



# Revision tips

## Tip 1 - Make sure you've finished the study phase first

By this stage in your studies, you should have completed your online course and read through your study text book and online notes, highlighted and made notes on pertinent areas, per the syllabus guide.

You should also have answered all of the test your understanding style questions, at the end of each chapter.

## Tip 2 - Review the coloured highlights in your notes

The highlighted areas will show you where you need to focus your attention. Again, you should have answered all of the example questions within the online course and text book.

## Tip 3 - Devise a revision timetable

To do this, look to see how many days you have between now and the exam (perhaps use a calendar or Excel spreadsheet to draft up your timetable). You need to complete as many questions as you can and then review them.

This means that a 30 minute question will take at least 45 minutes to complete and then mark.

## Tip 4 - Find a good place to study

Once the above is in place, you will need to find a quiet place to study (where you will not be disturbed).

## Tip 5 - Keep your notes handy as you may need to go back to them

If you find yourself totally confused by a question don't simply audit the answer. Review your notes and handwritten notes again to familiarise yourself with the subject and have a think about what could be included in the answer—then look at the model answer.

### Tip 6 - Use every minute

Review any notes / condensed version of the text book you may have and consider the use of mnemonics to make things stick. Remember to learn Pro-Forma's, where necessary, to save you time within the actual exam.

### Tip 7 - Review past problem areas

Re-work all of the examples in the notes and identify areas you are struggling with. Re-visit these areas and make additional notes to aid your learning.

### Tip 8 - Get Professional Help

Complete all questions and submit all of the mock examinations.

### Tip 9 - Questions, Questions, Questions

OK—Once you have been through all of your notes again and re-worked your examples, it is time to start question practice, using your practise and revision kits. Complete the individual questions first and then work up to the mock examinations.

The earlier you can do this the better, but at the very latest, you must commence your question practice one month before the actual exam.

Questions should be timed and attempted without the use of your study materials (remember - 1.8 minutes per mark available for 3 hour exams, 1.2 minutes per mark for 2 hour exams).

Once you have completed a question, review and mark it to identify the areas you were not comfortable with or got wrong. Review your notes again to see why you misunderstood them.

Questions can be attempted multiple times to ensure concepts have stuck and to speed up the time taken to record answers, within the actual exam.

### Tip 10—Don't Panic

Finally, don't panic!

As long as you have reviewed your subject, made concise notes and practised the test questions and mock examinations (under timed conditions) you stand a very good chance of passing your exam.

If you are struggling, please contact the online tutor for help.

Good luck!

