



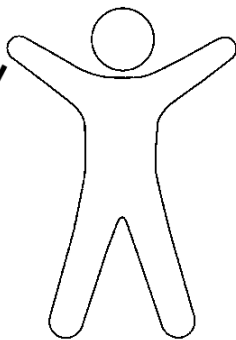
**I am EXAM READY.**

**Ask me “HOW?”**

**The Norwood School's**

**Advice and Strategies for Exam Preparation**

**“EXAM READY” =**



**Exam Preparation**

**Exam Technique**



**I am EXAM READY.**  
**Ask me “HOW?”**

### **Exam Expectations**

There are strict guidelines and rules for your exams.

#### **Before the exams**

- Make sure you focus in your revision lessons. Use time after school and outside of lessons to revise. Remember the more time you spend revising, the more you increase your chance of exam success!
- Work with your Form Tutors to create a Revision Timetable. This will enable you to plan and use your time well.
- Ask questions! If you do not understand something then ask your teacher. Remember the only silly question is one you don't ask!
- Prepare an 'Exam Kit' including a pen, pencil, ruler and calculator. Remember to bring this equipment every day.

#### **On the day of the exam**

- Line up sensibly, in alphabetical order, on the playground with your tutor group. If you have been told by your subject teachers to line up in class groups then do so.
  - Follow all instructions from staff no matter if they are your subject teacher or not.
  - You should be in FULL school uniform. Students not in full uniform will not sit the exam.
  - Remove your bags and coats and have your equipment ready.
  - As you enter the exam space you must be in TOTAL SILENCE.
  - When you have entered the exam space, leave your coats and bags in the area allocated to you. Go straight to your seat. Do not talk to anybody at all.
  - Follow the instructions and make every effort to answer every question in full. Remember, even a short answer is better than none!
- If you finish the exam early, take a moment to read through every answer once again. Check that you have read and understood the questions properly. Add more ideas to your answers.
- If you have re-read your answers and there is still time left, sit quietly and still in your seats until you are dismissed.
  - Collect your coats and bags calmly and silently and leave the exam in a mature manner.





**I am EXAM READY.**  
**Ask me "HOW?"**

# **Establish your EXAM READY team** **You are Team Leader**

## **FAMILY**

**Listen.**

**Provide the time and space for learning at home.**

**Feed you brain-friendly food.**

**Give you the vital equipment.**

**Support your routine.**

**Treat and reward you.**

**Test you and discuss your revision and exams.**

## **TEACHERS**

**Communicate the bigger picture.**

**Give you the detail.**

**Exam experts.**

**Guide you.**

## **FRIENDS**

**Talk things through with you and revise together.**

**Keep you upbeat.**

**Help you out with areas of difficulty.**

**Share notes.**

**Go out with you on those important days off!**





**I am EXAM READY.**

**Ask me "HOW?"**

## Think Positively

Positive  
thinking

**You want to get the best out of your brain so you must become a positive, can-do student. Your brain is very trusting. It believes what you tell it.**

**Tell yourself you are a great student who is going to do well. Your brain will believe you.**

**Give your brain positive messages so it will want to study.**

**It is a top priority to have your own workspace.**

**Make sure this space is well lit, quiet and warm.**

**You need to be able to keep this space organised without interruption.**

**What equipment might you need?**

**REVISION TIMETABLE!**

**PENS, HIGHLIGHTERS, STICKY NOTES, INDEX CARDS, CLOCK, COLOURED CARD OR PAPER...WATER!**





**I am EXAM READY.**  
**Ask me "HOW?"**

**Feeding your brain...**

## **Water Water Water**

**Homemade muesli with grains, seeds and dried fruit**  
**Porridge topped with dried fruit and honey**  
**Eggs – poached/boiled – with multi-grain toast**  
**Banana and apple smoothies**

**Dried fruit/fresh fruit/seeds**  
**Toast and peanut butter**  
**Mixed nuts and raisins**  
**Blueberry and cranberry cookies**

**Spinach and noodle soup**  
**Spaghetti with sun-dried tomatoes, basil and pine nuts**  
**Salmon fish cakes with couscous salad**  
**Tuna and grated carrot salad**  
**Caesar salad**  
**Stir fry**



**AVOID!**



**Junk food is full of additives and damages concentration.**

**Sugar-coated breakfast cereals will give you a quick energy burst but are followed by a much longer energy slump.**

**Dehydration will also damage your concentration. Make sure you drink plenty of water while you are studying.**







**I am EXAM READY.**  
**Ask me “HOW?”**

## Organise your time

## Plan your revision

Revise!

WEEK BEGINNING:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	REWARD
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WEEK BEGINNING:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	REWARD
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WEEK BEGINNING:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	REWARD
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WEEK BEGINNING:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	REWARD
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

1. Quantify your revision: ask your teachers which topics will be covered in each of your exams. Generate a list for each subject.
  2. Prioritise your revision: using this list of topics, write a number next to each one from 1 to 10, indicating which topics need most attention in your revision plan. Consider how these numbers reflect the amount of time you might spend on each one.
  3. Set aside 30 minutes in the evening to revise each topic, and plot them in a revision timetable. This means 20 minutes active learning, a five minute break and three to five minutes checking what you have just learnt. Vary your revision each day—you're less likely to get bored when revising if you do lots of smaller pieces of different subjects' revision each day rather than just one whole subject. Check these off your topic list as you finish revising.
- In the holidays and at weekends you need to establish a routine of revision. What time of the day is best for you? The better organised you are, the more time you will have for fun activities! It's important to reward yourself!





**I am EXAM READY.**  
**Ask me "HOW?"**



## **Take breaks**

**Keep your brain fresh and alert by taking regular breaks during your study time. After 20 minutes of learning, do some stretches and move out of the space you are in. It's important to improve blood flow, relax your body and reduce tension.**



## **Get enough sleep**

**Your brain needs to be fresh for a new day of studies so give it the good night's sleep it deserves. Your brain is switched on all the time – even when you are asleep. It actually carries on sorting out what you have learnt whilst you are happy sleeping. That good night's sleep will really pay off because it will help you learn.**





**I am EXAM READY.**

**Ask me "HOW?"**

## **Know what to expect**

**You should now know the format of all of the exams in every subject you are studying (including the weightings and percentages for each component).**

## **Are you an exam expert?**

**How long does the exam last?**

**How many questions do I have to answer?**

**What is the range of marks given to questions?**

**How do the marks relate to the time?**

## **Understand the instructions**

**Examiners use a special kind of language. You must know the meanings of the instruction words that examiners use.**

**COMPARE  
CONTRAST  
DESCRIBE  
DISCUSS  
EXPLAIN  
EXPLAIN THE SIGNIFICANCE OF  
LIST  
GIVE REASONS  
SUMMARISE**

**ACCOUNT FOR  
ANALYSE  
ASSESS  
COMMENT ON  
CRITICISE  
DEFINE  
DISTINGUISH  
INTERPRET  
RELATE**







**I am EXAM READY.**  
**Ask me "HOW?"**

## **The night before the exam**

### **Are you at your best?**

**Make sure you have all of your equipment ready the night before.**

**Get a good night's sleep.**

**Eat a nourishing breakfast.**

**Avoid last minute cramming.**

**Be determined:  
positive thinking is important**

**Be ready for two types of exam  
paper: HARD or EASY**

**Arrive at school for 8am in order to relax and focus your thoughts.**

## **In the exam**

### **Breathe.**

**Keep your watch on the desk to monitor the time. You are in control of your own time.**

**Underline/highlight key words in the questions.**

**Plan long answers and essays.**

**Divide your time between all the questions – if a question is too tough, go on to the next one.**

**Go back and have another go at the tough questions at the end.**

**Check your answers at the end:**

***Do they make sense?  
Have you given full responses?  
Have you used correct spelling?***





**I am EXAM READY.**  
**Ask me "HOW?"**

## Exam Equipment





**I am EXAM READY.**  
**Ask me "HOW?"**

## **Revision Strategy #1**

### **Concept Maps**

**Concept mapping is a very effective learning tool. You start with the title of your topic in the middle of your page. Then you divided it into categories. By deciding on the categories you will be processing the information and therefore be more likely to remember it. Divide these categories into more detailed categories until you end up with lots of detail around the edges of your map. Use colour, pictures and acronyms to make it memorable.**

## **Revision Strategy #2**

### **Just a minute**

**This is a useful activity to do in a pair in order to see how much you know about a subject. You must select a topic and then talk about it for one minute, putting in as much detailed evidence as you can. Your friend should then give you a mark out of ten for how well you have explained the topic. The person who gives the mark must explain why they have awarded that mark and be able to identify any important aspects of the topic which you have missed out.**





**I am EXAM READY.**  
**Ask me “HOW?”**

## **Revision Strategy #3**

### **Make a Poster**

**A poster is a really effective way of presenting a summary of important information. You should make your poster as colourful as possible and include a range of visual symbols or acronyms to help you to remember. You should put the posters up in places where you can be sure that you will see them a few times each day over the course of the exam period. Try sticking them on the ceiling above your bed so that you can look at them before you go to sleep!**

## **Revision Strategy #4**

### **Use Sort Cards**

**Sort cards are a really effective way of processing and using the information which you need for the exam. Having created your sort cards you can put them to use in a number of ways: firstly, you can muddle up sequences of information and then sort them back into the correct order. Alternatively, you can use the sort cards as the basis for an answer to an exam question and use them to structure your response.**





**I am EXAM READY.**  
**Ask me “HOW?”**

## **Revision Strategy #5**

### **Q and A Pairs**

**Write out a series of difficult to remember facts or dates on sort cards. Then write out a series of questions or prompts which are related to each fact. Then turn all of the questions and answers face down on a table in two separate areas. Pick up a card from the questions pile and then one from the answer pile. If they match remove them from the table, if not remember where you put each card so that when you do pick up the right question or answer you can remember where the corresponding card is.**

## **Revision Strategy #6**

### **Make up a story**

**This is a classic memory strategy for recalling lots of seemingly unrelated pieces of paper in the order in which they occurred. The basic idea is to take a list of key words or fact and put those bits of information into a story. Make the story as strange and funny as you can as this will help to make it more memorable. This strategy is particularly useful for remembering information for an exam question in which you are asked to describe the main features of something.**







**I am EXAM READY.**  
**Ask me "HOW?"**

## **Revision Strategy #7**

### **Bullet Points**

**There is no way you can remember everything that you have written in your book. You therefore need to summarise the information in your notes before you start to revise from it. One really effective way of doing this is to make a limited number of bullet points (maximum 5) for each page. By deciding what to include and what to omit you will be processing the information and improving your chances of remembering it.**

## **Revision Strategy #8**

### **Everything you need to know about.....**

**The aim of this strategy is to get you thinking about what you already know about a topic and, later on, to emphasise those things that you need to do more to remember. At the start of revising a particular topic, write down absolutely everything that you can recall about it. Probably the best way to do this in the form of a concept map. Once you have finished learning about that topic, return to your original concept map and add in any information which you have subsequently learned in a different colour.**





**I am EXAM READY.**  
**Ask me "HOW?"**

## **Revision Strategy #9**

### **4X4 Post it Notes**

**In pairs, arrange post-it notes into 4x4 grid on the table in front of you. Using a text books, prior knowledge and class books to help you, add one topic-related key word to each post- it note.**

**Now either add definitions of your own key words or swap with another pair and add definitions to their key words. Rearrange your own grid so that post-it notes beside each other link.**

**Think about how you might use the key word-links to complete an exam question or piece of writing.**

## **Revision Strategy #10**

### **Throw one away**

**This activity is designed to get you thinking about which pieces of information are absolutely vital for exam success and which bits you can probably manage without. It is a strange strategy which develops your information processing ability. Choose a set of sort cards on a related topic—then you must decide which piece of information is least important and throw that card away. Continue this process until you have established a rank order which shows the relative importance of all your cards.**





**I am EXAM READY.**  
**Ask me “HOW?”**

## **Revision Strategy #11**

### **Exam Questions**

**As you get closer to the exam period it is vital that you begin to practice using the sorts of questions that you will encounter in the actual exam, preferably in exam conditions - so work in a quiet place where you will not be disrupted and stick to the time limit for the exam. You can access past exam papers on most exam board's websites and your teacher will share these with you. Once you have completed the past paper, try and mark it yourself using an exam mark scheme (again from the web or your teacher).**

## **Revision Strategy #12**

### **Assess each other**

**Becoming an examiner may not be the height of your ambitions, but taking the role on for another student is a really useful way for both of you to develop your understanding of both the topic which you are revising and the requirements of the exam for which you are studying. Download the mark schemes and exam questions, both of you should complete the exam questions and then assess each others' work using the mark scheme.**





**I am EXAM READY.**  
**Ask me “HOW?”**

## **Revision Strategy #13**

# **Create your own questions**

An effective way to discover whether you really have understood what you are revising is to devise your own questions on a topic. You should try and base your questions on the sort of things that are asked in the actual exam (get a past paper from your teacher or from the exam board website). Once you have created the questions you can test your knowledge by answering the questions or by creating a mark scheme for the question and swapping it with a friend.

## **Revision Strategy #14**

# **Getting it wrong**

Work in pairs on past exam questions, to consciously but **CONVINCINGLY** get the wrong answer. The idea is that you consider which mistakes could possibly have been made and begin to get your head around why they happen, in an effort to become conscious of the obvious mistakes made under exam conditions. You could then combine with another pair and try to convince them why the “wrong” answer/s are the most plausible and most likely to happen. You could produce your own “classic mistakes” posters showing all the ways that mistakes are likely to be made and then highlight the one that you feel is most likely to be made.





**I am EXAM READY.**

**Ask me "HOW?"**

## **Revision Strategy #15**

### **Visualise it.**

If you have a difficult date, figure or spelling to remember you can use a technique known as visualisation. You need to find a quiet place and then imagine you can see the thing you have to remember written in bright colour on a white sheet of paper. Then imagine that you have a remote control which can change the colour and brightness of the word. Turn the colour and brightness of the word. Turn the brightness up so that the word really stands out on the page. Now imagine a voice saying the word, increasingly loudly. This sounds strange but it really works.

## **Revision Strategy #16**

### **30 words**

Summarising information is a really useful way to reduce your notes down to a manageable size. At the same time, deciding which bits of information are important and which are not is also an effective way to process the information which you are revising. Take any topic and describe it in fewer than 30 words, making sure that you cover the main points of the topic and write in good English.







**I am EXAM READY.**  
**Ask me “HOW?”**

## **Revision Strategy #17**

# **Paper Chains and Connections**

It's time to decorate your room, and celebrate the exam season. Write a **Keyword/Topic/Phrase/Quote** on a strip of paper. Then write a **connection/explanation/definition** on another strip of paper. Link these together in the form of a paper chain.

## **Revision Strategy #18**

# **Collective Round Table**

You need a minimum of 3 people for this one and each of you needs a fresh sheet of paper. Decide on the topic you are going to revise. Without talking, each write down one thing about your topic on your piece of paper. Next, pass your piece of paper to the person on your left. Keep going, aiming for as many as you can. Take it in turns to try and say a sentence about each of the words that appear on the paper.





**I am EXAM READY.**  
**Ask me “HOW?”**

## **Revision Strategy #19**

### **Diamond 9/18**

**In pairs, write down 9 keywords/points/sentences each. Then put the points in the form of a diamond shape.**

**Choose different arrangements for the points to reflect the linking between each one, or to show which ideas/responses are of a higher level.**

## **Revision Strategy #20**

### **Talking chips**

**A minimum of 2 people are needed for this game. Decide on a revision topic and find 3 “chips” each (any small object you can hold). Start to talk about the topic, but you can only speak when you place your chip in the centre of the table. When everyone has used all of their chips, dish them out and start again.**





**I am EXAM READY.**  
**Ask me “HOW?”**

## **Revision Strategy #21**

### **Rally Robin**

**Like a game of tennis, but bouncing words and ideas instead of balls! Work in pairs and keep count of how many ideas. Try to beat your total each time you play!**

## **Revision Strategy #22**

### **Time Technique**

**Put 25 minutes exactly on a timer (it might be a kitchen timer or on your phone), and see what you can do in a short amount of time!**

## **Revision Strategy #23**

### **Turn a word**

**Start with just one word. Now, turn that word into a sentence. Now turn that sentence into a paragraph. Reflect on the process and how you have shaped your response.**





**I am EXAM READY.**  
**Ask me "HOW?"**

## **Revision Strategy #24**

### **Mini Books**

**The clue is in the name. Make little foldable books in the shape of your topic and fill with the key facts from your topic. This will help you to cut down information into manageable chunks.**

## **Revision Strategy #25**

### **Musical Memory**

**Take your favourite song and replace the lyrics with key facts/information from your revision topic. You could even record it and add it to your playlist!**

## **Revision Strategy #26**

### **Get the point**

**3 key points to remember? Draw a triangle and write ideas on the points. 5 ideas? Draw a pentagon. You get the idea.**





**I am EXAM READY.**  
**Ask me “HOW?”**

## **Revision Strategy #27**

### **SPECS**

**See it**

**Visualise or draw**

**Personalise it**

**Make it unique to you**

**Exaggerate it**

**Learn it in an unusual way**

**Connect it**

**Compare it something else**

**Share it**

**Teach it to someone else**

## **Revision Strategy #28**

### **Paper Plates**

**Material is more memorable when it is presented in an unusual way. Capture your revision notes on paper plates. Display your plates prominently for a few days then turn them over and challenge your memory—what was on each plate? Think about other things you could decorate with ideas!**







**I am EXAM READY.**  
**Ask me “HOW?”**

## Revision Strategy #29

### PQRST

- P PREVIEW** — Read through the chapter/sections/subheadings  
Read through final summaries
- Q QUESTION** — Turn each chapter heading/subheading into a question
- R READ** — Read your question and answer from the text  
Mark or highlight the keywords—no more than 10%
- S SAY** — Say your answers and explain your key words aloud
- T TEST** — Go over your notes and test yourself again

## Revision Strategy #30

### KWL Grid

Make a grip with 3 columns labelled KWL and complete as you revise.

- K** What do I know?
- W** What do I need to find out?
- L** What have I learned confidently?

