



**EXAM
SURVIVAL
GUIDE**

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**MAKE NOTES ON
THIS DOCUMENT**

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Never stop dreaming



Essential Preparation for Exams

Preparing for exams does **NOT** mean no social life, or that you have to revise in ALL your free time.

It means being **Organised, Focused** and **Determined**.

Running up to exams

- Make a revision timetable well before your exams, and stick to it.
- Revise in short chunks of 25 minutes. Then take a short 10 minute break before another half-hour session on the subject.
- Going over your revision notes once is NOT good enough. If you read them 3 or 4 times over a few days or weeks you will have 80% recall.
- Vary your ways of revising. Use past papers, revision web sites, flash cards, posters on your wall, work with friends, and record key topic words on your MP3 or mobile, use highlighters and mapping.
- Test yourself on key words, key dates, key formulas, key diagrams.
- Top up by doing some last minute reviewing of your Year 10 and 11 notes.

On the day of an exam

- Have a good breakfast – cereal, toast and coffee. Bananas are a great brain food.
- Look over the key points in your notes before school.
- Don't be late. Remember low stress, high success!
- Bring all the equipment you need – calculators with new batteries, bottled water to stop you dehydrating, unwrapped sweets such as polos.
- Go into the exam being positive, thinking I'm ready for this. I have done as much as I can, bring it on!

During the exam

- Read through the whole paper for 3 or 4 minutes before answering any question.
- Start on the low mark questions to get your confidence and writing style going.
- Never miss the big mark questions, and check the back page for any questions.
- Watch out for EITHER and OR questions – pick one or the other, NOT both.
- Keep your work to the point, neat and label all diagrams.
- When you finish, check every single answer, amend or add if you need to.
- If you don't know an answer have a realistic guess, never leave anything blank.

Stress Management

Get to the
exam early

Top 10 Tips on Stress Management

1. Learn to relax. Take "mini-breaks" throughout the day. Work at relaxation techniques, such as five slow deep breaths.
2. Get organised. Have a realistic schedule of daily activities, including time for work, sleep, relationships and recreation.
3. Exercise. Physical activity always provides relief from stress. Half an hour of sport or even a short walk will do the trick.
4. Recognise that you can only do so much in a given time. Try to pace, not race.
5. Talk to friends. Talking and meeting with friends and occasionally sharing deep feelings and thoughts can be helpful in reducing stress.
6. Make a list of things that are worrying you and the possible things that could happen – then your brain will stop bringing them forward all the time.
7. Make sure you are in a calm, positive mood before you start studying.
8. Don't become overtired by forcing yourself to work late. Your ideal sleep time is about 8 hours a night.
9. Watch your habits. Make sure you eat sensibly and have a balanced diet.
10. Talk positively to yourself. Don't pay attention to that internal voice saying you can't do it; tell yourself you can do it and you will do it.

Take bottled water into the exam to keep hydrated.

Long-term Revision Timetable

December

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2 English	3 Maths	4 Biology	5 PARTY	6
7 English	8 Chemistry	9 German	10 Biology Geography	11 Physics	12 Maths	13 German Physics
14	15 History German	16 English Chemistry	17 Geography Maths	18 French	19 History French	20
21 Geography	22 IT	23	24 Christmas Eve	25 Christmas Day	26	27 Geography Physics
28 Maths	29 Biology	30 IT French	31 PARTY			