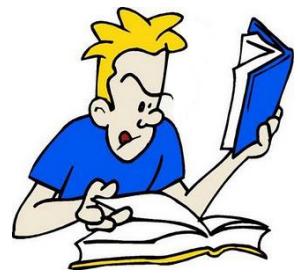


Advice for Pupils



Completing Coursework and Controlled Assessments:

- Ensure you know when your Controlled Assessments are taking place and when coursework deadlines are.
- Complete all preparatory work for Controlled Assessments in plenty of time.
- Plan your time for coursework and don't leave it all to the last minute.
- Spend the recommended amount of time on your work. This will vary from task to task so follow your teachers' advice.
- Ask for guidance about what to do if you are not sure.

Revising for Exams:

- Find a quiet place to revise at home, in school or in the library.
- Plan your revision carefully. Use the exam timetable and make a revision timetable to help you.

Examples of revision timetables are available to download from the School Website.

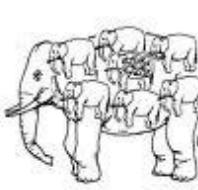
Revise!

- When you complete a revision session, cross it off your timetable to give you a sense of achievement!
- Check the course specification, look over your classwork, and listen to teachers to ensure that your revision is relevant. **If you are not sure what to revise, ask!**

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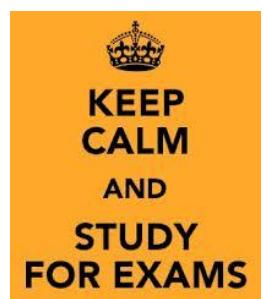
How are you going to revise? 

- Revise in chunks.
- You would not eat a whole elephant at once!
- You would break it up into chunks, wouldn't you.

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- Revise when you are alert. Late night revision when you are tired is less likely to be effective than at other times of the day.
- Revise in blocks of up to an hour and then take a break. Try not to revise one subject all day.

- Use the revision techniques that you have found most effective in the past and that your teachers recommend. Some examples are given below:



1. Read your own notes and highlight key words.
2. Make extra notes from the textbook/revision guide.
3. Summarise your notes into key headings with a clear structure. This could be in the form of a list of headings, a spider diagram or Mind Map, or on revision cards or Post It notes.
4. Learn key definitions and basic diagrams (with labels).
5. Learn the meaning of all command words, key words and definitions. Ask your friends/parents/older siblings to test you if needed.
6. Use rhymes or mnemonics to help you remember things.
7. Complete past paper questions and refer to mark schemes. Many past papers are available on the School Website or exam board websites.
8. If there are things you don't understand, look them up online, look in a revision guide or textbook, look through your exercise books, or ask a friend, parent, brother/sister or teacher.

• Use the revision websites your teachers have recommended. Many of these are listed on the GCSE subject assessment information sheets.

• Make sure you know when after-school and lunchtime revision sessions are taking place and attend as many as you can. These sessions are run by your teachers; they know how to help you and what things you need to focus on.

On Exam Days:

• Make sure you have the correct equipment for the examination with you. Check this well in advance of the exam and pack it in your bag the night before the exam!

• Eat a healthy breakfast on exam days and drink plenty of water to ensure you are well hydrated.

In the Exam:

• Try not to panic, even if you feel that you are unable to answer a question. Leave it for now BUT make sure you return to it later

• Read the question carefully. **HIGHLIGHT/UNDERLINE** command words, e.g. describe or explain. **UNDERLINE** the context words, i.e. what the question is about, and glance back at the whole question to understand what it requires of you.

• Plan your time carefully – allow a couple of minutes to work out which questions you need to answer at the start and ensure you have sufficient time to answer all the questions you need to. Leave yourself a few minutes at the end to check through your work.

- Never leave out any questions that you must answer!
- Do remember that many exams (not just in English) require clear, accurate writing skills. Always ensure you write in correct Standard English and explain your answer in detail. Don't lose marks because of sloppy written English!
- Learn from previous examinations and the techniques that you used for them. Were they effective? If so use the same techniques. If not, learn from your mistakes.
- Do your best **GOOD LUCK!**