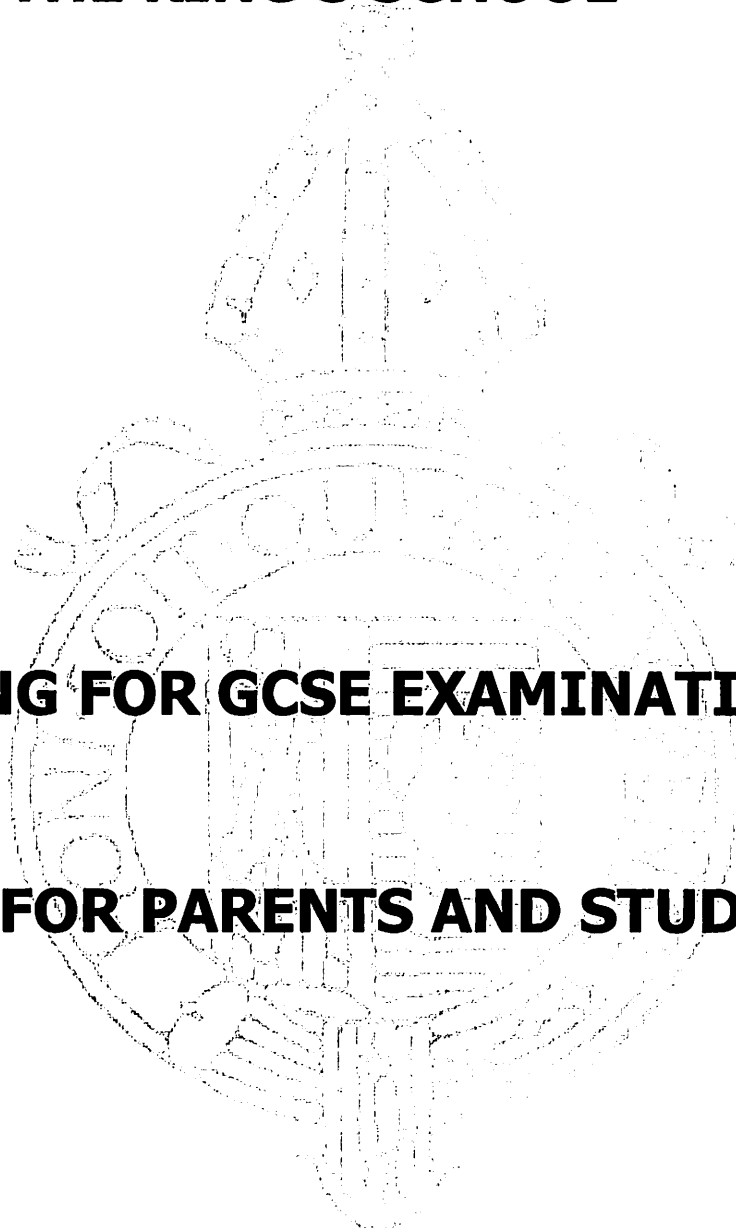


THE KING'S SCHOOL

REVISING FOR GCSE EXAMINATIONS

A GUIDE FOR PARENTS AND STUDENTS



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Revising for Exams

Section A– Advice for parents

What can we do from the beginning?

It is important that students get into good habits from the beginning. Using time efficiently will be a key factor in their success. If you have concerns about the quantity or quality of the notes and materials that your son has accumulated through the course (it could be that they have had a prolonged absence for example), encourage them to check with the subject teacher that all they will need is in place. They will be unable to revise effectively if they have not covered the material or do not have records/notes from which to learn. Good habits with note keeping and looking after exercise books/vocabulary books/files are very important. If students miss lessons for individual reasons (e.g. illness, music lessons, sports fixtures) it is important that they find out what was missed and copy up anything that needs to be retained. Their teachers will be happy to help but it is up to the students to access this help.

When should my son start revising?

Year 11 pupils should have started revising a couple of months before their first examination. A large proportion of the Easter holidays should certainly be devoted to revision.

What materials should they have?

This will vary from subject to subject. Most will have an exercise book or main file together with a number of worksheets which need to be kept in an organised way. Textbooks have also been issued in a number of subjects.

How can I check they have what they need?

If you have any doubts, having asked your son about a particular subject, please contact the subject teacher concerned. If you have more general concerns, the Form Tutor should be contacted.

How long should they be spending on revision?

As you will see from the advice to students, it is the quality of revision that counts above all rather than the quantity. Concentration declines after about 20 minutes on average on a given topic and so repeated short sessions are generally more effective than prolonged ones. Students may be able to sustain 2 hours at a sitting. Remember, retention depends on concentration and this wanes after about 20 minutes. Encourage your son to take frequent, short breaks. It is best to set a target before taking a break to give a sense of achievement and progress. Each student should design their own individual programme of revision to suit their needs and strengths. The programme should always allow for more time to be given to the revision of weaker subjects. It is important to do well across the board. Students will tend to do well at the subjects they enjoy and might naturally prefer to begin with the revision of their favourite subjects. It is normally best to begin with the weakest subjects.

Where should they revise?

It is important to set aside time devoted entirely to study and having a particular place in which to work, quietly and free from distraction, is important. It helps to establish a form of ritual and means that study takes place within given time and space, with a clearly defined start and end time. A desk, comfortable chair and access to books/PC etc are also clearly advisable.

How should they revise?

Much advice has been given to the students and a number of very useful pointers are given in the section on tips for students within this booklet. You are encouraged to read this section too.

What practical things can I do to help them?

Help designing the revision programme can be welcome. Get them to talk through what they need to revise, their relative strengths and weaknesses, and ask how their revision programme will reflect these. Check they have all they need in terms of books and notes well in advance. Friends will be reluctant to lend their books/notes just at the point when the revision begins. Support their efforts positively and avoid unhelpful comparisons to siblings if things are not going well. Keep an eye on their diet, additives, sleep and general health. Ensure that they do not overdo it. They will need some time off. Be a personal assistant - make sure that stationery supplies are available, that the PC is working properly and that a good supply of highlighter pens is available. Of course the family life has to carry on but try to avoid planning major family events during or just prior to their main examination period.

What about revision guides?

Whilst these can be useful as an aide memoire, many students see them as an alternative to revision from their books or notes. They are not. These books are usually designed as a visual stimulus to aid retention and recall. They do not aid understanding as they do not contain sufficient detail to explain concepts etc.

Here are some useful tips on choice/use of revision guides:

- Ensure that the revision guide is suitable for your son's course – i.e. does it cover the correct specification? Ones issued in school will do this but others may not. Get your son to check with their teacher if in doubt.
- Try to avoid guides that claim to be all things to all specifications – there is no point in learning large swathes of material that is not covered by the examination but partial coverage can lead to serious omissions.
- Revision guides are best used as a check of retention and understanding after the bulk of revision has been done. This will avoid the frequent mistake of your son trying to learn work that they simply don't understand.

What if they decline my offers of help?

This is not uncommon and providing you are satisfied that they are working sensibly take it as a sign of independence. If you think they are not working effectively, contact the tutor (a discrete email would be best) to check that work is actually being done.

What if they seem to be doing too much?

From time to time, students do become over anxious and spend too long on their studies. It is important to build breaks into the schedule and to keep to these breaks. Normal activities such as sport and music should be maintained as far as possible. They will provide natural breaks and a time during which the pupil's brain can switch from revision to another activity. If you are concerned that your son is becoming overanxious do contact his Form Tutor.

Section B – A students guide to revision

Motivation

You should ask yourself why am I am doing this work or preparing for this examination? There are a number of possible answers:

1. I want to pass the examination and get a good grade.
2. I like/enjoy the subject and want to study it further.
3. I need to pass the examinations in order to fulfil an ambition.
4. I ought to pass my examinations because other people have expectations of me.
5. I have to study/revise/work because I will get into trouble if I don't!

Your motivation for undertaking work and revision will determine the mindset with which you approach the task. If you can see the need/benefit for doing work and revision, you will be in control of the process i.e. you will have self-motivation to succeed. You will have given answers 1, 2, or 3 above. If not, you will feel that the work is being imposed upon you and you may give up more easily.

Motivation Tips:

Most of the problems with motivation and studying effectively at GCSE Level arise from conflicts of interest. i.e. a conflict between **WANT TO** and **HAVE TO** or **OUGHT TO**. If you can resolve this conflict by satisfying the following, then you will have a much less troubled period of study at school! You can do this by:

- Planning both your work and leisure activities by employing time management techniques.
- Sticking to your plans no matter what the temptation to do otherwise.
- Setting yourself **Specific, Measurable, Achievable, Relevant and Timed (SMART)** targets
- Adopting effective working practices.
- Identifying periods of wasted time by using an hourly day planner.

Time Management Tips:

The 24 hours in one day can be divided up into 2 categories of available time:

- One is **committed time**,
- The other is **disposable time**.

Committed time can be defined as time required for activities that you must carry out i.e. eating, sleeping, travel, school lessons etc. **Disposable time** can be defined as all other time in the day. During study leave, holidays etc you have very little committed time in a day. How you use the disposable time is up to you! To fail to plan and prepare is to prepare to fail!

Action: Use copies of the monthly/weekly revision timetable in this booklet to plan your revision timetable on a daily basis.

Revision: Top Tips

Remember the “**5 Ps**”: **P**erfect **P**lanning **P**revents **P**oor **P**erformance. Here are some top tips to effective studying:

1. Timed sessions for work. Work at the time that you have set aside in your revision plan and have the discipline to stick to it.
2. Settle yourself to work by always working in the same place, be it home or in the library.
3. Go through set rituals. For example, collect and set out all of the books, pens etc that you need for a planned session. This tells your mind it's time to work.
4. Take frequent but timed breaks. Every hour you will work for 20 minutes, have a 10 minute break then back to work for 20 minutes before another 10 minute break. This will complete the one hour cycle.
5. Avoid distractions. Make sure that you work in a place where it is quiet. If home is noisy, get together with friends and form a study group in the library. You can then motivate each other.
6. Plan ahead - make that revision timetable and stick to it! This should be in two parts. Part 1 – divide the days available between the subjects to be studied using the monthly planner in this booklet. Part 2 – use the weekly planning timetable in this booklet to plan your revision timetable on a daily basis.
7. Break work down into manageable chunks. This takes prior thought and planning.
8. Set yourself goals. Remember that targets must be **SMART** targets (Specific, Measurable, Achievable, Relevant and Timed)
9. Focus on success not failure.
10. Concentrate on what you have achieved.
11. Be positive, you can do it.
12. Don't be easily disheartened – all programmes have set backs, but that's just what they are. Your forward momentum will soon put you back on track.

The Study Process.

Make a revision planner. Use date/time sheets to help you do this. Remember:

1. Start the day with subjects/topics that you find most difficult.
2. Don't get bored or stale. Spend one hour on a topic and then switch to another one. This will prevent getting bogged down on one subject.
3. Produce a plan that is achievable and then stick to it.
4. Set yourself specific goals – don't just work aimlessly.
5. Cover all subjects that you need to. Knowing a few things very well will not get you the grades that you need.
6. Don't concentrate on the subjects that you like –you probably know them best anyway.
7. Work smarter, not harder. Working effectively has to more to do with effective use of time rather than the absolute time available.
8. **Remember: SMALL CHUNKS, IN SHORT SESSIONS, REVIEWED OFTEN.**

Preparation for examinations.

You are unlikely to succeed in an examination if you have not revised the material that you will be tested on since you were taught it last! However, deciding **WHAT** you need to revise and **WHERE** you can find that information is not always easy.

Here are some useful tips:

1. WHAT do I need to know?

- Check with your teacher. All examination boards issue a specification (or syllabus) for every subject. This is a good starting point as it will tell you what you will be examined on.
- If a specification is not available ask your teacher for a summary of the scheme of work for your subject. This will tell you what you have been taught.
- If all else fails, look through the work that you have covered over the duration of the course. Identify topics and then split these up into smaller sections using the sub-headings in your work.

2. WHERE can I find the information to use for revision?

- Your exercise books. Check that these are complete and that the material you have written is accurate.
- Text books. Many text books are written to cover a range of courses, so it is best to check with your teacher that all of the material is relevant to your course.
- Revision guides. There are a lot of these about. They are good for jogging your memory and helping you to remember material using pictures for example. However, once again, check that the one that you have chosen is suitable for your examination board.
- The internet. There are several good but general revision websites about.
- The library! Many libraries will be able to lend you useful text books – some of which you may not have seen before.
- Frog VLE and GCSEPod

3. HOW do I decide what to do and when?

- Use the daily and weekly revision timetables included in this booklet. Your teachers will discuss how you can plan and manage your time effectively leading up to the examinations.

Section C – Tips from Sixth Form students

- 1) Timetable fun things into your revision timetable so that it's not all hard work and you don't go mad. S.V.
- 2) Write the title of each topic within each of your subjects on a sheet of paper to break revision into logical sections. Cross off each topic as you do it so you can see your progress. C.M.
- 3) Stick bullet points on Post-It Notes and stick them around the house. The more you read them the more likely you are to remember them. K.R.
- 4) Do active revision by cutting and sticking; it'll make things go in better. A.T.
- 5) Listen in class. It really helps! L. M.
- 6) Go through all notes written in class and condense them into small folders of the most important facts for each subject. O. A.
- 7) Don't work beyond your attention span. When you take a break walk right away from your work. S.L.
- 8) Get lots of sleep! R.P.
- 9) Make a revision timetable and stick to it. Don't be tempted to put off until tomorrow because you'll forget or not bother. M. G.

Section D – Sources of Help

Subject Teachers

This should be the first port of call for any subject specific enquiry or request for advice.

Form Tutors

If there are any more general enquiries, spanning a number of subjects, it is best to contact your son's Form Tutor.

Department Support Sessions

A timetable is published with this letter. Individual students can attend, without appointment, and may speak to whichever teacher is on duty. These clinics can be especially effective for individual queries and last minute questions. If a student has been absent for a particular topic or has particular difficulties with it, he or she can often be helped with a little bit of individual attention at a clinic.

On Line resources

There are many sources of information and advice on the Internet. Some are more useful and relevant than others. Generally speaking, the student's own notes and materials created during the course will be by far the most useful source of information. At GCSE there are a number of quite useful sites, the most relevant are listed in the subject specific area of this booklet. However, a few words of caution when using on-line revision sites:

- Many of these sites are interactive and fun. It is easy to get carried away and spend many hours going over relatively small sections of a course.
- Not all of the sites are specific to an examination board's specification. The same dangers relating to inappropriate revisions guides apply here.
- Like all websites on the internet, the content and accuracy of the material cannot always be guaranteed.

Section E – Information on the examination process

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY:

- All candidates have now received a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers.

TIMETABLES

- Copies of the examination timetables can be found on the school's website. You will also have received an individual timetable showing your own specific examinations with details of date, time, and duration of examination. Check it carefully. If you think something is wrong see Mr Cook (Examinations Officer) in the Examination Office immediately.
- A few candidates have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements. You must check your individual timetable and see Mr Cook if you are unsure what to do. Students who have a clash will receive a revised schedule indicating which order they will sit exams. If you think there is a clash on your timetable that has not been resolved, please see Mr Cook immediately.

EQUIPMENT

- Make sure you have the correct equipment before your examinations. All equipment must be held in a transparent pencil case. The only drink allowed in the examination room is water. It must be contained in a small clear bottle of no more than 500ml. All labels must be removed.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the "Notice to Candidates", which is issued jointly by all the Examining Boards, is displayed outside the examination room and inside. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, in **full school uniform** and equipped. Candidates must arrive 15 minutes prior to the start time of their examination. Please wait quietly outside your examination room until you are invited to enter by the examination invigilators.
- Any changes to times/venues of examinations will be indicated outside the Hall.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be **black** ballpoint. Correction/gel/highlighter pens are not allowed.
- For Mathematics and Science examinations, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Do not bring into the examination room any calculator lids/covers or instructions and make sure batteries are new.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you will be disqualified from the examination.
- **Mobile telephones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate examination board. No exceptions can be made.
- No food is allowed in the examination rooms.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- Invigilators will collect your examination papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the examination room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the fire alarm sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the examination room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators/Examinations Officer and members of the Senior Leadership Team.

Absence from Examinations

- If you are going to be late for an examination or if you are ill and are unable to attend an examination it is vital you phone the school first thing in the morning.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 50% for both GCE & GCSE of the total assessment must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results/certificates being withheld.
- Please note that misreading the timetable or sleeping in will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

Results will be available for collection on **THURSDAY 25 AUGUST 2016**. No results will be given out by telephone/email/fax under any circumstances.

POST RESULTS

If you need post-results advice, teaching staff will be available on Results Day.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have examinations in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

Q. What do I do if I think I have the wrong paper?

- Invigilators will ask you to check before the examination starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are printed on seating plans, which are displayed outside the examination, and on attendance registers. Invigilators will be able to help you find your number.

Q. What do I do if I forget the school Centre Number?

- The Centre Number is **26220**. It will be clearly displayed in the examination room.

Q. What do I do if I have an accident or am ill before the examination?

- Inform the Examinations Officer at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last examination session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the examination?

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination and you feel this may have affected your performance.

Q. If I'm late can I still sit the examination?

- Provided you attend by 9.30 am for a morning exam and 2 pm for an afternoon exam, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to the examination room (usually the Hall). Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

- No. Timetables are regulated by the examination boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

- Yes. Normal school regulations apply to uniform, hair, etc.

Q. What equipment should I bring for my examinations?

- For most examinations you should bring at least 2 **BLACK** pens.
- For Science Modules you need 2 x **HB** pencils.
- For some examinations you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- ***You are responsible for providing your own equipment for examinations.*** You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left outside the Hall. Do not bring any valuables into school with you when you attend for an examination.
- No food is allowed in the examination room.
- Mobile telephones must not be brought into the examination room even if they are turned off. The school will not accept responsibility for mobile telephones that are lost or taken.

Q. Why can't I bring my mobile telephone into the examination room?

- Being in possession of a mobile telephone (or any other electronic communication device, e.g. iWatch, iPod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

- Device found on you and turned **ON** - **disqualification for the entire subject award.**
- Device found on you and turned **OFF** - **disqualification from the specific paper** you are sitting at the time.
- Phone rings during the examination **wherever it is in the room** the examination board must be informed and you will be **disqualified from all papers for the subject (including any already taken).**
- You are advised not to bring a mobile telephone or any electronic device to school on the day of an examination. The school accepts no responsibility for mobile telephones/electronic equipment that are lost/stolen from the place where the student stores it during an examination.

Q. How do I know how long the examination is?

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. They will write the finish time of the examination on a board at the front of the examination room. There will be a clock in all examination rooms.

Q. Can I leave the examination early?

- No. It is not the school's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. What do I do if the fire alarm goes?

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exam?

- If it is absolutely necessary you may use the toilet in the Lower Foyer. You will not be allowed any extra time.

Q. Why do I need to check the details on the Statement of Entry?

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates do not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. What are Modular Exams?

- Written examinations on sections of the syllabus at intervals throughout the course as well as final examinations in the summer. It is possible to retake modules if advised to do so by your teacher. It is important that students complete all the requisite modules, as marks will contribute towards their final grade.

Q. I am entitled to extra time – how will this affect the way I take my examinations?

- Some students receive an allowance of up to 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will advise you of your finishing time including the additional time.

Examination Check List

- Aim to arrive at school 15 minutes prior to an examination. It is much better to leave yourself a safety margin on timings in case of problems with the journey.
- When taking examinations, bags and coats should be left in the Lower Foyer. Because of this, there are some things to be considered – money, keys, valuables etc. I would suggest that you keep money and keys with you. The school takes no responsibility for any items lost/stolen.
- Phones – Students must not have mobiles phones in their possession (either on or off). This is very important – if a phone is found, there is a good chance that your whole examination will be cancelled.
- You should not have notes, pagers, MP3 players etc in your possession.
- You should bring BLACK pen, pencil, rubber, ruler and any other writing equipment needed for your examinations. Only clear pencil cases are allowed on your desk, any others should be left in your bag. Do not use gel pens/highlighters/correcting pens – this is because many of the examination papers are now scanned and sent electronically for marking – gel pens do not scan well.
- In an examination where you have the use of a calculator, you should not have calculator lid/instructions on your desk.
- Sshh! There is absolutely no talking or communication between students once you enter the examination hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.
- No food/sweets allowed in the examination hall. Water bottles are allowed in the examination hall if necessary. These should be clear bottles with a spill-proof cap. There should be no label on the bottle.

Section F – Revision planners

Weekly Revision Planner

Week beginning:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07.00							
07.30							
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Preparing for examinations: What do I need to know?

The most important part about revising for examinations is to determine what you need to know and where you can find the information. Fill in the table below to help:

Examination subject:

Date of examination:

Topic in Specification	Exactly what do I have to do/learn/know	Source of material/information (include page references)

Monthly /Daily Revision Timetable

Day	Date	Subject	Topic	Details
day	1			
day	2			
day	3			
day	4			
day	5			
day	6			
day	7			
day	8			
day	9			
day	10			
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Section G – Subject specific revision tips for boys

Before getting started

- Ensure that there are no gaps from Year 10 or 11
- Be aware that class notes are an important source of knowledge from which to draw
- Print off a syllabus for each subject from the relevant examination board website and tick the statements that have been covered so far
- Print off past papers for each subject, complete at least one per week at home, and ask the relevant subject teacher to mark them. Alternatively you can use the mark scheme which is also available online
- In the subjects where you are failing to achieve a grade C, you should ask your teacher for set targets to improve your performance. You must arrange a time to do this with your subject teacher and you must keep a record in your exercise book
- You must attend department support sessions for the subjects in which you are experiencing difficulty

ART

Head of Department: Mr Radbourne

Examination Board: EDEXCEL

Specification: Fine Art

Format of Examination

Eight week preparatory period and ten hour timed test.

Coursework Requirement

Coursework folder which should include a minimum of four pieces of finished work and preparatory studies in sketchbook.

Main Topics for Revision

Students will prepare material prior to the practical examination. All students are invited to attend the after-school class on a Tuesday and work in the Art department during the lunch break.

After the examination, students will prepare their coursework for moderation which will take place in the middle of June. Coursework will need to be mounted and presented to a high standard.

In addition

Through the study of Art GCSE students will be expected to:

- Develop ideas through investigations informed by contextual and other sources, demonstrate analytical and cultural understanding
- Refine ideas through experimenting and selecting appropriate resources, media, materials, techniques and processes
- Record ideas, observations and insights relevant to their intentions in visual and/or other forms
- Present a personal, informed and meaningful response demonstrating analytical and critical understanding, realising intentions and, where appropriate, making connections between visual, written, oral or other elements.

Biology

Head of Department: Mr Wicks

Examination Board: AQA

Specification: AQA GCSE Biology

Format of Examination

UNIT B1: 1 hour exam worth 25%

UNIT B2: 1 hour exam worth 25%

UNIT B3: 1 hour exam worth 25%

Coursework Requirement

UNIT B4 worth 25% of the course and marks to be submitted May 2016

Main Topics for Revision

- **B1 topics:** Keeping healthy, Coordination and control, Medicine and drugs, Adaptation for survival, Energy in biomass, Variation, reproduction and new technology, Evolution.
- **B2 topics:** Cells, tissues and organs, Organisms in the environment, Enzymes, Energy from respiration, Simple inheritance in animals and plants, Old and new species.
- **B3 topics:** Exchange of materials, Transporting materials, Keeping internal conditions constant, Human impact on the environment.

Useful websites

www.AQA.org.uk Exam board website

Kerboodle online (each student has a user name and password for this): Full of resources such as tests for students to access for revision including the online text book.

<https://frog.kings.lincs.sch.uk> FROG VLE

Business Studies

Head of Department: Mr Anderson

Examination Board: OCR

Specification: GCSE Business Studies (J253)

Format of Examination

A292 Business and People

Worth 25% of total GCSE

One x 1 hour examination – based on part 2 of the textbook (pages 96-239, blue section)

A293 Production, Finance and External Environment

Worth 50% of total GCSE

One x 1hour 30 minute examination based on a pre-issued case study and part 3 of the textbook (pages 242-393, green section)

Students will be given the case study in term 4 together with revision materials based on the case study.

Exam Questions – how to tackle long answer questions

S tate

This is about knowledge – identify what you know

L ink

This is about context – link the nature of the business to what you know

I mpact

This is about good and bad consequences – what will happen. Often this should be about costs rising or falling, or profits increasing or decreasing.

Coursework Requirement

All students are completing a Controlled Assessment task.

Useful websites

<http://tutor2u.net/>

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

<https://frog.kings.lincs.sch.uk> FROG VLE

Chemistry

Head of Department: Mr K Downing

Examination Board: AQA

Specification: 4402

Format and coverage of examination papers

C1 1 hour paper (25% of total marks) examining seven topics covered on pages 24 - 111 in textbook and pages 2 - 39 in the revision guide.

C2 1 hour paper (25% of total marks) examining five topics covered on pages 112 - 195 in textbook and pages 40 - 69 in the revision guide.

C3 1 hour paper (25% of total marks) examining five topics covered on pages 196 - 261 in textbook and pages 70 - 101 in the revision guide.

C4 controlled assessment (each 25% of total marks) this will have been completed in school.

Useful websites

www.aqa.org.uk the examination board site which provides a full specification for the course

www.kerboodle.com the main resource providing online access to the textbook and several types of practice assessment material

<http://www.docbrown.info/gcsechemistry.htm> a great website written by an experienced teacher. Full of notes and mini quizzes.

<https://frog.kings.lincs.sch.uk> FROG VLE contains exemplar examination questions on every topic covered in the syllabus. It is laid out to complement the student revision guide.

Design and Technology

Subjects: GCSE Graphics
GCSE Resistant Materials

Head of Department: Miss Beedham

Examination Board: AQA Graphics
Edexcel Resistant Materials

Specification: AQA Design and Technology: Graphic Products 4550
Edexcel Design and Technology Resistant Materials Technology 2RM01

Format of Examination

The examination is worth 40% of the full GCSE grade

- Graphics is a 2 hour paper
- Resistant Materials is a 1 hour 30 minute paper

Coursework Requirement

Coursework is worth 60% of the full GCSE grade

Main Topics for Revision

- Materials, properties and industrial processes – advantages, disadvantages
- Communicating ideas through sketching, presentation drawings, colour etc.
- Scales of production, CAD/CAM – advantages, disadvantages
- Environment, sustainability, moral social issues
- Smart materials, new materials
- Joining components, adhesives, techniques
- Quality control, quality assurance, safety in workshop & in industry, risk assessment
- Use of relevant tools for relevant job in school & in industry

Useful websites

BBC Bitesize: Graphics, Resistant Materials.

www.technologystudent.com

English Language

Head of Department: Mrs Daszkiewicz

Examination Board: AQA

Specification: 4705

Unit 1

Understanding and producing non-fiction texts. This is the **only** exam for English Language.

For this exam, students should look at their mock paper and any examples of the questions done in class and learn from their mistakes.

Past papers can be down-loaded from the AQA website along with mark schemes.

<http://www.aqa.org.uk/subjects/english/gcse/english-language-4705>

The English page on FROG contains extra handouts about various approaches and how to access the top grades.

One problem with this unit is that there is a great deal to do in 2 hours and 15 minutes (reading three sources as well as answering four comprehension questions and producing two essays for the writing section)and anyone who feels he needs to work on speed should attend Extra English. These sessions run every morning from 8.45am and any student who needs help with any aspect of English can attend.

Unit 2

Speaking and Listening

This is assessed by the teacher.

Unit 3

Controlled assessment (Extended Reading, Creative Writing and Spoken Language Study) is assessed by the teacher and moderated by AQA.

English Literature

Head of Department: Mrs Daszkiewicz

Examination Board: AQA

Specification: 9715

UNIT 1 EXAMINATION

EXPLORING MODERN TEXTS

Of Mice and Men – John Steinbeck (prose)

An Inspector Calls – J.B. Priestley (drama)

Students' texts should be thoroughly annotated. These and any notes/hand-outs from class teachers need to be revised thoroughly. Although this is an open book examination, much time is wasted finding relevant quotations.

UNIT 2 EXAMINATION

POETRY ACROSS TIME

A - Comparing one named poem with one other poem (selected by the candidate) from AQA Anthology *The Moon on the Tides* from the cluster studied by the class.

B - Response to an unseen poem

UNIT 3 CONTROLLED ASSESSMENT

THE SIGNIFICANCE OF SHAKESPEARE AND THE LITERARY HERITAGE

This assignment has been completed unless boys are re-sitting.

Main Topics for Revision

All set texts need to be revised thoroughly.

Useful websites

In Year 10 parents were issued with a hand-out detailing ways in which to help – copies are available on the school website. There are various hand-outs on FROG.

The AQA website has useful hints under GCSE English Literature.

<http://web.aqa.org.uk/qual/newgcse/english/english-literature-overview.php?id=0>

French

Head of Department: Mr Nicholls

Examination Board: OCR

Specification: French A704

Format of Examination

Listening and Reading account for 20% each of the total marks. These are examined during the main examination period in the Hall. A good vocabulary, a good understanding of grammar and the ability to deduce meaning where necessary are requirements for success at both Listening and Reading. We will be doing past papers in preparation for the examination.

Controlled Assessment Requirement

Both Speaking and Writing (30% each) are done using Controlled Assessment. Candidates need to submit 2 written essays amounting to 600 words. They have a one hour preparation period with materials and a further one hour session in which to write their essay. During this time they may use a 40 word prompt sheet created during the preparation session and a dictionary. The Speaking Controlled Assessment is similar in format, except that candidates need to produce two spoken submissions of 4 to 6 minutes each. They may again use a prompt sheet but not a dictionary. Candidates have already completed some tasks during years 10 and 11. The next assessments will be done just before and after Easter, by which time some candidates will have completed all necessary work.

It is particularly important to be well prepared for Controlled Assessment tasks. Topic booklets contain all necessary material to help prepare. Determined efforts will be rewarded and should prevent the need for any re-sitting of Controlled Assessment tasks. There are after school support sessions to help pupils, although these cannot address the demands of a particular question set for Controlled Assessment.

Main Topics for Revision

All candidates study 5 topic areas:

Home and Local Area; Health and Sport; Leisure and Entertainment; Travel and the Wider World; Education and Work.

All pupils have topic résumés which include the main items of vocabulary and grammar for each topic. They also have packs of materials for each topic, including texts for reading and exercises done in class that they can repeat as well as a grammar pack.

Useful websites

Linguascope (intermediate section). Login: auxiliary1; password: languages

GCSE Bitesize (www.bbc.co.uk/schools/gcsebitesize/french/)

There are also various commercially produced revision guides for GCSE, for example:
BBC Bitesize Complete Revision Guide for GCSE French

Letts GCSE French Revise GCSE.

CGP GCSE French Complete Revision and Practice.

Geography

Head of Department: Mrs Greenfield

Examination Board: AQA

Specification: A

Format of Examination

Unit 1: Physical Geography. The examination will last for 1 hour 30 minutes

Answer **THREE** questions:

- Restless Earth (section A)
- Rocks, Resources and Scenery (section A)
- Water on the Land (section B)

Unit 2: Human Geography. The examination will last for 1 hour 30 minutes.

Answer **THREE** questions:

- Changing urban environments (section A)
- Changing rural environments (section A)
- Tourism (section B)

Coursework Requirement

Controlled Assessment unit worth 25% of the GCSE based on a local field work investigation (marked out of 60). Which you have already completed.

Useful websites

1. AQA website which has past papers and mark schemes:

http://web.aqa.org.uk/qual/newgcse/geo_landt/new/geography_a_materials.php?id=09&prev=09

2. S Cool:

www.s-cool.co.uk/gcse/geography

Useful Revision Aids

- The revision booklet and workbook issued by the Geography department
- AQA Geography textbook.

German

Head of Department: Mr Acs

Examination Board: OCR

Specification: J731

Format of Examination

Listening and Reading account for 20% each of the total marks. These are examined during the main examination period in the Hall. A good vocabulary, a good understanding of grammar and the ability to deduce meaning where necessary are requirements for success at both Listening and Reading. We will be doing past papers in term 5 in preparation for the exam.

Coursework Requirement

Both Speaking and Writing (30% each) are done using Controlled Assessment. Candidates need to submit 2 written essays amounting to 600 words. They have a one hour preparation period with materials and a further one hour session in which to write their essay. During this time they may use a 40 word or picture prompt sheet created during the preparation session and a dictionary. The Speaking Controlled Assessment is similar in format, except that candidates need to produce two spoken submissions of 4 to 6 minutes each. They may again use a prompt sheet but not a dictionary. Candidates have already completed some tasks during years 10 and 11. The last speaking assessments will be between April 20 and 24. The last writing assessment will be done between April 27 and May 1.

Main Topics for Revision

- All candidates study 5 topic areas:
- Home and Local Area; Health and Sport; Leisure and Entertainment; Travel and the Wider World; Education and Work.

Useful websites

- www.languagesonline.org.uk
- www.linguascope.com (intermediate section). Login: auxiliary1; Password: lovemfl
- www.klar.co.uk Username: thkings3 Password: password3
- GCSE Bitesize (www.bbc.co.uk/schools/gcsebitesize/german/)

Additional resources

- There are also various commercially produced revision guides for GCSE, for example:
- CGP GCSE German Complete Revision and Practice.
- Our own revision booklets (topics 1, 2 and 3 as well as the grammar book) have been an integral part of the course since last September.

History

Head of Department: Mrs Milligan

Examination Board: AQA

Specification: GCSE History B

Format of Examination

Unit 1: Unit 1: International Relations: Conflict and Peace in the 20th Century

Unit 2: 20th Century Depth Studies

Coursework Requirement

Controlled Assessment unit worth 25%

Main Topics for Revision

- The Cold War
 - The Origins of the Cold War 1945-1960
 - Crises of the Cold War and Détente 1960-1980
 - The Collapse of Communism and the Post-Cold War World 1980-2000
- From Tsardom to Communism: Russia, 1914–1924
- Stalin's Dictatorship: USSR, 1924–1941
- War in Vietnam, 1954–1975

Useful websites

<http://www.aqa.org.uk/subjects/history/gcse>

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

<http://www.johndclare.net/>

<http://www.gcse.pod.com>

<https://frog.kings.lincs.sch.uk>

Useful Revision Aids

- The revision booklets and subject knowledge tests issued by the History department
- AQA History textbook

ICT/Computing

Head of Department: Mr Greenhalgh

Examination Board: OCR

Specification: Information Communication Technology/Computer Studies

- **Format of Examination**

- There is no Year 11 ICT exam this Summer, but controlled assessments must be finished by the Easter break.
- Year 11 Computer Studies: Theory exam – 40% - wide range of computing topics covered

- **Coursework Requirement**

- Two units of Controlled Assessment completed worth 60% of marks

- **Main Topics for Revision**

- Use revision pack provided – issued Easter 2015.
- The examination theory will be worked through with the students in the lessons and it is vital that they practice the questions and topics at home before the exam. There is as much weight placed on how you answer the question as on specifics. Use past papers and mark schemes – issued Easter 2015.

Useful websites

www.teach-ict.com

www.ocr.org.uk

<http://www.ocr.org.uk/qualifications/gcse-computing-j275-from-2012/>

<http://www.bbc.co.uk/bitesize/ks3/ict/>

<http://www.webopedia.com>

<https://frog.kings.lincs.sch.uk>

Further help

Room 310 is open for support and study, lunchtimes Tuesday – Thursday.

Mathematics

Head of Department: Mr Brook

Examination Board: EDEXCEL

Specification: Mathematics A

Format of Examination

Mathematics A, is two, 1 hour 45minute papers - one calculator and one non-calculator

Coursework Requirement

None

Main Topics for Revision

Mathematics Revision has begun or is about to begin in all Year 11 classes. So, from now on in lessons and for homework students will be working on past papers. The teachers will use the feedback from papers to identify what additional teaching is required and which areas need improvement.

Mathematics revision falls into two areas. The first is learning important factual information and standard procedures. The second is applying this knowledge to a variety of contexts. As a result, if your son says he has been doing Mathematics revision then you should be able to either test him on his factual knowledge or see the mathematics he has been doing in the form of solutions to problems. Simply looking at his books, a revision guide or watching pod casts does not constitute effective revision in Mathematics.

There will be past papers available with worked solutions on the school VLE (FROG) and revision material on Mathspace. This material should be available from the start of the Easter break. If you have any queries about revision please do not hesitate to contact Mr Brook.

Music

Head of Department: Mr A Hird

Examination Board: Edexcel

Specification: 2MU01

Format of Examination

Unit 3: Listening and Appraising (1 hour 30 minutes)

Coursework Requirement

Unit 1: Performing Music (30%)

All students have performed one solo performance and one ensemble performance which has been recorded on CD and will be sent to the examiner.

Unit 2: Composing Music

All students have composed two compositions which have been recorded to CD and will be sent to the examiner.

Main Topics for Revision

All questions in the final examination paper relate to the set works in the Areas of Study. The paper consists of two sections:

Section A: eight compulsory questions in response to extracts from the set works that will be played on a CD during the examination (68 marks)

Section B: one question from two optional questions on the set works, requiring extended writing (12 marks)

The set works in each Area of Study are:

Area of Study 1 – Western Classical Music 1600 – 1899

- G F Handel: Chorus: And The Glory of The Lord from Messiah, HWV 56
- W A Mozart: 1st Movement from Symphony No. 40 in G minor, K. 550
- F Chopin: Prelude No 15 in D flat major, Op. 28

Area of Study 2 – Music in the 20th Century

- A Schoenberg: Peripetie from Five Orchestral Pieces, Op. 16
- L Bernstein: Something's Coming from West Side Story
- S Reich: 3rd Movement (fast) from Electric Counterpoint

Area of Study 3 – Popular Music in Context

- M Davis: All Blues from the album Kind of Blue
- J Buckley: Grace from the album Grace
- Moby: Why Does My Heart Feel So Bad? From the album Play

Area of Study 4 – World Music

- Capercaillie: Chuir M'Athair Mise Dhan Taigh Charraideach (Skye Waulking Song) from the album Nàdurra
- Rag Desh
Suggested listening:
A Shankar: Rag Desh from the album Live at Carnegie Hall
S D Dhandhada and H Dhandhada: Rag Desh from the album Mewar Re Mira
B Wertheimer and S Gorn: Rag Desh Parts 1-3 from the album Priyagitah: The Nightingale
- Koko:Yiri

There is a wealth of revision materials available on the school VLE (FROG).

PE

Head of Department: Mr Whales

Examination Board: AQA

Specification: Full Course

Format of Examination

Written examination (40% of final grade)

Coursework Requirement

Four practical marks and one written assignment (60% of final grade).

Main Topics for Revision

SKELETON

Objectives

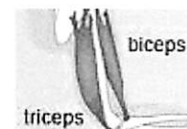
- Know how the skeletal system provides a framework for movement and performance*
- Identify Types of joints*
- Knowledge of the role of the main bones in the body*



Muscles

Objectives

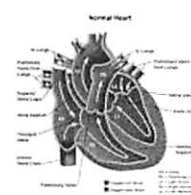
- To be aware of the main muscles that make up the muscular system*
- To be able to identify the three main types of muscles*
- To consider how muscles work with bones to produce movement*



Heart & Circulatory System

Objectives

- Be aware what the circulatory system consists of*
- Consider the main components of the system and the function they perform*
- Consider that the heart with its role in pumping blood is an effective transport system*



Lungs & Respiratory System

Objectives

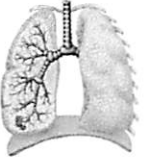
- Be aware of the components that make up the respiratory system*
- Consider what is meant by aerobic respiration*
- Consider the process of gaseous exchange*
- Consider what is meant by anaerobic respiration*



Training Effects

Objectives

- a. *understand the effects of training on*
 - ✓ *Heart & circulatory system*
 - ✓ *Respiratory System*
 - ✓ *Muscle training*
 - ✓ *Bones*
 - ✓ *Joints*



Training

Objectives

- a. *Principles of training – specificity, progression, overload (F.I.T), reversibility, SPORT*
- b. *Aspects of training – warm up and cool down methods of training – circuit, weight, continuous, interval, fartlek,*



Diet

Objectives

- a. *What is a balanced diet(nutrients required)*
- b. *Problems that occur through incorrect diet*
- c. *How is diet linked to levels of activity and correct time to eat food*
- d. *Be aware of special diets for particular performers*



Individual Differences

Objectives

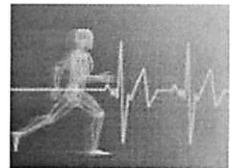
- a. *Age*
- b. *Disability*
- c. *Gender*
- d. *Physique*
- e. *Environment*
- f. *Risk and Challenge*
- g. *Activity levels and needs*
- h. *Training*



Health Fitness & Lifestyle

Objectives

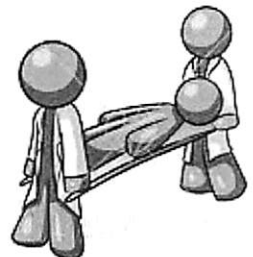
- a. *Understand the term General Health*
- b. *Understand the negative affects of smoking, alcohol and drugs on the body*
- c. *Be aware of good personal hygiene*
- d. *What is a Healthy active lifestyle*



Demands on Performance

Objectives

- a. *Consider concepts of fatigue and stress*
- b. *Be aware of common injuries and how they occur*
- c. *Be aware of the action to be taken if an accident or emergency occurs*



Leisure & Recreation

Objectives

- a. *What is meant by leisure time*
- b. *How do individuals spend their leisure time*
- c. *What are the benefits of becoming involved in leisure time*
- d. *What is recreation and what types of recreation are available*
- e. *What are the links between leisure and recreation*



Skill Acquisition

Objectives

- a. *Be aware of what skills are and how they are developed*
- b. *Be aware of the different types of guidance that may be available*
- c. *Be aware of the different types of feedback available and the types of practice that can be used*



School & Physical Education

Objectives

- a. *Why teach P.E. and what makes a P.E. programme*
- b. *Be aware of the PESSCL strategy and the impact it has had*
- c. *Be aware of PESSYP and the effect*
- d. *National Healthy Schools Programme*
- e. *Range, variety and provision of extra- curricular provision*



Opportunities for further Involvement

Objectives

- a. *Understand the different roles you may be able to adopt*
- b. *Be aware of the available career and vocational opportunities*
- c. *Be aware of additional qualifications you may be able to study for and obtain*
- d. *Be aware of links of PE with other school subjects*



Social Factors

Objectives

- a. *Understand the formats of the media and their sport coverage*
- b. *Understand media influence on results (positive and negative)*
- c. *Understand the role and influence of sponsors*
- d. *Understand the importance and influence of role models*
- e. *Have an outlined guide to health and safety*
- f. *Understand how science has been influential in sport*
- g. *Know the role ICT plays in sport*



Useful Website

http://web.aqa.org.uk/qual/newgcscs/science/new/phy_edu_overview.php

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

<http://www.teachpe.com/gcse.php>

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

<http://www.revisionworld.co.uk/node/23>

<http://www.educationforum.co.uk/PE/peoffline.htm>

Physics

Head of Department: Miss S Jones

Examination Board: AQA

Specification: Physics A

Format of Examination

UNIT P1: 1 hour exam worth 25%

UNIT P2: 1 hour exam worth 25%

UNIT P3: 1 hour exam worth 25%

Controlled Assessment Requirement

UNIT P4 worth 25% of the course and marks to be submitted May 2016

Main Topics for Revision

UNIT P1: Heat transfer (including conduction, convection, radiation, evaporation and condensation), Energy transfers, The cost of electricity, Generating electricity and Waves (including Big Bang and Doppler effect).

UNIT P2: Forces & Motion (including Energy), Electrical Circuits, Household Electricity and Nuclear Physics (including Radioactivity).

UNIT P3: Medical applications of physics (including x-rays, ultrasound, lenses, the eye), Applied Physics (including centre of mass, moments, hydraulics, circular motion), Electromagnetism (including motors and transformers)

Useful websites

www.aqa.org.uk Exam board website

www.kerboodle.com (each student has a user name and password for this): Full of resources such as animations and tests for students to access for revision including the online text book.

<https://frog.kings.lincs.sch.uk> FROG VLE

RE

Head of Department: D Haslam

Examination Board: AQA

Specification: Syllabus B

Format of Examination

- Written answers-four topics in 1hour 30mins

Coursework Requirement

- N/A

Main Topics for Revision

- The Problems of Evil and Suffering
- The Existence of God
- Revelation
- Science and Religion
- Immortality

Useful websites

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