

## Revision tips

The table below has some tips to think about when you're getting ready for an exam. Ask your tutor for advice if you can.

	Task	What to find out	What to do
1.	Know what you have to do, where and when	Exam timetable and room location  Exam format and content	<ol style="list-style-type: none"> <li>1. Put a note of the exam times and locations in a place where you will see them.</li> <li>2. Confirm any extra time allowed (25% extra = 15 minutes added for every hour of the exam).</li> <li>3. Print off exam topics and sample papers.</li> </ol>
2.	Make a schedule	How much time you have available before the exam	<ol style="list-style-type: none"> <li>1. Divide your work into batches (e.g. according to each exam paper).</li> <li>2. Allocate the time available to the batches of work.</li> <li>3. Be sure to plan some breaks and time off.</li> <li>4. Decide if you want to set up a revision group with peers - but don't over-commit your time.</li> </ol>
3.	Read your work	What's in your notes	<ol style="list-style-type: none"> <li>1. Read your notes and write key points onto revision cards, e.g. <ul style="list-style-type: none"> <li>- Lists of facts (e.g. names, dates or events)</li> <li>- Key quotations</li> <li>- Connections to other authors / topics</li> <li>- Mnemonics (memory aids such as: <i>Richard Of York Gave Battle In Vain = colours of the rainbow</i>).</li> </ul> </li> <li>2. Create other visual aids to suit you, e.g. posters.</li> <li>3. Try colour coding – use different colours to highlight different types of information.</li> </ol>

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4.	Recap	What's on your revision cards	<ol style="list-style-type: none"> <li>1. Carry revision cards around with you.</li> <li>2. Test yourself on the content – 'little and often'.</li> <li>3. Make 'last-minute' cards, which condense the information from a set of revision cards.</li> </ol>
5.	Practise	Sample questions (from past papers)	<ol style="list-style-type: none"> <li>1. Read a question and plan your answer (untimed).</li> <li>2. As above but set a time limit.</li> <li>3. Try a sample question (untimed).</li> <li>4. As above but work to the time limit.</li> <li>5. Work through a whole past paper.</li> <li>6. Make a revision card for yourself of any personal exam tips.</li> </ol>
6.	Final revision	What's on your revision cards	<ol style="list-style-type: none"> <li>1. Check through your 'last-minute' cards. Look back at more detailed cards if you need to.</li> <li>2. Know what's best for you on the exam day: check your notes or just try to stay calm.</li> </ol>

	Task	What to find out	What to do
7.	Exam day	Exact instructions (rubric)	<ol style="list-style-type: none"> <li>1. Check you have the right exam paper in front of you.</li> <li>2. Read through the whole paper before you start writing.</li> <li>3. Tick all questions you could attempt.</li> <li>4. Tick again the ones you could answer best.</li> <li>5. Check the instructions again and make a mark against the questions you will answer.</li> <li>6. Check timings and stick to them carefully.</li> <li>7. Read the question closely and highlight key words.</li> <li>8. Plan your answer before you start writing.</li> <li>9. Allow time to check your work: <ul style="list-style-type: none"> <li>- Decide whether proof reading is suitable for you.</li> <li>- Check you have a conclusion, even if it's brief.</li> </ul> </li> </ol>