

Making a difference

Helping your daughter or son prepare for their exams

Advice for Parents and Guardians

Exam timetable

January modular exams will take place between

11 January - 3 February 2010

Your son/daughter will have an individual exam timetable, which confirms the date and time of each exam.

Morning Exams start at 9am

Afternoon Exams start at 1pm

Whilst not all students will have exams in January, the pointers given in this leaflet will apply equally to coursework

Before the exams

Get your son/daughter to check that they have all the notes and books they need for revision. Get them to talk to their teacher if they are missing any.

Check that they have a revision timetable which includes the dates and times of the examinations. Also include other important dates when you would want them to take some time off revision.

The College can provide blank revision timetables and help on how to plan one. Make sure that any coursework deadlines are also included on the revision timetable.

Your son/daughter will not be able to do much revision when they are working hard to complete coursework.

Having the timetable displayed in their room is a good idea, as it will help them stick to the plan.

Check how they are doing by letting them explain something they have just learnt. It's a good rule of thumb that if you can follow their explanation then they will be able to produce a good answer to an exam question on that topic.

Encourage your son/daughter to ask for help at College on any parts of their work they do not understand.

There are key revision sessions held by many subject areas held outside the lessons.

Useful Revision Tips

You can support your son/daughter by helping them to follow these tips:

- Plan for half-hour sessions or an hour at the most. Any longer and it is likely that nothing will sink in. Take a short break in between sessions.
- In the evenings after College, plan to revise one or two subjects only. Leave some time for relaxation.

- Plan to revise specific topics in each subject, not everything at once. Start by making a list of the topics so you can plan well and see progress.
- Some students find keeping a revision folder with their notes organised by subject helps.
- Ensure that each session starts with tackling the most difficult bits first. Use feedback from mock exams to help you see which bits to focus on
- Ask teachers to go through with you any bits you still don't understand
- Plan to cover each subject several times and revisit each one near to the exams.
- Revising with the TV on, or around other distractions suits some but for others ensure a nice quiet room is available .
- Reading is not generally enough. Making brief notes in either words or pictures helps you to remember. Highlighting can also help. Teachers can give advice on different ways to help information sink in
- As the exam dates approach, try to plan to spend time completing practice questions so you are used to doing things within a time limit
- Working with a friend can be useful because it can encourage you to test each other and talk about the work.

During the Exam Period

Try to ensure that:

- Your son/daughter gets a good night's sleep before exams.
- They eat breakfast or lunch - it helps them concentrate
- They have all the equipment they need ready the night before the exam:
 - a couple of black pens and sharp pencils
 - a rubber
 - a ruler
 - a watch

And for some exams

- a calculator
- a protractor
- They know the start times of every exam that day.
- They allow plenty of time to get to the exam room and should be there at least 10 minutes before the official start time of the exam.
- You wish them well; tell them they have worked hard enough and that they can only do their best.

General Points

You can help by:

Recognising how important these exams are and how much time your son/daughter will need if they are to do as well as they can.

Encouraging the rest of the family to help by not disturbing revision:

Securing a quiet place for study, where their work can be safely kept.

Praising/rewarding hard work.

Taking a little time off over the holiday is a good idea but your son/daughter will need to do quite a bit of revision. Please make sure they have plenty of time for it

College Contacts

Please do not hesitate to get in touch with the College if you would like more help and advice to prepare your son/daughter for their exams. List below the name of your son or daughter's tutor.

You can telephone if you need help or advice. The College's teaching staff will also be giving practical advice in revision planning and revision techniques in lessons.

Tutor: _____

Examinations manager: Sue Ellison

The College's Contact Number: 01482 346347

Useful Websites for revision

BBC www.bbc.co.uk/schools/revision

Revision notes.

www.revision-notes.co.uk

Revision Time. www.revisiontime.com/

Exam boards

<http://www.aqa.org.uk/qual/index.php>

<http://www.edexcel.com>

<http://www.ocr.org.uk/>