

Make a revision timetable

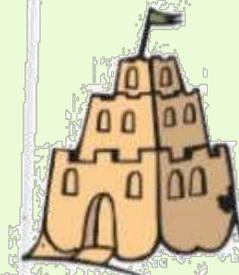
1) **Write Down** when all your **Exams** are

- The first step is to fill in the Exam Timetable.
- You should refer to this regularly, so you can see at-a-glance which exams you've got coming up. It'll help you stay focused.

EXAMPLE:

Exam Timetable

Subject	Paper	Date	Time
Maths	Paper 1	May 15 th (Mon)	9:00
Biology	Paper 1	May 17 th (Wed)	14:00
French	Reading	May 22 nd (Mon)	14:00
French	Listening	May 23 rd (Tues)	9:00
Biology	Paper 2	May 26 th (Fri)	9:00



2) Break each Subject Down into Topics

- Fill in the Topic Planners for each of your subjects (see below).
- Look at the exam board specification for each subject to find a list of topics, or ask your teachers.
- Put a tick in the correct column to show how happy you are with each topic. Throughout your revision, update the table as you feel more confident.
- Make sure you do enough revision and practice so that you're happy with each topic.

Don't worry if you're unsure about a lot of your topics at first. The whole point of revision is that you get more confident as you go on.



EXAMPLE:

Biology

Topic	☹️	😊	😄
Cells	✓		
Microscopy	✓		
Cell Differentiation and Specialisation	✓	✓	
Stem Cells	✓		
Chromosomes and Mitosis	✓		
Binary Fission	✓	✓	
Culturing Microorganisms	✓		

EXAMPLE:

Say your last exam is French Speaking, on the morning of Wednesday 28th June. You'd follow the instructions shown below, in the correct order.



3) Start Filling in your **Revision Timetable**

- Write down all your **exams** in the correct days on your **timetable**.
- Start from the **end** — write down your **last exam** on the **last page** of the timetable, then **work backwards**, filling in the dates and other exams until you get to your **first exam**.

① Write in the month.

Month: June	Weeks to go:			
Time:				
Date:				
Monday 26th	Biology Paper 2 9 am			
Tuesday 27th			Physics Paper 2 2 pm	
Wednesday 28th	French Speaking 9 am			

⑥ And the one before that, and so on...

⑤ Add in your second-to-last exam...

④ Work backwards, adding in the other dates.

③ Pencil in your exam. Try to put it in the correct square for the time of day. This exam is at 9 am, so the first box is a good bet. (If you use pencil, you can always rub it out if you get it wrong.)

② Add in the date of your last exam.

⑦ Once you've done the last page, move to the previous page. Carefully working backwards, fill in all the dates next to Sun, Sat, Fri etc. Continue backwards, dating the pages until you get to the date you're starting your revision. (Just make sure you use the correct number of days for each month.)



4) *Divide Your Time Into Sessions*

- 1) The revision timetables in this book are split into five sessions — the time spaces have been left blank so that you can choose them yourself.
- 2) To help you divide your day into revision sessions, think about:
 - what time of day you work best
 - how long you'll revise each day
 - when you get up and go to bed
 - fitting in sensible breaks
- 3) It's up to you how long each session is.
- 4) You don't need to use every session each day — you'll be in school some days so cramming five revision sessions into the evening might be too much.



A good rule of thumb is to break for 10 minutes every hour — either in one chunk, or split into two 5-minute breaks.



5) *Fill In Your Commitments*

You can't revise all the time — you need to keep time for your other commitments.
Your revision could become stressful if you overload yourself (see p.6 for advice on this).



1) Go through your revision timetable, adding in the time for things like:

- hobbies and regular exercise
- holidays and birthdays
- time with friends and family
- part-time jobs

You may need to cut back on some though — revision is still your priority.

2) It's also a good idea to keep some time free in your plan in case something unexpected comes up — there may be things that you can't plan for, so if there's a few gaps, it'll make it easy to adapt.



EXAMPLE:

This timetable uses 50-minute revision sessions, with 10-minute breaks after each one.

Start at a sensible time, based on your daily routine.

Leave a gap for lunch.

Month:	Weeks to go:				
Time:	Session 1	Session 2	Session 3	Session 4	Session 5
Date:	10.00-11.00	11.00-12.00	12.00-13.00	14.00-15.00	15.00-16.00
Monday					Swimming
	BREAK	BREAK	BREAK	BREAK	BREAK
Tuesday					
	BREAK	BREAK	BREAK	BREAK	BREAK

Add your commitments and activities.



6) Add Your Subjects

1) Decide how much time you'll need to spend on each subject by thinking about:

- which you find the hardest
- which have more content
- which you will be examined on first

2) Add your subjects into the timetable, working backwards from the exam.

3) Make sure you allow enough time for each and space them out over the time you have

Colour-coding your timetable by subject makes it clearer.

EXAMPLE:

Month:				Weeks to go:	
Time:	Session 1	Session 2	Session 3	Session 4	Session 5
Date:	10.00-11.00	11.00-12.00	12.00-13.00	14.00-15.00	15.00-16.00
Monday	Biology	Geography	Maths	Biology	Swimming
	BREAK	BREAK	BREAK	BREAK	BREAK
Tuesday	Geography	Maths	Biology	Geography	Maths
	BREAK	BREAK	BREAK	BREAK	BREAK



7) Add Your Topics

- 1) For each subject, look at the topics in your topic planner — think about which you should prioritise (like you did with your subjects) and add those first.
- 2) Aim to include topics multiple times to give you a chance to revise them thoroughly and more concisely each time, e.g. by using a range of the techniques.
- 3) Make sure you leave plenty of space for all your topics — you might want to write in pencil to start with.

You don't have to do this step straight away — you might prefer to fill in the topics at the start of each week once you know how you're getting on. Don't be afraid to edit your timetable as you go along, depending on what's going well and what you feel less confident with. Just make sure you leave enough time to cover every topic in enough detail.



Think About *S p a c i n g* As You *Plan Your Revision*

Revisiting a topic several times, with gaps in between, is more effective than trying to revise it all in one go. It helps the information sink in better so that it's easier to remember in the exam.

- ① Space out your revision for a topic across the time you have available — make sure you leave enough time to go over a topic more than once.
- ② Don't be tempted to cram a whole subject into a day — your revision won't be as effective.
- ③ It's okay to cover different topics from the same subject on the same day, just make sure you don't do it too often — keep your revision varied to keep your brain engaged.



Make Sure You *Mix Your Subjects Up*

- 1) Include a good mix of subjects every day — don't cover all your languages or sciences in one go.
- 2) Split your revision of each subject into short, focused chunks spread over different days and several weeks — leaving a gap between them will help you retain the information better.
- 3) It's not a good idea to spend a week revising just Maths and then a week on English — the information just won't stay in your brain in the long-term.



Check Your Timetable

- 1) Run through the checklist below and compare each point with your timetable.
- 2) If there's anything missing, go back and fill it in.



1. Have you included all your exams for every subject?
2. Have you added in topics for at least the first few weeks?
3. Have you double-checked the dates?
4. Does the timetable cover a mixture of subjects each day?
5. Have you planned in regular breaks?
6. Have you left time for things you enjoy doing?
7. Have you left a few gaps to change things if you need to?





Stick To Your Timetable — but be Flexible

It's all well and good making yourself a great timetable, but it's no use to you unless you follow it.



- 1) Use your revision timetable alongside your topic planners to keep track of your progress.
- 2) Don't be afraid to adapt the plan as you go — if you know your German tense endings better than you thought but need to spend more time on quadratic equations, just swap things around as you need to.
- 3) If something doesn't go to plan one day, don't panic — just fit any missed revision into the gaps you've left in the timetable and carry on.

