

**Year 12 – Internal Exam Preparation – Simple Checklist**

What to look for on a regular basis	What does this look like?	Remember
Subject folders are well organised	Dividers, notes legible, up to date	<b>Take out</b> old/unrefined notes/papers
Revision plan updated every 2 weeks	Include non-timetabled periods at school (PDL) and home, relaxation/fun	<b>Adapt</b> the plan as you need to
Revision plan shows every subject regularly	Every subject mentioned at least 3 times p/wk	<b>Do NOT -</b> Just re-read notes –do something with them (re-word, test, refine notes, diagrams etc.)  Leave revision to the last minute or do it ‘all in one go’ – little and often over time, planned
Use <b>a variety of revision techniques</b>	Tests, flash cards, self-explanation etc.	
Work on weaknesses, not strengths	Work on red/amber topics in PLCs, or areas identified in marking	
Evidence of attempting practice papers / extended answers / regular testing		

Exam Period – Mon 29 <sup>th</sup> April – Fri 3 <sup>rd</sup> May Name and dates (when known)	Exam technique at home – how to help
<b>Subject 1 -</b> Exam 1 - ..... Exam 2 - .....  <b>Subject 2 -</b> Exam 1 - ..... Exam 2 - .....  <b>Subject 3 -</b> Exam 1 - ..... Exam 2 - .....  <b>Subject 4 -</b> Exam 1 - ..... Exam 2 - .....  <b>Additional -</b>	<p>Read the entire question before answering.</p> <p>Highlight important command words like <i>describe</i>, <i>explain</i>, <i>compare</i>, <i>analyse</i> or <i>evaluate</i> in the questions.</p> <p>Look at the number of marks available for each question – how long/detailed is your answer compared to the marks available? How much time did you spend on the answer? How many stages are there in your calculation?</p> <p>Are there any additional help sheets available?</p> <p>Always finish questions – don’t leave blanks.</p> <p>Check carefully for errors after completing work – spelling, grammar, and workings out – does the answer make sense?</p> <p>Check the whole paper to make sure that you have answered every question that you should have.</p> <p>If a calculator has been used, check for calculator errors first before checking for mistakes in other questions.</p>

Revising at Home - Hints and Tips	
Place to work, free from distractions Exam timetable displayed Revision timetable displayed 30 minutes work, 10 minutes break	Vary the subjects revised, revisit them regularly Minimum 8 hours sleep Eat well, drink water, reward yourself when done Phones off, limit screen time before bed

**Example Revision Timetable – Week 1**

Date - from 1 March to 8 March

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Period 1	Subject 1	lesson	lesson	Subject 1	Subject 1	Subject 1 (recap)	FREE
Period 2	Subject 1	lesson	lesson	Subject 3	Subject 2	Subject 2 (recap)	FREE
Break							
Period 3	lesson	Subject 2	Subject 1	lesson	lesson	Subject 3 (recap)	FREE
Period 4	lesson	lesson	Subject 2	lesson	lesson	FREE	FREE
Lunch							
Period 5	Subject 2	Subject 3	lesson	Subject 2	lesson	FREE	FREE
break							
3:20 – 3.50pm	Subject 3	Subject 3	lesson	lesson	Subject 3	FREE	FREE
Break							
4.00 – 4.30pm	Subject 2	Subject 2	Subject 1	Subject 3	Subject 1	FREE	FREE
Break							
4.40 - 5.10pm	free choice – 1,2,3	free choice – 1,2,3	free choice – 1,2,3	free choice – 1,2,3	free choice – 1,2,3	FREE	FREE
Other		30 min timed exam essay practice		30 min timed exam essay practice			
Break work down into small chunks. Focus on your weak areas. 30 minutes work, 10 minute break. Do different subjects. Reward yourself when completed.							

**Revision - Week 1**

Date from

to

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday (recap)	Sunday
Period 1							
Period 2							
Break							
Period 3							
Period 4							
Lunch							
Period 5							
3:20 – 3.50pm							
Break							
4.00 – 4.30pm							
Break							
4.40 - 5.10pm							
Other							
Break work down into small chunks. Focus on your weak areas. 30 minutes work, 10 minute break. Do different subjects.							

**Revision - Week 2**

Date from

to

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday (recap)	Sunday
Period 1							
Period 2							
Break							
Period 3							
Period 4							
Lunch							
Period 5							
3:20 – 3.50pm							
Break							
4.00 – 4.30pm							
Break							
4.40 - 5.10pm							
Other							
Break work down into small chunks. Focus on your weak areas. 30 minutes work, 10 minute break. Do different subjects.							