

Essex101

preparing for your exams



Step 1: Establishing your approach

How will you revise? Revision is an individual process so you'll need to decide what works best for you. Are there gaps in your knowledge? If so, what needs revising?

- Do you have a clear understanding of what needs to be revised?
- Have you identified the gaps in your knowledge?

Step 2: Plan your revision

Organisation is key to successful revision. Know when your exams are, how many you have and how long you have until they begin. Allocate time for revision and breaks, as well as social events, exercise, part-time work and revision classes.

- Have you written down your exam dates and times?
- Have you considered how much time you have until they begin?
- Have you allowed time for everything else you want to do?
- Have you allocated time for anything unexpected that might come up?

Step 3: Set goals

Set goals in accordance to the acronym S.M.A.R.T. Make your goals: Specific and Measurable, where you set short, medium and long term goals, such as hourly, daily and weekly. Make them Attainable by planning how best to reach the goals and remember to reward yourself. Be Realistic on how much time you can dedicate to revision and ensure your goals are Time-bound or have reachable deadlines.

- Have you made sure your goals are S.M.A.R.T.?
- Have you set short and long term goals?
- Have you allocated breaks between revision sessions?

Step 4: Organise revision materials

Use resources such as Listen Again, Moodle, the library, lecture notes and the course syllabus to guide your revision. Make sure your revision material is easy to access, and all in one place. Before attending revision classes look through your notes, be clear on what you want to go over and what you are unsure about.

- Do you have all the necessary lecture notes?
- Have you identified and borrowed any books you will need?
- Have you read the course syllabus thoroughly?
- Have you decided what areas or topics you need to focus on?

Step 5: Begin revising

Use a strategy or a mixture of strategies that suit you. This might be making notes or using mind-maps, for example. Remember to use tutors office hours if you have any queries. They're there to help you.

- Have you chosen a revision strategy that suits you?
- Do you know where you need to start?
- Have you visited your tutor to check your understanding?

Step 6: Check your progress

Are the goals set in step 3 being achieved? If not, how do you need to adjust your approach to ensure that they are?

- Have you checked to see if you are meeting your goals?
- Have you identified areas of your strategy that need to be adjusted if your revision is off-track?
- Have you rewarded yourself for the goals you've achieved?

Step 7: Check your understanding

Practice exam questions bringing the different revised themes and ideas together to enhance and encourage your critical thinking and ability to formulate arguments. Discuss the ideas and concepts you have been revising with friends. This will offer new viewpoints you may not have considered. Try to explain what you have revised to anyone that will listen!

- Have you practiced past exam papers?
- Have you tried to explain key concepts to anyone else?
- Have you discussed ideas with friends and course mates?
- Have you gone through and/or re-edited your revision notes?

Step 8: Sitting the exam

Get a good night sleep before the exam and eat a healthy breakfast. This will give you energy and enable you to concentrate throughout the day. Ensure you are prepared with the equipment you need and arrive promptly. Fully read the questions and instructions, and allocate enough time for each question. Before answering a question, make a quick plan of what you need to cover.

- Have you left enough time to get to your exam?
- Have you prepared everything you need to take with you?
- Have you visited the exam room and know exactly how to get there?
- Have you prepared for a healthy meal for the day of the exam?



Essex101 revision timetable



Week:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7.00am							
8.00am							
9.00am							
10.00am							
11.00am							
12.00pm							
1.00pm							
2.00pm							
3.00pm							
4.00pm							
5.00pm							
6.00pm							
7.00pm							
8.00pm							
9.00pm							