your best if that happens. Therefore, plan your rest days or days when you are unavailable to work e.g. going away, family commitments. Remember you owe it to yourself to be as prepared as you can be for your exams. This means putting in an appropriate amount of effort. If you put in the minimum amount of effort, you will get the minimum grade out.**

**So if you would like to take a few days off hanging around with your mates, think if that is something that would be better done after your exams and your time used for revision. That gives you plenty of rest and relaxation time.**

## Example Revision Timetable for term time

Week starting.....

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							■
Afternoon						REVIEW	■
Before dinner	ENGLISH	SCIENCE	ICT	■	MATHS	■	
After dinner	FRENCH	DT	MATHS	■	HISTORY	■	REVIEW

Chose one evening during the week to have off from revision

e.g. Thursday night to go out with friends

Chose two slots of each weekend day to have off

e.g. Saturday night out and Sunday morning lie in or Saturday afternoon playing football and Sunday night at the movies

These are your relaxation times and are important if you are going to be able to keep on top of your work. They can vary from week to week.

Fill in the rest of the week day evenings with 15 minute slots of revision

You may want to cover all your subjects from now on each week.

Or you may want to start with a few subjects that you think you need extra work on, and add other subjects as the weeks go by.

You need to pick a 20 minute slot on each of Saturday and Sunday to do a 20 minute review of the revision you have done that week.

This would be 5 minutes per subject. So  $4 \times 5\text{mins} = 20\text{mins}$  on Saturday and 20 mins on Sunday.

The rest of the Saturday and Sunday work slots can be used for school work or coursework that needs to be done or if you have time more revision.

**Blank Timetables are available at the back of this booklet.**

## **FINAL STAGES OF PREPARATION**

**ATTEND ALL revision sessions** that are provided by your teachers. These sessions will give you an idea of what is expected, and will also show you where you have gaps in your knowledge and understanding so that you can complete concentrated learning.

If you are still learning information right up to the last few hours before the examination, you will **NOT** remember all of this in the examination.

Adrenaline is good in examinations – at the right levels.

Too much adrenaline can cause stress which means that you will under-perform on the day.

Leaving your revision to the last minute will unsettle you before the exam and try to lay off the energy drinks.

Relaxation is a vital part of the revision process.

During revision make sure that you have some rest periods.

Concentrated spells of revision followed by short breaks are best – set treats for yourself.

Physical activity, such as going for a walk or playing sport, can stimulate your brain into more activity when you are trying to remember all the information.

## KEY TIPS TO ANSWERING EXAM QUESTIONS

Scan all the questions.

Mark all the questions you could answer.

Read these questions carefully.

Choose the correct number (in each section).

Decide on an order: best answers first.

Divide up your time.

Underline key words in the questions.

Plan your answer.

Stick to the point of the questions.

Write your answer.

Use the plan throughout at every stage - e.g. every paragraph.

Check your answer against the plan. Look out for mistakes.

If you have time, re-read the questions and your answers and make any necessary corrections.

Lay out your answer **clearly**.

Use the space given.

The exam setters have worked out how much space a well laid out answer will take and have put that in the paper. For numerical questions show *all* your working. Credit will be given for the method even if you don't get the correct answer. It will be possible in most cases to get follow through marks even if you carry an incorrect answer through, but use the correct method. If you pluck numbers out of the air i.e. don't show how you got them, you can't get the method marks, and in some cases may not even get the mark for the correct answer.

For some subjects, short answer questions that are worth up to 4 or 5 marks can be answered with **bullet** points.

Check with your teacher if it is appropriate in their subject.

If there are, for example, 3 marks, then you must make 3 points to get them.

Before you answer the question, look at how many marks there are for it.

Space out the same number of bullet points as marks, over the space given for the answer.

Write down a point next to each bullet point.

The advantage in doing this is that it gives you breathing space, it focuses you on making enough points to get all the marks for the question, and it makes your communication to the examiner much clearer than a sentence that starts, waffles around a bit and eventually ends not having covered the appropriate number of points because you lost track of what you were doing.

Don't spend too long on any one question at the expense of others. As a rough guide, you should aim to spend as many **minutes** on a question as there are marks for it. Think, 'a mark, a minute'. This means that you should be working for most of the time that the exam is going on, with a short time at the end for checking your work. If you get really stuck on a question, jot down all the keywords you associate with that topic. Leave it. Move on to the next question. When you have finished, go back to the question that you had trouble with. Look at the words you have written down. See if they help you find the correct answer now.

**Question keywords are also called 'command' words. These are the words in your exam questions that tell you what the examiner wants you to do. By understanding these command words, you are on your way to understanding your exam questions.**

For example, you may be instructed in your exam question to 'describe' something within your answer. If your answer 'evaluates' rather than 'sets out the characteristics', you potentially haven't given the right answer.

The table below lists some of these command words. Some subjects may have more or different command words that aren't shown here. Ask your teachers for subject specific information and refer to your specification.

<p><b>Analyse</b> separate information into components and identify their characteristics</p>	<p><b>Assess</b> make an informed judgement</p>	<p><b>Consider</b> review and respond to given information</p>	<p><b>Criticise</b> assess worth against explicit expectations</p>
<p><b>Comment</b> present an informed opinion</p>	<p><b>Define</b> specify meaning</p>	<p><b>Describe</b> set out characteristics</p>	<p><b>Discuss</b> present key points</p>
<p><b>Deduce</b> draw conclusions from information provided</p>	<p><b>Examine</b> investigate closely</p>	<p><b>Explore</b> investigate without preconceptions about the outcome</p>	<p><b>Evaluate</b> judge from available evidence</p>
<p><b>Explain</b> set out purposes or reasons</p>	<p><b>Illustrate</b> present clarifying examples</p>	<p><b>Interpret</b> translate information into recognisable form</p>	<p><b>Outline</b> set out main characteristics</p>
<p><b>Summarise</b> present principal points without detail</p>	<p><b>State</b> express in clear terms</p>	<p><b>Relate</b> demonstrate connections between items</p>	<p><b>Review</b> survey information</p>
<p><b>Argue</b> present a reasoned case</p>	<p><b>Debate</b> present different perspectives on an issue</p>	<p><b>Give</b> produce an answer from recall</p>	<p><b>Justify</b> support a case with evidence</p>
<p><b>Estimate</b> assign an approximate value</p>	<p><b>Calculate</b> work out the value of something</p>	<p><b>Suggest</b> present a possible case</p>	<p><b>Prove</b> demonstrate validity on the basis of evidence</p>
<p><b>Compare</b> identify similarities</p>	<p><b>Contrast</b> identify differences</p>	<p><b>Apply</b> put into effect in a recognised way</p>	<p><b>Complete</b> finish a task by adding to given information</p>
<p><b>Develop</b> take forward or build upon given information</p>	<p><b>Identify</b> name or otherwise characterise</p>		

## IN THE EXAM

- Listen to the Exams Officer/Invigilators.
- Read the instructions very carefully.
- Take some deep breaths to relax your body and mind.
- Focus on the paper. Block out the exam room and other students.
- Read the entire question paper, answering the questions you feel most comfortable with. This will give you the confidence to answer the questions you are less sure of.
- Marks are often thrown away because students don't do what they are asked.
- Where there is choice, choose your questions carefully.
- If you are stuck on a question, move on to the next question and then come back to it.
- Don't spend time on questions you are unsure of until you have been through the whole paper once.
- Check all calculations. Does the answer make sense and have you included the units?
- Check information in graphs, tables and pictures. Did you read them correctly?
- Check your spellings of subject specific words, but if you are not sure of the spelling write your answer anyway. You may get the mark.
- If you have to draw diagrams, charts or graphs, use a sharp pencil and draw accurately using a ruler where necessary.
- Once you have answered all the more straightforward questions go through the paper again, tackling those questions which are more difficult. If on the second reading a question is still very difficult, move on to the next question.
- Keep an eye of the time. Make sure you don't spend too long on one question; you need to allocate time equally.
- Always go back through and check what you have written makes sense.
- Make sure you have answered all the questions in enough detail.
- Make sure you have not skipped a question.
- If you finish early you will not be allowed to leave until the exam is finished.

Blank Revision Timetables

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Before Dinner							
After Dinner							

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Before Dinner							
After Dinner							

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Before Dinner							
After Dinner							



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							

