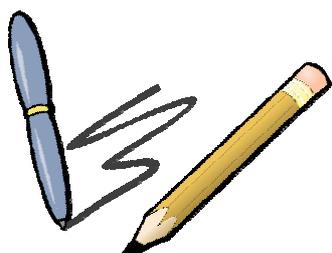


# REVISION GUIDE AND USEFUL INFORMATION FOR EXAMS

2018-2019



JSTC

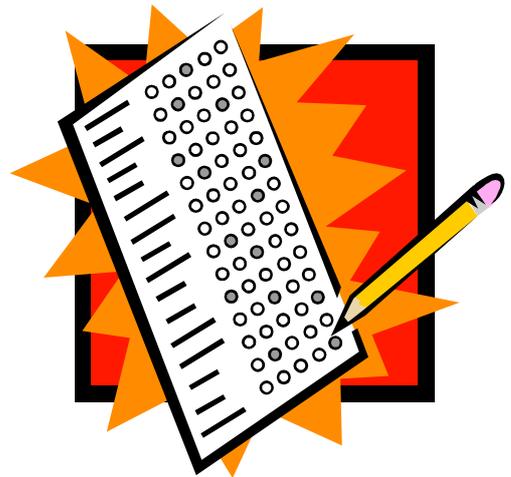


ALFORD

# Handbook for GCSE Students

This handbook gives you practical advice about how best to revise and prepare for your exams to enable you to achieve your full potential. If you put the effort in then you will be rewarded when you come in on results day. Good preparation which boosts your confidence is the key to exam success! If you need any more information or are concerned about anything then there are people to help you - please see your Tutor, Head of House or the Examination Officer who will be happy to help.

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# 1. Non Examination Assessment (NEA)

These are a form of internal assessment where the 'control levels' are set for each stage of the assessment process: task setting; task taking and task marking. This means that some of the work is completed under exam conditions. Not all subjects have this as part of the specification and will be assessed as 'Exam only'.

The following subjects will have this as part of the specification:

D&T: Metals

D&T: Papers & Boards

D&T: Textiles

English Language - Spoken Language

Food and Nutrition

They measure subject specific skills and will be marked by your teacher and be externally moderated (checked by the exam board). Your teacher will inform you of what marks you have received and there is an appeals process if you do not agree with the marks awarded. In the first instance discuss this with your teacher or go and see the Exams Officer.

These will usually take place during a normal timetabled lesson with controlled access to resources. Your teacher will notify you when the assessments will take place during the academic year. No student is allowed to take holidays in term time and for Y10 & Y11 this is especially important. Studies have shown that repeated absence has a negative impact on learning resulting in lower academic achievement.



## 2. Preparation & Revision

- Get Organised - sort out all your exercise books/folders for all your subjects and make sure all your notes are complete - if you are missing work ask the teacher - get it up to date.
- Revision Environment - have everything you need nearby, work where you feel comfortable, in a well lit and ventilated room or even outside. You may have background music (without lyrics) playing but do not wear headphones. Leave your phone in another room!
- Revision Timetable - set yourself a goal such as; you will revise for 1 hour each evening. Write down the subjects you will do each day, plan short sessions, 30mins, break, 30mins, start early in the evening - before you feel tired, plan breaks of at least 10 minutes, revise a topic 'little and often', stick to your timetable (see Point 4 Blank Study Schedule). While revising re-hydrate with plenty



of water and have a healthy snack prepared for when you take a break.



- Timing - work regularly and don't try to do too much at once. Don't work too late at night - relax and wind down before you go to bed - give yourself time to 'switch off'. Cramming the night before is **NOT** recommended!



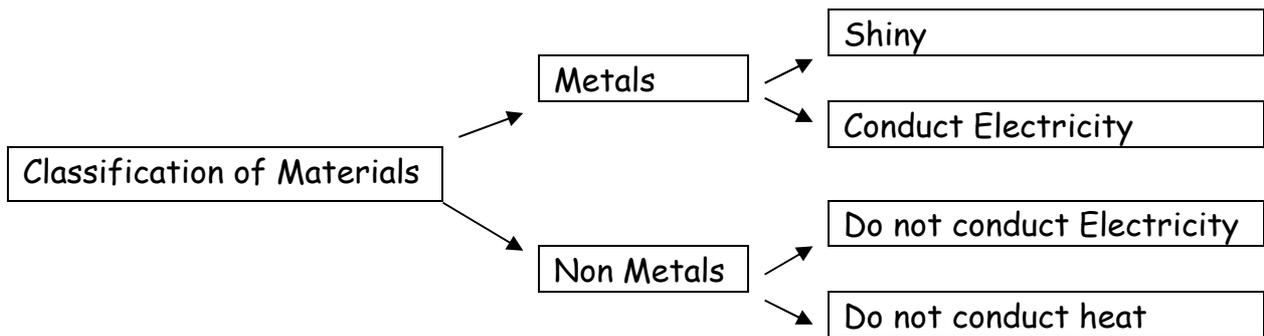
- Reading - notes will need to be read more than once - look for key points and diagrams. Speaking basic information onto tapes and playing them regularly can be useful.
- Writing - read a topic and underline key points and make revision notes. Pick out the main points and key words.

Writing out notes will help you learn the key points. Revision cards are available from Mrs Appleyard for £1.00.

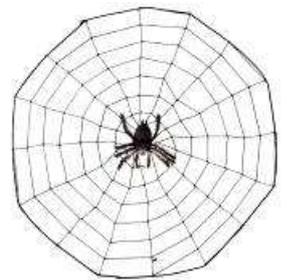


Memorising your Work - make posters and charts and put them where you can see them, test yourself; talk to your friends about topics - explain topics to each other. Revision does not have to be a lonely process! The key to successful revision is revising small chunks of work **REGULARLY**.

- Drawing - making pictures, drawing flow diagrams and spider diagrams are good forms of note making. For example:



For *Spider Diagrams* take a sheet of A4 paper and write a revision topic in the centre in CAPITAL LETTERS, then from memory write in note form all the things you know around it - key words only and CAPITALS for main points.



*Flash Cards* - Question on one side and answer on the other. E.g. the particles in an atom spell out the word **PEN** which is something you need at John Spendluffe College.

**Question:**  
Name the particles in an atom

**Answer:** Protons  
Electrons  
Neutrons

*Mind Mapping* - think of your Mind Map as a transport system with all routes leading from and to the main topic. The large branches of the Mind Map represent the motorways and the smaller branches being the roads, with even small branches representing streets.

To create a MIND MAP:-

- Use COLOUR for your mind map, use a different colour for each branch and the smaller branches should be the same colour as the main branch they come off.
  - All LINES should be curved.
  - Use only one WORD per branch and the word should always be in CAPITALS.
  - You may use PICTURES instead of words if this will help your memory.
  - See example on next page - point 3.
- 
- Revision Guides - Ask your subject teacher which guides are recommended for your subjects, they may have some in stock. Take care buying your own as they have to be for the correct exam board.

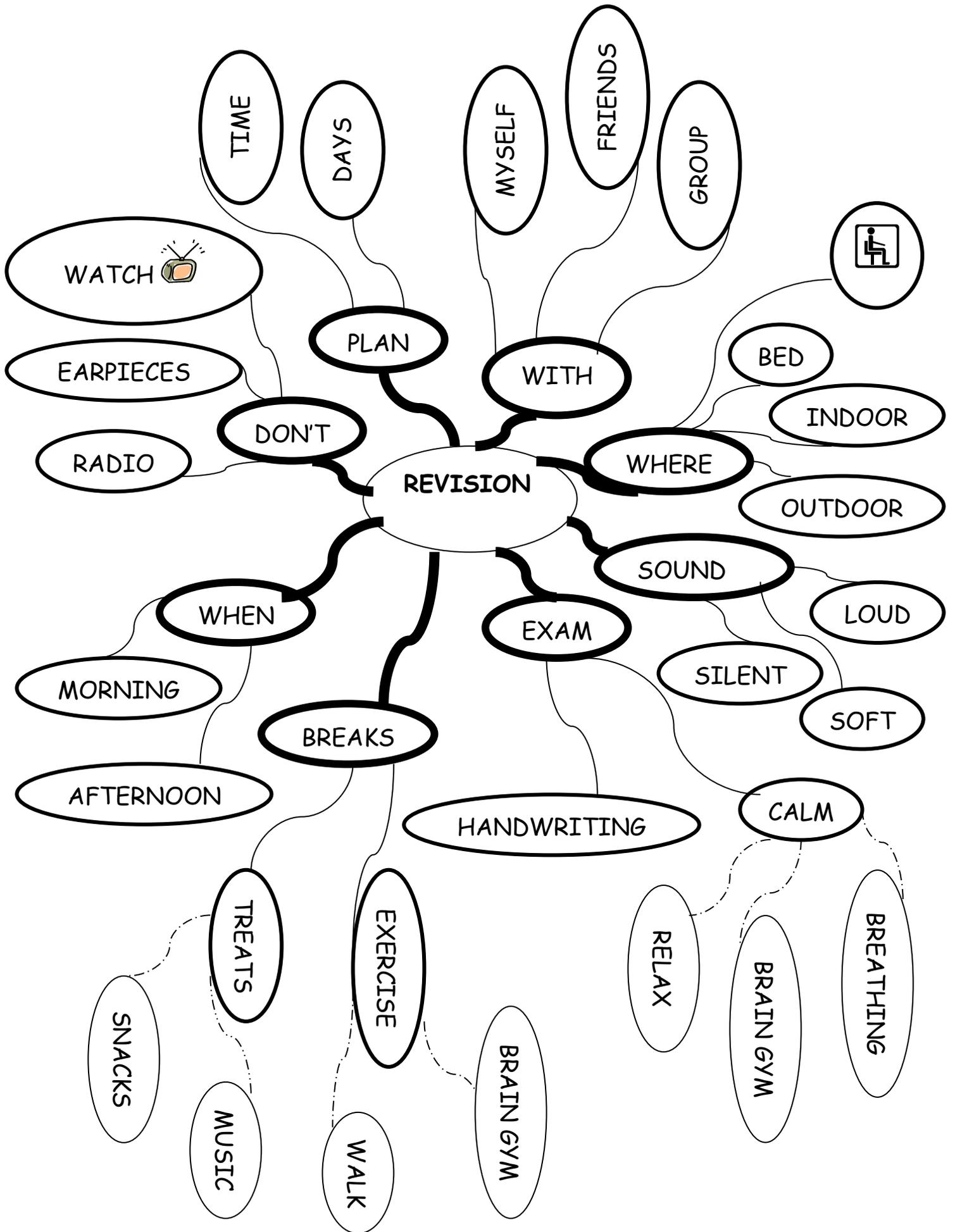
DON'T FORGET TO USE -

[www.gcsepod.com](http://www.gcsepod.com) and [www.Mathswatch.co.uk](http://www.Mathswatch.co.uk)



You should know your unique usernames and passwords, if not, ask your teachers.

### 3. Mind Mapping Example

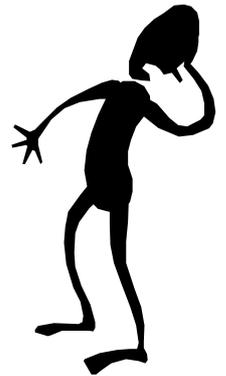


#### 4. Study Schedule

	Subject	Subject	Subject	Subject
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

## 5. Coping with Stress

- If it's all getting too much - STOP - talk to someone - a parent, teacher or friend. Review what you've done and see how much time you've got left and plan a fresh start. Get advice about catching up from your teacher.



- Getting Parents to Help: let them know how important your exams are and ask them to; arrange dentist and doctor's appointments outside School hours, organise holidays around School terms and not during term time, make sure they have a copy of your exam timetable - ask them to help check times and day/dates with you.



## 6. Attendance

- Attendance is very important.
- If you are ever absent from School you must 'catch up' on missed work.
- Students must not miss vital revision sessions, controlled assessments, group work or other deadlines.
- Exam entry may not be possible if a student's level of attendance is not satisfactory or controlled assessment/assignments are not produced in time.
- If you are absent from an exam the cost of the entry may be passed onto your parent/guardian unless you are ill and can produce a doctor's medical note.

## 7. Exam Technique

How you feel when you go into the exam will affect how well you do in the exam:

- Think positively - you can only do your best! If you have revised and prepared well, you should not worry.
- You may feel stressed or worried - this is common. Try to reduce stress



levels by relaxing the night before an exam - exercise is a good way of unwinding - do NOT try to 'cram' at the last minute and avoid talking to other students about the exam - either before or after - people easily catch 'nerves' from each other!

- Get everything you need for the exam ready the night before - a clear see-through pencil case, black



pens/biros, pencils, eraser, ruler, calculator, compass, protractor, watch,



tissues, water - and spares! The college have pencil cases for sale at £1.50 with all you need in and calculators for

£8.50 - great prices, so no excuses!

- Always have breakfast (or something to eat and drink if it is an afternoon exam) - even if you don't usually. An empty tummy can mean an empty mind!
- Get up 10 minutes earlier than usual - try to get to the Exam Room in plenty of time, don't arrive feeling rushed.
- Go to the toilet before the exam starts leaving the exam room means valuable time lost.
- **WARNING** - if you miss an exam because you misread the timetable no allowances can be made. Make sure you get it right - if you turn up at the wrong time or on the wrong day you will not be able to take the exam. Your parents/carers will also be charged for the exam you did not take.

- **Illness** - if you feel unwell please try to come to College if possible - special arrangements can be made for candidates with an injury or feeling poorly.

**If you cannot take the exam on the day you must**

**visit the doctor and obtain a Doctor's Certificate or your parents/carers will be liable to pay the exam fee for every exam missed.** The exam boards will grant special consideration for certain situations (such as a family bereavement).



## **General Advice**

- Read the instructions carefully - make sure you understand how many questions and which questions you have to do.
- Read through the whole paper first before starting to answer any questions.
- Make sure you know how much time you have and when the exam finishes - keep to time limits suggested - do not spend too much time on just one question.
- Try to leave 10 minutes at the end to read through and check for spelling, punctuation and grammar and make sure you have:
  - attempted the required number of questions
  - numbered the answers correctly
  - written enough points to be awarded the marks shown in the brackets for each question.
- Finally - check you have completed all your details on the front of the paper with your name (you must use your legal name not your preferred name), centre number (26300), candidate number and any other important information you are asked for.



## 8. Spelling, Punctuation, Grammar

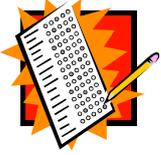
Candidates should note that in each GCSE subject 5% of the total marks available in each written exam are allocated for the use of accurate spelling, punctuation and grammar.

### Key Exam Vocabulary

Exam questions require very specific answers, so it is important that you understand the vocabulary used in the questions. The following is a useful table of words which occur in exam questions, together with their definitions.

Word	Definition
Analyse	To examine something to find its most important features
Calculate	To solve a problem using mathematical methods
Compare	Look for similarities and differences between things
Contrast	Look for differences
Criticise	Give your judgement about the merit of theories or opinions; support your judgement by a discussion of evidence or reasoning involved.
Complete	To finish something, or make it whole
Define	Set down the precise meaning of a word or phrase
Describe	To say what something, or someone is like
Distinguish between or differentiate	Look at differences between
Evaluate	Make a judgement about the worth or value of something
Explain	Make something clear by giving reasons
Examine	To look at something carefully
Illustrate	To give examples which make the meaning clearer
Interpret	Make clear and explicit
Justify	Show adequate grounds for decisions or conclusions; answer the main objections likely to be made to them
Narrate	Tell the story
Outline	Give the main points, or general principles, leave out minor details
Persuade	To get someone to agree with your opinion
Plot	To mark on a map, graph, chart or plan
Relate	Show how things are connected to each other and to what extent they are alike or affect each other
State	Present in a brief and clear way
Summarise	Give a short account of the main points, leave out details and examples
Suggest	To give a useful idea
Solve	Find the answer

# EXAM CHECKLIST - IMPORTANT THINGS TO REMEMBER



Check your Exam timetable and make sure you have been entered for all your subjects and at the correct tier. (Any problems please see the Examination Officer). Make a note of them and ensure you know whether they are in the morning or afternoon. A missed exam is a lost GCSE grade and the cost of the entry (e.g. £50 per GCSE) can be passed onto your parents/carers.



Make sure that you have breakfast including something to drink before you leave home.



Make sure that you arrive in good time to start your exam, aim to arrive 15 minutes before. It is much better to leave yourself extra time in case you experience problems with your journey.



All bags to be put in the bag secure storage unit, this is then locked until the end of the exam, and mobile phones can be put in your bags. Only bring with you what you require for the exam.



**No student should have a mobile phone or other electronic device in their possession whether this is switched off or not. If you are found to have these, then this will be reported to the awarding body and may result in disqualification for one or all your exams. This has happened in this school, it is taken extremely seriously, so please do not jeopardise your results.**

These can be handed into an invigilator **OR** leave them at home!



If you have a smart watch you will **not** be able to wear this during your exams this has to be handed in with your mobile phone. All other wrist watches will have to be placed on the desk; you are not allowed to wear them.



Ensure that you have all the correct equipment that you need for the exam, these must be in a clear pencil case - make sure you have spares! Any calculators must be without the lid and instructions. Equipment can be purchased from the Main Office.



You may bring a bottle of water only (no juice) into the exam room but all labels must be removed.

## Did you know?

When sleep follows immediately after learning you can retain 82%.

If you learn, sleep, go for a walk (waking activity), and relearn you can retain 86%.

The table below shows the results of an experiment that was carried out with 4 groups of students who revised under different conditions.

Retention					
Group 1	Learn	Sleep	Relearn		82%
Group 2	Learn	Sleep	Waking Activity	Relearn	86%
Group 3	Learn	Waking Activity	Relearn		65%
Group 4	Learn	Waking Activity	Sleep	Relearn	59%

← 8 Hours      ← 8 Hours →

Why not have a go!

(After McGaugh and Hostetter, 1961)

Good preparation which boosts your confidence is the key to exam success.

