

Dear Parent/Carer

Welcome to Park High School and the ongoing partnership between you as parents, your child and the teaching staff as they enter the examination phase of their life at the school.

This curriculum guide outlines the course (KS4) summary information for all core subjects and the options your child has chosen. In addition to GCSE courses as part of their broad and balanced entitlement your child will have PSCHEE, PE and gain a Sports Leadership Award.

Progress is monitored during Year 10 by individual subject teachers and the Year Team. There will be 3 Review Days this year when your child will be able to discuss their progress with his/her tutor based on progress checks completed by all subject staff. You will be able to access further progress checks throughout the year. Do feel free to contact your child's tutor if you require further information about his/her progress.

Year 10 will have end of year examinations in June 2015. Additional assessments related to GCSE outcomes will be added to the assessment calendar available on the school website.

Please encourage your child to maintain good working habits and come fully equipped for lessons with the basic equipment needed (pen, pencil, ruler and rubber). It is also important that you provide suitable conditions for home learning. The contact book is an essential document, which you should check and sign regularly. This will also be checked and signed on a regular basis by your child's tutor. It is designed for students to record details of home learning and any other essential information. It also contains useful information on teaching and learning. If you have any concerns about homework or, other matters please contact your child's tutor.

The school provides many opportunities for students to get involved in extra-curricular activities and a wide range of school visits. We hope that your child will get fully involved in these, because we believe they make an invaluable contribution to students' personal development.

At Park High School we value hard work, take pride in academic and enrichment activities and good discipline. We expect all students to give of their best.

We look forward to a rewarding and supportive partnership between your child and you as parents and the staff of this school.

This booklet will be available on our school website:

www.parkhighstanmore.org.uk

Any feedback on the contents of this booklet will be gratefully received.

Yours faithfully

Mrs C O'Dwyer
Deputy Headteacher

Contact details

It is very important to us as a school that we always have on-going contact between home and school whenever issues arise which might affect your child's learning at school.

In the first instance, we ask you to contact your child's tutor. Their details are shown below:

10 PS	Mr Preston	s.preston@parkhighstanmore.org.uk
10 JS	Ms Jeshani	cjeshani1.310@parkhighstanmore.org.uk
10 WA	Ms Walton	ewalton4.310@parkhighstanmore.org.uk
10 BY	Mrs Bailey	jbailey54.310@parkhighstanmore.org.uk
10 DW	Mr Walker	dwalker.310@parkhighstanmore.org.uk
10 LL	Miss Leigh	lleigh2.310@parkhighstanmore.org.uk
10 CC	Miss C.Chamberlain	cchamberlain5.310@parkhighstanmore.org.uk
10 JE	Miss J Barnes	jbarnes30.310@parkhighstanmore.org.uk
10 EA	Miss Arsenieva	earsenieva.310@parkhighstanmore.org.uk
10 HK	Miss Salkeld	hsalkeld1.310@parkhighstanmore.org.uk

Ms Acheampong (Head of Year 10) (s.acheampong@parkhighstanmore.org.uk) and Miss Barnes(Deputy Head of Year 10) (jbarnes30.310@parkhighstanmore.org.uk) may also be contacted at school, to discuss wider issues across the year group.

School telephone number: 020 8952 2803

School fax number: 020 8952 6975

School email address: info@parkhighstanmore.org.uk

School website: www.parkhighstanmore.org.uk

Key dates

In addition to the subject deadlines which are detailed later in this booklet, there are several important events which affect Year 10 students directly. It is important that students (with the support of their parents / carers) work within the framework of these dates so that they organise their work programmes to meet the deadlines.

All of the dates in this booklet will help the students to complete **each** section of **each** examination course (either controlled assessment or other examination work) to a high standard, accurately and on time.

The 'weeks' indicated in brackets show the progressive weeks, starting from **1st September 2014 (Week 1)**.

8 th September 2014	Year 10 Curriculum Information Evening (Week 2)
28 th October 2014	Progress Check 1 'goes live' (Week 8)
5 th November 2014	Year 10 (Band A) Parents' Evening (Week 9)
13 th November 2014	Year 10 (Band B) Parents' Evening (Week 10)
27 th November 2014	Student Review Day 1 (Week 12)
8 th – 12 th December 2014	Year 10 Charity Week (Week 14)
23 rd December 2014	Progress Check 2 'goes live' (Week 15)
17 th February 2015	Progress Check 3 'goes live' (Week 21)
10 th February 2015	Student Review Day 2 (Week 21)
21 st April 2015	Progress Check 4 'goes live' (Week 28)
9 th June 2015	Progress Check 5 'goes live' (Week 34)
22 rd June 2015	Year 10 Mock Examinations week (Week 36)
2 nd July 2015	Student Review Day 3 (Week 37)
6 th July 2015	Work experience begins (Week 38)
21 st July 2015	Progress Check 6 'goes live' (Week 39)

There is no 'slack' time in Year 10. Throughout each half term of study, assessments will be taking place in each of the students' subjects which may contribute to the final controlled assessment component or examination marks.

Year 10 Home Learning Timetable 2014 / 2015

Band	Week	Monday	Tuesday	Wednesday	Thursday	Friday
10 A	A	Option 1 Option 2 Mathematics	PSCHEE Science	English Physical Education Mathematics	Option 3 English	Science Philosophy & Ethics
	B	Option 1 Option 3	PSCHEE Science Mathematics	Option 2 English	Mathematics Science	English Physical Education Philosophy & Ethics

10 B	A	Physical Education Science English	PSCHEE Option 1	Option 2 Mathematics	Philosophy & Ethics English	Option 3 Science Mathematics
	B	Science English	PSCHEE Option 3	Science Mathematics	Physical Education Mathematics English	Option 1 Option 2 Philosophy & Ethics

Option Blocks

Band	Option	Lessons
10 A	1	Week A – Monday Lessons 1 and 2
		Week B – Monday Lessons 3 and 4
		Week B – Thursday Lesson 5
	2	Week A – Monday Lessons 3 and 4
		Week A – Friday Lesson 5
		Week B – Wednesday Lessons 1 and 2
	3	Week A – Wednesday Lesson 4
		Week A – Thursday Lessons 1 and 2
		Week B – Monday Lessons 1 and 2

10 B	1	Week A – Tuesday Lessons 3 and 4
		Week A – Thursday Lesson 5
		Week B – Friday Lessons 3 and 4
	2	Week A – Wednesday Lessons 1 and 2
		Week B – Thursday Lesson 3
		Week B – Friday Lessons 1 and 2
	3	Week A – Friday Lessons 3 and 4
		Week B – Tuesday Lessons 1 and 2
		Week B – Wednesday Lesson 4

Course summary information – for the remainder of Year 10

Core subjects – i.e. those studied by all students

Mathematics

In the first year of this GCSE course, most students are expected to complete half of the course materials, with an end of year mock examination. This course has no coursework.

For those students already having commenced an accelerated GCSE mathematics qualification in Year 9, they are studying the final topics in the GCSE course during Year 10. There is no coursework for this course.

Course specification

Edexcel 1MA0 GCSE Mathematics A Linear

OCR 6993 FSMQ Additional Maths

Weightings / deadlines

GCSE mathematics - 100% marks in terminal examination sat in June 2015, or 2016

FSMQ mathematics – 100% marks in terminal examination sat in June 2016

Useful websites

www.edexcel.org.uk; www.ocr.org.uk;

www.mymaths.co.uk; www.emaths.co.uk; www.livemaths.co.uk

Contact

Head of Mathematics: Mrs Bayar m.bayar@parkhighstanmore.org.uk

Deputy Head of Mathematics: Ms Chhantbar s.chhantbar@parkhighstanmore.org.uk

English

Most students study for two GCSEs in English – Language and Literature. These courses have slightly different weightings for controlled assessments / coursework and examinations. Some controlled assessments / coursework will be completed in Year 10,

but further assessments are scheduled in Year 11. Mock examinations for both courses will be sat in November 2015.

Course specification

(English Language) Cambridge IGCSE English First Language (UK) (0522)

(English Literature) WJEC 4200 GCSE English Literature

Weightings / deadlines

IGCSE English Language

Units	Assessment	%
Reading Paper 2	2 hour Exam	40%
Coursework Portfolio: Candidates submit three assignments, each of 500–800 words.	3 Written Assignments including 1 first draft	40%
Speaking and listening coursework: Individual activity, Pair-based activity, Group activity.	Individual and Pair-based are recorded for external moderation by the exam board	20%

GCSE English Literature

Unit 1:

Section A - Different Cultures (21%)

Section B - Unseen poetry comparison (14%) Exam (Summer 2016) 35%

Unit 2:

a: Literary Heritage Drama & Contemporary Prose

Or

b: Contemporary Drama & Literary Heritage Prose Exam (Summer 2016) 40%

Unit 3: Poetry and Drama Controlled Assessment 25%

Useful websites

www.wjec.co.uk www.cie.org.uk

www.bbc.co.uk/schools/bitesize

Contact

Head of English: Ms Hubbard m.hubbard@parkhighstanmore.org.uk

Science

A small number of students will complete core science over 2 years.

ALL other students will begin the year with the goal of completing separate sciences at the end of Year 11. At Easter in Year 10 (2015), based on progress up to that point, some students will continue towards separate sciences whilst others will be rerouted towards the double award.

Course specification

<u>Double award</u>	AQA	4405	GCSE Science A (Core)
	AQA	4408	GCSE Additional Science A
<u>Triple award</u>	AQA	4401	GCSE Biology
	AQA	4402	GCSE Chemistry
	AQA	4403	GCSE Physics

Weightings and deadlines

All terminal examinations take place in May / June 2016. Controlled assessments will begin to take place in Year 10 in 2015, completed in Year 11.

Double award

Core - 3 terminal examinations (25% each); controlled assessment (25%)

Additional - 3 terminal examinations (25% each); controlled assessment (25%)

Triple award

3 Biology terminal papers (25% each); controlled assessment (25%)

3 Chemistry terminal papers (25% each); controlled assessment (25%)

3 Physics terminal papers (25% each); controlled assessment (25%)

Useful websites

<http://www.aqa.org.uk/subjects/science> www.bbc.co.uk/schools/bitesize

www.kerboodle.com (virtual textbook)

Contact

Head of Science: Mr Scott c.scott@parkhighstanmore.org.uk

Philosophy and Ethics (full course)

All students study the GCSE Philosophy and Ethics full course. There is no controlled assessment component for this course.

Course specification

OCR J621 GCSE Religious Studies B: Philosophy and Applied Ethics (Full Course)

Weightings and deadlines

Terminal examination sat in May / June 2015 – 100% of the marks available at this time.

Useful websites

www.ocr.org.uk

www.bbc.co.uk/schools/bitesize

Contact

Head of Philosophy and Ethics: Miss Shah s.shah@parkhighstanmore.org.uk

Non-core subjects – i.e. ‘option’ subjects

Design and Technology

Students study for a single GCSE in Food Technology, Product Design or Electronic Products, with a single controlled assessment project accounting for 60% of the marks. This is the same structure for every course. For Engineering students are awarded a double award, with two pieces of controlled assessments to complete (30% each with a 40% examination at the end of the course)

Course specification	Board	Course Code
GCSE D&T: Product Design	AQA	4555
GCSE D&T: Food Technology	Edexcel	2FT01
GCSE D&T: Electronic Products	Edexcel	2EP01
GCSE D&T: Engineering (Double Award)	Edexcel	2EG02
GCSE D&T: Textiles Technology	AQA	4570

Weightings and deadlines

Controlled assessments (worth 60%) of the course are started in the autumn term of Year 10, completed in Year 11 with interim deadlines for the final completion of sections provided by the teacher, ready for submission in December 2015. Final examination (40%) will be sat in June 2016.

Useful websites / resources

For all D&T subjects: www.technologystudent.com www.bbc.co.uk/schools/bitesize

Product Design: www.aqa.org.uk www.design-technology.org

Revision book available from the D&T office

Food Technology: www.edexcel.org.uk

Recommended Edexcel textbook: Edexcel GCSE Design and Technology: Food Technology Student Book ISBN 978-1-84690-753-1

Electronic Products: www.edexcel.org.uk www.design-technology.org

Revision book available from the D&T office

Engineering (Double Award): www.edexcel.org.uk www.design-technology.org

www.engineering.com <http://www.pbskids.org/designsquad>

Recommended textbook: Nelson Thornes GCSE Engineering Text Book by Neil Godfrey and Steve Wallis ISBN 0 7487 8551 5

Textiles Technology: www.aqa.org.uk www.design-technology.org

www.technologystudent.com www.bbc.co.uk/schools/bitesize

Recommended textbook:

GCSE Design and Technology for AQA: Student Book: Textiles Technology

By Rose Sinclair ISBN-13: 978-0435413491

Contact

Head of Design and Technology: Ms Attfield - aattfield.310@parkhighstanmore.org.uk

Deputy Head of Design and Technology: Mr Binns - j.binns@parkhighstanmore.org.uk

D&T responsibility for KS4: Mrs N Kerai - n.kerai@parkhighstanmore.org.uk

Arts subjects

Head of Arts: Ms Bexson nbexson.310@parkhighstanmore.org.uk

Art

Art is assessed through a mixture of coursework completed throughout the course, and a final practical examination.

Course specification

AQA 4200 GCSE Art and Design (Full course)

Weightings and deadlines

Coursework (60%) completed by January 2016; final practical examination (40%) in May 2016.

Photography

Photography is assessed through a mixture of coursework completed throughout the course, and a final practical examination.

Course specification

AQA 4206 GCSE Photography: lens-based and light-based media
(Full course)

Weightings and deadlines

Coursework (60%) completed by January 2016; final practical examination (40%) in May 2016.

Graphic Design

Graphic Design is assessed through a mixture of coursework completed throughout the course, and a final practical examination.

Course specification

AQA 4203 Graphics Communication (Full course)

Weightings and deadlines

Coursework (60%) completed by January 2016; final practical examination (40%) in May 2016.

Useful websites

www.aqa.org.uk

www.bbc.co.uk/schools/bitesize

Contact

Curriculum leader for Art: Ms Emin l.emin@parkhighstanmore.org.uk

Dance

Dance is assessed through continuous assessment completed in the spring term 2016, with the final externally assessed practical examination in April or May 2016. Throughout Year 10, students will have mock practical and written assessments in Dance.

Course specification

AQA 4230 GCSE Dance

Weighting and deadlines

Coursework (worth 80%) by May 2016; written exam in June 2016.

Useful website

www.aqa.org.uk

Contact

Curriculum leader for Dance: Ms Leigh lleigh2.310@parkhighstanmore.org.uk

Drama

Practical coursework (worth 30%) is completed in Year 10(5DR01); there is a further set of coursework (worth 30%) to be completed by the end of the autumn term 2015; a final practical examination (worth 40%) is to take place in May 2016.

Course specification

Edexcel 5DR01 GCSE Drama

Useful websites

www.edexcel.org.uk

www.bbc.co.uk/schools/bitesize

Contact

Curriculum leader for Drama: Miss Parks m.parks@parkhighstanmore.org.uk

Music

60% of the assessment is through coursework which consists of two compositions and two performances, one solo and one an ensemble. One composition and the solo performance should be completed by the end of the summer term in Year 10. There is a final examination in June 2016, worth 40%.

Course specification

Edexcel 2MU01 GCSE Music

Useful websites

www.edexcel.org.uk

www.bbc.co.uk/schools/bitesize

Contact

Head of Arts: Ms Bexson nbexson.310@parkhighstanmore.org.uk

Performing Arts

This course is assessed through 100% practical and written coursework. There will be a choice of recording progress through either written or recording means and students will be required to take part in all performances either as designer, crew or performers.

Course specification

AQA 4880 Performing Arts GCSE

Contact

Head of Arts: Ms Bexson nbexson.310@parkhighstanmore.org.uk

Music Technology

100% of the assessment is through coursework. There is a final portfolio submission at the end of the course in 2016.

Course specification

NCFE Music Technology

Useful websites

www.ncfe.org.uk

Contact

Head of Arts: Ms Bexson nbexson.310@parkhighstanmore.org.uk

Modern Foreign Languages (MFL): French, German or Spanish

Head of MFL: Mrs Gorman l.gorman@parkhighstanmore.org.uk

French, German and Spanish are studied as courses through the same examination board, so the following information applies equally to all courses.

Course specifications

French	AQA	4655	GCSE French
German	AQA	4665	GCSE German
Spanish	AQA	4695	GCSE Spanish

Weighting and deadlines

'Listening' (worth 20%) and 'reading' (worth 20%) will be assessed in the final examination in May / June 2016; 'writing' (worth 30%) and 'speaking' (worth 30%) are assessed through controlled assessments by the end of Year 11. Each student will complete five pieces of assessed work in total, with the best two pieces in each area being submitted to the examination board.

Controlled assessment - Speaking

	FRENCH	SPANISH	GERMAN
Year 10 Exam (July 2015)	Holidays	Holidays	Holidays

Controlled assessment - Writing

	FRENCH	SPANISH	GERMAN
November 2015	Healthy Living	Healthy Living	Healthy Living
February/March 2016	Leisure Activities	Leisure Activities	Leisure Activities

Useful websites

www.aqa.org.uk

www.bbc.co.uk/schools/bitesize www.languagesresources.co.uk

www.kerboodle.com www.linguascope.com

Contact

Head of MFL department (Spanish): Mrs Gorman l.gorman@parkhighstanmore.org.uk

Deputy HOD for MFL (French): Mrs Sallet r.sallet@parkhighstanmore.org.uk

Responsibility for German: Ms Brumsack s.brumsack@parkhighstanmore.org.uk

Physical Education

Sports Science GCSE practical assessments (worth a total of 60%) are started in Year 10 and will continue to take place each half-term, with the majority completed by the end of the autumn term in Year 11. The final written examination (worth 40%) will be taken in May / June 2016. There is the opportunity to move towards a double award in this subject.

Course specification

AQA	4892	GCSE Physical Education (Full course)
AQA	4894	GCSE Physical Education (Double award)

Useful websites

www.aqa.org.uk

www.bbc.co.uk/schools/bitesize

www.s-cool.co.uk

Contact:

Head of Physical Education department: Miss Tompsett

c.tompsett@parkhighstanmore.org.uk

Business Studies

GCSE Business Studies is a linear course, meaning that all assessments are taken at the end of the course. Assessments of Units 1 and 3 (written papers) in June 2016 and the controlled assessment (Unit 2) would be submitted in May 2016.

Course specification

Edexcel	2BS01	GCSE Business Studies
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Useful websites

www.edexcel.org.uk

www.bbc.co.uk/schools/bitesize

Contact

Curriculum leader for Business Studies: Miss Sethi m.sethi@parkhighstanmore.org.uk

Humanities

Geography

A controlled assessment (worth 25%), based on the field course in June 2015, will be completed by the end of the summer term in Year 10. The final examination (worth 75%) will be sat in May / June 2016.

Course specification

WJEC 4240SA GCSE Geography B

Useful websites

www.wjec.co.uk

www.bbc.co.uk/schools/bitesize

Contact

Head of Geography: Miss V Lee v.lee@parkhighschool.org.uk

History

25% of the course is completed in Year 10; a controlled assessment (worth 25%) will be completed by the end of the autumn term in Year 11. The remaining 50% of the course is the final examination, which will be sat in May / June 2016.

Course specification

Edexcel 2HA01 GCSE History A

Units

Year 10

Unit 2C: America 1919-41

Unit 4: Controlled Assessment- Martin Luther King & The Civil Rights Movement

Year 11

Unit 3C: Britain 1951-78

Unit 1: International Relations 1943-91

Useful websites

www.edexcel.org.uk

www.bbc.co.uk/schools/bitesize

Contact

Head of History: Mr Boniface aboniface1.310@parkhighstanmore.org.uk

ICT & Computer Science

In Year 10, having achieved their Entry Level Computing in Year 9, students have the option to progress to GCSE ICT or GCSE Computing (students who opt for Computing would need to have achieved a level 3 at Entry Level Computing in year 9). In both ICT and Computing, pupils will complete the controlled assessments in year 10 worth 60% and sit an exam worth 40% at the end of year 11.

Course specification

Edexcel 2IT01 GCSE ICT (Single Award)

OCR J275 GCSE Computing

Useful websites

www.edexcel.org.uk

www.ocr.org.uk

Contact

Head of ICT & Computing department: Mrs Kerai s.kerai@parkhighstanmore.org.uk



Careers Information, Advice and Guidance at Park High School

Park High School work in partnership with CfBT to provide independent and impartial careers information, advice and guidance to students of the school. CfBT has extensive experience of working with both individual schools and consortia to develop careers services that are tailored to meet their needs. CfBT's Careers Advisers are professionally qualified and its careers services are impartial, independent and Matrix quality assured

Disha Dansingani is the link CfBT Careers Adviser at Park High School. Disha is based at Park High two days a week, Mondays and Tuesdays and offers students impartial careers information, advice and guidance to support them with their educational and career choices. Disha offers students one to one interviews, group interviews, lunchtime and break-time clinics. Parents / carers can also arrange a meeting to discuss their son's/daughter's plans *for* the future and how to support them with their career decisions and transitions

Support offered includes:

- Choosing courses / subjects
- Information on colleges / sixth forms /university
- Support with application forms / CVs
- Finding Work / Apprenticeships
- Help generate career ideas
- Referral to other support services

To contact Disha:

Telephone: 020 8952 2803 – Park High School

e-mail: ddansingani@cfbt.com

Mobile no: 07584528163

Alternatively students, parents and cares can access the CfBT Careers Service by dropping into Harrow Youth Stop:

Harrow Youth Stop
88 College Road
Harrow
Middlesex
HA1 1BQ

Telephone: 020 8 427 8617

Opening Hours: Tuesday, Wednesday & Thursday 1:30 to 5:00

The Purpose of Revision

“We are or become those things which we repeatedly do. Therefore, excellence can become not just an event, but a habit.”

Albert Einstein

Have you ever asked yourself why we need to revise?

Is it to annoy you?

Is it just to put you under enormous pressure?

Does it have any purpose?

Why do we have to sit exams at all?

When sitting an examination the examiner knows that the work being assessed is entirely the student's own work and that how well a student does in an exam is entirely up to them!

In order to do yourself justice in an exam you have to undertake revision, understand revision techniques and examination strategies that you use.

Therefore revision means going over work in order to:

- 1.** Check your understanding.
- 2.** Make links between different topics to see how the whole subject fits together.
- 3.** Remind yourself of material you have forgotten
- 4.** Reinforce your learning.
- 5.** Identify and fill gaps in your knowledge.

Revision Techniques

Where to study

Creating good conditions to study in can help you make the most of the time you spend revising. Here are some suggestions:

1. Find a quiet place to study and make sure you are sitting comfortably
2. Make sure your desk is well lit
3. Keep background noise to a minimum
4. Avoid studying in an area where there will be distractions (like television!)
5. Have everything you need to do your revision to hand before you start

How to study

There is no 'right way' to revise, as long as the method you choose enables you to gain a solid grasp of key facts and consolidate your knowledge. Some students are happy to read their classroom notes from start to finish, others prefer to simplify the information as much as possible, turning everything into skeleton notes, diagrams or mnemonics. In practice, most students find that mixing techniques suits the varied nature of the subjects being revised, and provides essential variety when studying.

Turn your notes into revision tools;

1. Write ideas and facts on to cards to use as 'prompts'
2. Create memory aids such as diagrams or mnemonics (e.g. initial letters to make a word you need to remember or SMART objectives: Specific; Measurable; Achievable; Realistic; Targets). These will help you remember key facts write key facts/notes out and display these around the house where you will see them
3. Record yourself reading notes to listen to

4. Study with a friend and test each other's knowledge, but remember you are meeting to revise rather than to chat!
5. Work through past question papers – and use a watch to time them so that you can practise timing your answers.
6. Choose study and revision guides sensibly. It's not hard to find help with revision – as well as established published revision guides, there are hundreds of websites offering help and advice. The problem is not how to find such help, but how to judge which is the best source for your needs. Save valuable time and get recommendations from your teachers
7. Remember course notes are also a valuable source of extra help
8. Keep yourself more alert by changing revision methods during a session. For instance, try switching from note taking to memorising; from reading to asking someone to test you
9. Attend any revision classes that your teachers may be running at school and get their advice on revision methods
10. Look after yourself – Sometimes revision can become a competition – who stayed up latest, who worked longest, who's worrying the most. But the more tired you are the less efficiently you'll work. You need to rest as well as study, eat well, drink lots of water and make sure you pace yourself. Don't rush, and equally don't over-revise by doing too much too soon

Six simple revision techniques

Condense – fitting notes on one side of paper makes it easier to learn

Highlight – target key areas using colour and symbols. Visuals stimulate the brain

Record – put important points onto tape, listen to them and they will sink in

Talk – read your notes out aloud

Test – what can you remember without notes. Use spider diagrams to map out what you know

Time – in a quiet place go through past papers

Revision techniques

There are countless ways of revising. The least effective ways are those that involve just reading through notes over and over. The most effective ways are those where you interact with the material, making it meaningful to yourself, for example:

1. Using your material to answer a question or address a problem you have not previously tackled.
2. Reworking the material into a chart or diagram.
3. Summarising material under headings onto index cards.
4. Discussing the material with other people.
5. Make links, comparisons and contrasts between different areas of your programme.
6. Evaluate different theories.

A good starting point is to summarise the notes you have on each topic. Reduce your notes to key words and phrases. This will form the basis of your revision notes. You can reduce your notes further so that information fits on one side of A4 Use diagrammatical notes if you memorise material more easily in a visual form. Use colours, highlighting or different coloured paper to make the notes distinctive.

You can try to rebuild your notes from memory. You can save time writing by using a tape recorder or speak to someone. Use your original revision notes to check where there are gaps in your notes. Check your answers by using the original notes. Fill in forgotten facts with another colour pen. Repeat the process until all the gaps have disappeared.

Another idea is to discuss the revision topic with other students on your course.

Explaining concepts to others and checking their understanding helps to reinforce the knowledge in your mind. Once the knowledge begins to sink in try to answer questions on past papers. Practise writing essay plans for past exam questions (takes less time than writing full answers). Set yourself one or two mock exams to practise writing for a set time. You can examine past exam questions with other on your course.

Think positive!

Remember Preparation + Practise = Pass!!!

Sitting the Exam

Exam tips – sitting the exam

Be prepared; find out what is involved in each of the examinations that you are going to sit. Organise yourself the night before and get plenty of sleep.

- Check you have the correct equipment with you before you leave the house (pens pencils, ruler, scientific calculator, etc)
- Do take a watch or clock so that you can time your answers
- Leave for the exam in plenty of time
- Look through the paper first and mark difficult questions/initial thoughts
- Select the questions that will best enable you to demonstrate your knowledge to the examiner
- Look at the marks available and read the questions carefully, following instructions given in the paper (e.g. to show all workings, word limits etc)
- Use the information provided on the paper (the answer's often nearly all there)
- Pace yourself and allow enough time to answer all the required questions
- Write as neatly as possible to help the examiner to mark your work. Marking untidy writing is difficult
- For longer answers, take a few minutes before you begin to produce a structured plan of what you are going to include in each section
- Allow yourself ten minutes at the end to read through your answers and correct any mistakes

- Cross out anything you do not want the examiner to read (e.g. an earlier answer to a question)

Dealing with exam nerves

It is natural to feel nervous before an examination. The more prepared you feel, the easier it will be to conquer your fears.

- Create a revision plan to help you feel in control of the process
- Plan your work carefully around the topics you need to focus on.
- Being aware of gaps in your knowledge can create nerves, but having a plan of how you will fill these will make you feel better.
- Find out what is involved in the exam:
 - where and when it will take place
 - how much time is allowed
 - how many questions you need to answer
- Think positively
- Keep the exam in context – even if you do badly, there will be other options open to you
- Allow yourself some fun-time each day to relax
- Eat sensibly – your brain cells need energy to function well.
- Make sure you drink plenty of water to avoid becoming dehydrated. Dehydration makes you tired and reduces concentration

Useful Revision Websites

<http://getrevising.co.uk/>

<http://www.bbc.co.uk/schools/gcsebitesize/>

<http://www.buzzin.net/revisiontips/revtips.htm>

<http://revisionworld.co.uk/gcse>

<http://www.need2know.co.uk/learning/revision>

<http://s-cool.co.uk/gcse.html>