

2021

Kilbreda College

A Kildare Education Ministries School in the Brigidine Tradition



YEARS
9 - 11

PREPARING FOR EXAMS WORKBOOK

PREPARING FOR EXAMS



Fact finding: Knowing what you need to study

Exams can be stressful but being prepared can help manage stress and allow you to perform at your best. There are lots of techniques you can try and resources available to make sure you get the most out of your exam study.

As early as possible, find out what topics will be covered in your exam, the type of exam and its conditions. Important details include the duration of the exam and whether it has open book, multiple choice, short answer or essay questions.

Make sure to ask your teachers **POLITELY** and at an appropriate time in the lesson – not when your teacher is mid-way through an explanation of a new topic!

Questions your teacher should be able to answer 3 weeks prior to the exam:

- What topics are being tested?
- Are we being tested on the whole semester's work?
- What is the structure of the exam?
For example, what types of questions and how much are they worth?
- What sort of studying should I be doing for this exam?

“There is no substitute for hard work!”
Thomas Edison

GETTING ORGANISED



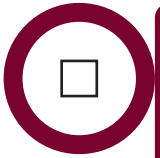
Ideally this should have been an ongoing process throughout the semester. It is great if when you get to the exams, you are ready to start studying straight away, as you have been organising your notes and papers and making study notes throughout the semester.

If you haven't been doing this, it is not too late! (But remember for next time).



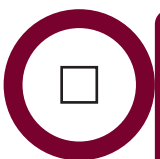
Getting organised for your exams

Tick which of these YOU usually do when getting organised for a test or exam.



Gather all material on the subject:

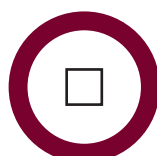
For each subject, get together all the material you need to study for that subject. Put everything for that subject in a folder or a separate pile so **each subject is separate** and easy to identify.



Check nothing is missing:

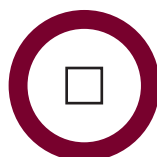
Check that you do not have any work missing for each subject. If you do, make a note in your diary to **ask a friend at school** the next day if you can photocopy the work that you have missing from their book at lunch time.

GETTING ORGANISED (CONTINUED)



Sort notes:

Sort through your notes from each subject's topic into **'things to learn'** such as content, and **'things to practise'** for example revision sheets, past tests, question sheets that you could do as revision.



Start study notes:

See if you have made any study notes throughout the semester for any of the topics you need to study. If you are making study notes, try and use tables, diagrams and visual aids to organise the information as much as possible. Make your notes neat and tidy. Use highlighters, colour, headings and boxed for key information. Use arrows to show links between information. The more organised it is, the easier it is to learn.



Brainstorm how you will study:

Brainstorm everything you could do to study for the exam for each subject. Write down everything you should do, you would like to do and you might do in order to prepare for each exam.

- Are there chapter reviews you should do?
Are there past tests or essays you could redo and resubmit?
- Can you get a list of sample essay topics that you can do to draft essay plans for?
- Do your textbooks have sample exam-style questions?
- Are there particular topics that you need to focus on?
- What is the most worthwhile revision you could do for this subject?

The benefit of making a list like this is that when you sit down to study that subject, you can pull out your list, choose something and start right away rather than wasting time thinking about what to do next.

“Organising is what you do before you do something,
so that when you do it, it is not all mixed up.”

A. A. Milne

GETTING ORGANISED (CONTINUED)



Things to do

Subject	▶
Task List	▶

Subject	▶
Task List	▶

Subject	▶
Task List	▶

EXAMINATION PREPARATION GRID



Use the following grid to collect information about your upcoming exams.

Subject	Exam Date & Time	Topics Covered

Subject	Exam Date & Time	Topics Covered

Subject	Exam Date & Time	Topics Covered

Subject	Exam Date & Time	Topics Covered

Subject	Exam Date & Time	Topics Covered

Subject	Exam Date & Time	Topics Covered

THE BIG PICTURE



Use the following template to set goals for the upcoming exam period.

Goal	Deadline	Status
To achieve 90% of the Unit 1 exam	May 31 2021	
Goal	Deadline	Status
Goal	Deadline	Status
Goal	Deadline	Status
Goal	Deadline	Status

GETTING MOTIVATED



There is no secret to exam success – it is all in the preparation. Research shows that most students prepare for exams in an unstructured manner, which results in students often leaving the highest value work until it is too late.

Set goals and prepare early

Ever feel like you are wandering aimlessly through your study, not sure where to start or how best to use your time? What you need is a plan that will map your path out of study limbo and set you on track for success.

To help you reach your desired destination, we are going to use a handy trick that some of our most successful students use to get things done and avoid procrastination pitfalls. That is to set goals and to prepare early:

- How well do you want to do in this subject?
- How much time and effort are you prepared to put into achieving your target?

“Never do tomorrow what you can do today. Procrastination is the thief of time”
Charles Dickens

PLAN YOUR TIME



One of the hardest things about being a student isn't necessarily the actual work you will be doing, but rather finding the time to DO that work. We all lead busy lives, we procrastinate, and there is always something we would rather be watching on Netflix than doing homework.

One of the best ways to make sure you have got the time to study is to create a study timetable. Before you cringe at the term, check out the three steps below for making a study timetable that you will actually stick to.



Step One

Determine the non-negotiables

List all the activities that you love doing during the week and the things that you just don't want to compromise on. Then you should nominate a time that you would likely allocate to these activities.



Step Two

Put in the fun stuff first

Once you have identified all the leisure and extra-curricular activities, the next step is to put those activities into the study timetable. You may wish to use the following study planner:

ukstudent.elevateeducation.com/cms_uploads/docs/uk/study-timetable.pdf

PLAN YOUR TIME (CONTINUED)



Step Three

Check your examination dates

Note the dates for each of your exams. How they are spaced out will affect the amount of time you have to study for each assessment.



Step Four

Allocate study time for each exam

Break your study time into short study sessions. Allow more time for subjects you find difficult.



Step Five

Arrange the study sessions around your commitments

Remember to include study breaks, travel and meals.



Step Six

Revision requires repetition

You will need to revise content several times in order to recall it effectively in the exam, so make sure to allocate time to do enough revision before each exam.



Final Tips

Follow your study timetable as much as possible in order to ensure you use your study time most effectively. If you find you need more time for a particular subject or topic, you can adapt your timetable, but make sure that you still have enough time for your other subjects.

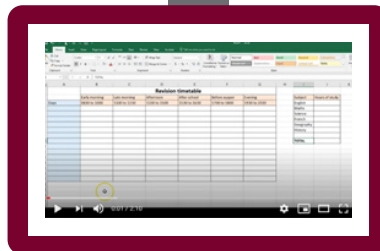


YouTube

Make an awesome automatic revision timetable/schedule

The following YouTube clip will show you how you can make an awesome revision timetable/schedule using a spreadsheet like Excel or Google Sheets. The spreadsheet will add up the number of hours you plan to revise for each subject, helping you spread out your revision effectively.

The link may be found at: youtu.be/H32E1l_1vgs



“Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.”

Paul J. Meyer

SEMESTER 1- EXAM TIMETABLE - YEAR 9 TO 11

Date	Thursday 10 June	Location
Reading	8.30am to 8.45am	
Year 11	ITALIAN	ROOM 33
	8.45am to 10.15am	
	FOOD STUDIES	HALL
	8.45am to 10.15am	
Year 10	MATHS - GENERAL PREP	MEETING ROOM
	8.45am to 10.15am	
	MATHEMATICS - ADVANCED	HALL
	8.45am to 10.15am	
Year 9	MATHEMATICS	HALL
	8.45am to 10.15am	
Reading	11.00am to 11.15am	
Year 11	BUSINESS MANAGEMENT	MEETING ROOM
	11.15am to 1.15pm	
	JAPANESE	ROOM 34
	11.15am to 12.45pm	
Year 10	JAPANESE	HALL
	11.15am to 12.45pm	
	MIND YOUR BUSINESS	HALL
	11.15am to 12.45pm	
	ITALIAN	ROOM 33
	8.45am to 10.15am	
Year 9	HUMANITIES	HALL
	11.15am to 12.45pm	
Reading	2.00pm to 2.15pm	
Year 11	ENGLISH	HALL
	2.15pm to 4.35pm	
	APPLIED COMPUTING	HALL
	2.15pm to 3.15pm	
Year 10	MATHS - METHODS PREP	MEETING ROOM
	2.15pm to 3.45pm	

SEMESTER 1- EXAM TIMETABLE - YEAR 9 TO 11

Date	Friday 11 June	Location
Reading	8.30am to 8.45am	
Year 11	HEALTH & HUMAN DEVELOPMENT	HALL
	8.45am to 10.15am	MEETING ROOM
Year 10	HEALTH PRIORITY	MEETING ROOM
	8.45am to 10.15am	
	TEXTILES	MEETING ROOM
	8.45am to 10.15am	
Year 9	ENGLISH	HALL
	8.45am to 10.15am	
Reading	11.00am to 11.15am	
Year 11	ACCOUNTING	HALL
	11.15am to 1.15pm	
	ENGLISH LANGUAGE	HALL
	11.15am to 12.45pm	
Year 10	ENGLISH	HALL
	11.15am to 1.15pm	
Reading	2.00pm to 2.15pm	
Year 11	ART	HALL
	2.15pm to 3.45pm	
	LITERATURE	HALL
	2.15pm to 3.30pm	
	PHYSICS	HALL
	2.15pm to 3.45pm	
Year 10	HISTORY OF THE MODERN WORLD	HALL
	2.15pm to 3.45pm	
	MEDICAL SCIENCE & PSYCHOLOGY	MEETING ROOM
	2.15pm to 3.45pm	
Year 9	SCIENCE	HALL
	2.15pm to 3.45pm	

SEMESTER 1- EXAM TIMETABLE - YEAR 9 TO 11

Date	Tuesday 15 June	Location
Reading	8.30am to 8.45am	
Year 11	CHEMISTRY	HALL
	8.45am to 10.15am	
	HISTORY	HALL
	8.45am to 10.15am	
Year 10	RELIGIOUS EDUCATION	HALL
	8.45am to 9.45am	
Reading	11.00am to 11.15am	
Year 11	PHYSICAL EDUCATION	HALL
	11.15am to 12.45pm	
	MEDIA	HALL
	11.15am to 12.45pm	
	SPECIALIST MATHEMATICS	HALL
	11.15am to 12.45pm	
Year 10	SCIENCE	HALL
	11.15am to 12.15pm	
Reading	2.00pm to 2.15pm	
Year 11	LEGAL STUDIES	HALL
	2.15pm to 4.15pm	
Year 10	MAKING & BREAKING THE LAW	HALL
	2.15pm to 3.45pm	

SEMESTER 1- EXAM TIMETABLE - YEAR 9 TO 11

Date	Wednesday 16 June	Location
Reading	8.30am to 8.45am	
Year 11	GENERAL MATHEMATICS	HALL
	8.45am to 10.15am	
	MATHEMATICAL METHODS	HALL
	8.45am to 10.15am	
Year 10	HUMAN MOVEMENT	HALL
	8.45am to 10.15am	
	INTRODUCTION TO ENGLISH LANGUAGE	HALL
	8.45am to 10.15am	
	PROGRAMMING, GAMES, WEB DESIGN	HALL
	8.45am to 9.45am	
Reading	11.00am to 11.15am	
Year 11	BIOLOGY	HALL
	11.15am to 12.45pm	
	DRAMA	HALL
	11.15am to 12.45pm	
	MUSIC PERFORMANCE	ROOM 33
	11.15am to 12.45pm	
Year 10	MUSIC	ROOM 34
	11.15am to 12.15pm	
	VISUAL COMMUNICATION DESIGN	HALL
	11.15am to 12.45pm	
Reading	2.00pm to 2.15pm	
Year 11	DANCE	HALL
	2.15pm to 3.45pm	
	PSYCHOLOGY	HALL
	2.15pm to 3.45pm	

SEMESTER 1- EXAM TIMETABLE - YEAR 9 TO 11

Date	Thursday 17 June	Location
Reading	8.30am to 8.45am	
Year 11	PRODUCT DESIGN TECHNOLOGY	ROOM 33
	8.45am to 10.15am	
	VISUAL COMMUNICATION DESIGN	ROOM 33
	8.45am to 10.15am	
Year 10	FOOD TECHNOLOGY	ROOM 34
	8.45am to 10.15am	
Reading	11.00am to 11.15am	
	Language Orals by appointment with your Language teacher	ROOM 33
Note	Orals may also be scheduled at other times	
	throughout the examination period Catch up Session	
Reading	2.00pm to 2.15pm	
	Language Orals by appointment with your Language teacher	ROOM 33
Note	Orals may also be scheduled at other times	
	throughout the examination period Catch up Session	