

Deptford
Green

explore, dream, discover

Year 11 Revision Strategy 2023-4



“Learning happens when people have to think hard.”

Prof. Robert Coe – Durham University

The current GCSE exams mean that students will have to recall greater amounts of facts and knowledge than ever before. They have to do this in strict timed conditions, and have to demonstrate their knowledge by writing more extended essays.

Learning all of this content and trying to remember it can be daunting. Students often don't know where to start revising and lose motivation as they feel overwhelmed by the amount of content they must cover.

This guide aims to teach students how to revise effectively, and to help parents to support students as much as possible. It will cover where students should begin, how they should embed their learning and how to demonstrate it through exam practice and testing.

We have included examples of different structures and strategies that apply to the different stages, paper copies of which we will share with students to use.

Finally, we have included subject specific information from each subject which outlines the key exam information, papers studied and approaches to revise effectively.

I hope that you find this guidance useful, if you require any further support, please visit the independent learning page on the Deptford Green school website or email me directly at jcallaghan@deptfordgreen.co.uk

Yours sincerely,

Mr. Callaghan

Assistant Headteacher

Three steps to effective revision and long-lasting learning.



Upload

Stage 1: Students should focus on memorisation of key facts and knowledge through chunking, repetition and rote learning.



Process

Stage 2: Students need to deepen their knowledge by engaging in higher-level thinking. We remember this thinking in more detail and for longer. The Revisit template activities help students to structure this thinking.

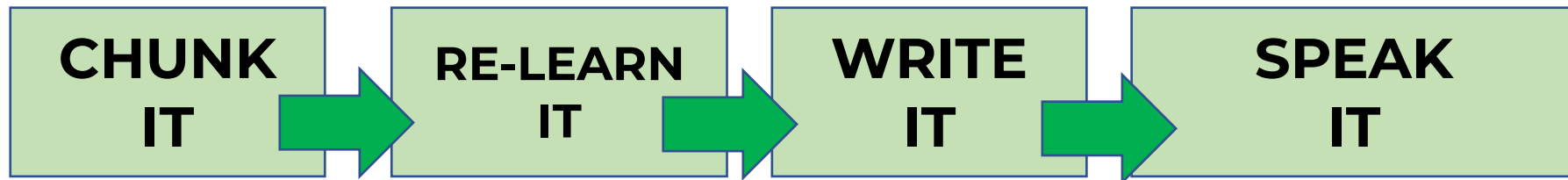


Download

Stage 3: Students need to retrieve, demonstrate, apply and test their learning to make sure they have remembered it.



Stage 1: Students should focus on memorisation of key facts and knowledge through chunking, repetition and rote learning.



Split up the course into manageable chunks – e.g. using your topic list.

Choose a chunk at a time to revise. Start with the most important or the most difficult.

Spend time re-learning some of the key ideas.

You might use:

- Your class book.
- BBC bitesize
- GCSE Pod
- An online platform such as Seneca.

Now make some revision notes based on what you have learned.






You could organize your learning into Cornell notes, or complete a brain dump based on what you remember. Try to do this without your notes.

Give a verbal explanation about the topic as if you were teaching it. Repeat facts you need to remember 20 times. Turn the key facts you need to remember about this topic into flashcards and get a friend or parent to test you.

Stage 1: Students should focus on memorisation of key facts and knowledge through chunking, repetition and rote learning.

Example tasks for re-learning key content.

The Cornell Note taking method:



1. Give your notes page a title. This works best when it is an exam style question.

2. Divide your page into two columns. In the smaller column on the left, write key questions that your notes will cover.

3. Make summary revision notes in the right hand column. Ensure you think, and put your ideas in your own words.

4. Use a highlighter to colour code each question. Then highlight your notes to show where the corresponding answers can be found.

5. Return to your notes after one week. Write a summary of the topic from your memory. Then re-read your notes to check what you may have missed.

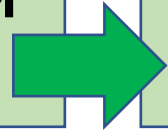
| | | | |
|---|--|--|--|
| Cornell Notes | | Topic/Objective: Identify significant literary devices that define a writer's style and use to interpret work | Name: Class/Period: Lang. Arts Date: Oct. 12, 2009 |
| Essential Question: How does Langston Hughes' poem, "Mother to Son", advise the reader to overcome difficulty and keep from giving up in life? | | | |
| Questions: | Notes: | | |
| ① What is the significance of the speaker in the poem? | ① <u>Speaker</u> - * Voice that communicates a poem's ideas, actions, descriptions, & feelings - similar to narrator - can be unknown or specific (like character) | | |
| ② How does a poet's choice of speaker affect the mood/meaning of a poem? | ② <u>Impt.</u> - Poet's choice of speaker - contributes to the poem's mood/meaning - who speaks is as impt. as what is said - different points of view regarding same event (ie. parent, child, elderly person) * the person telling the story gives point of view and affects the message told ← P.O.V.* | | |
| ③ How does Hughes use vocabulary to contribute to and convey his message? | ③ <u>Writer's/poet's style</u> <u>Vocab</u> - helps to understand meaning "crystal stair" = luxuries (metaphor) <small>compares 2 things</small> ie. "Life for me ain't been no crystal stair" "reachin'" - replace letter at end of word (dialect) " 'cause" = because → slang <small>var. lang. used by group of people</small> | | |
| Summary: The speaker/voice in the poem is important because it communicates the ideas/feelings of the poem. Who the poet chooses as the speaker identifies the point of view and affects the message/meaning. Hughes uses vocabulary and style to convey the message that life is hard when Mother says "Life for me ain't been no crystal staircase." | | | |



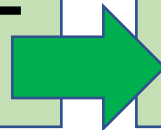
Process

Stage 2: Students need to deepen their knowledge by engaging in higher-level thinking. We remember this thinking in more detail and for longer. The Revisit template activities help students to structure this thinking.

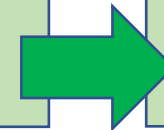
**TRANSFORM
IT**



**REDUCE
IT**



**SORT
IT**



**LINK
IT**

Transform key facts you have learned into a series of images.
Transform what you have learnt into a diagram.
Transform your learning into a poem or a story.

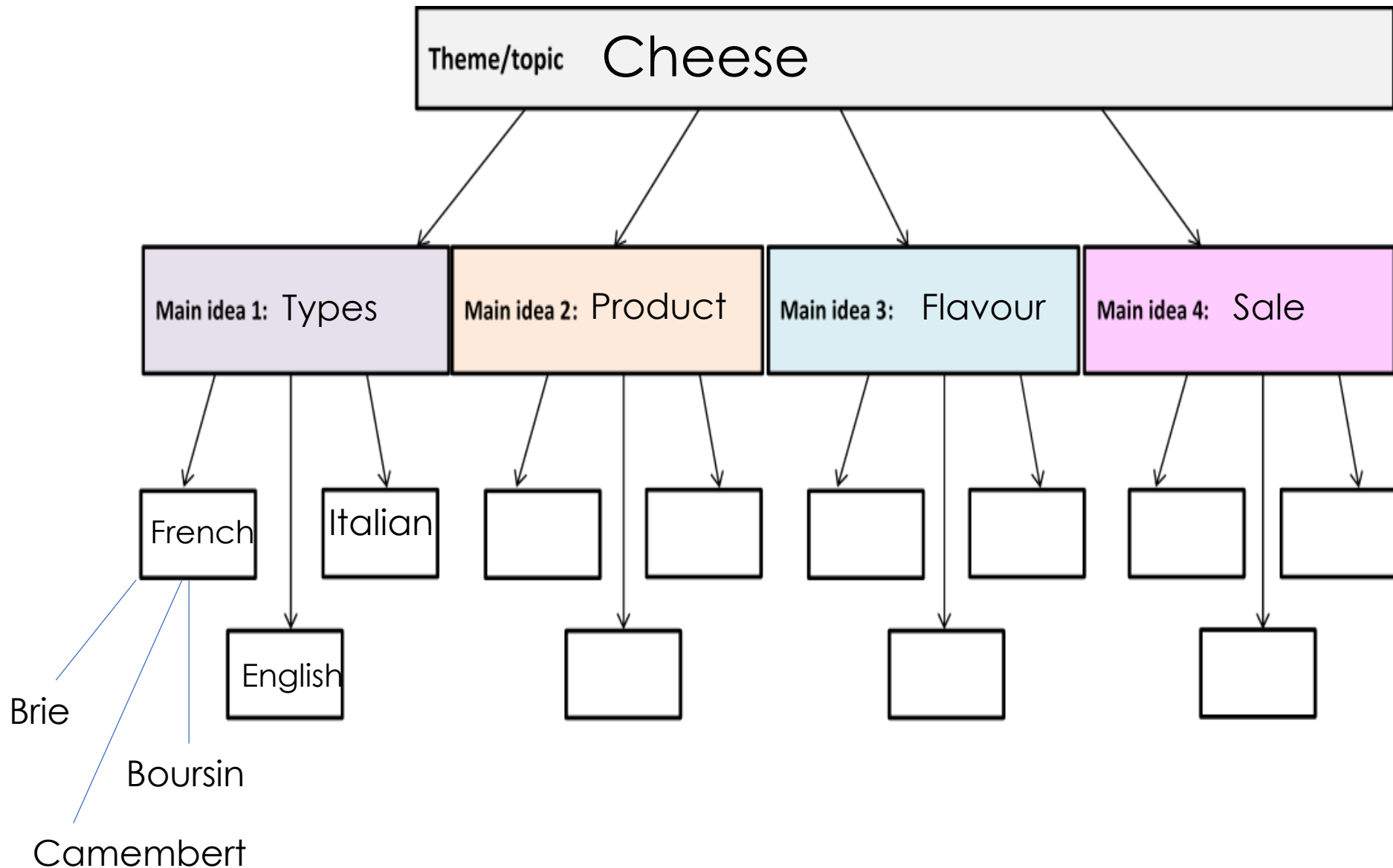
Reduce what you have learnt about this topic into 5 bullet points or prompts.
Reduce the 3 most important facts in this topic into 9 words.

Use the ranking template to rank the most important facts from this topic.
What is the most difficult point to remember? Why?
Categorise key facts from this topic into 3 groups. You choose the group headings.

Find 3 links between this topic and other topics you have studied.
Link the points together.
Link the ideas.
Link the factors.

Stage 2: Students need to deepen their knowledge by engaging in higher-level thinking.

Example tasks for processing information and 'thinking hard'.

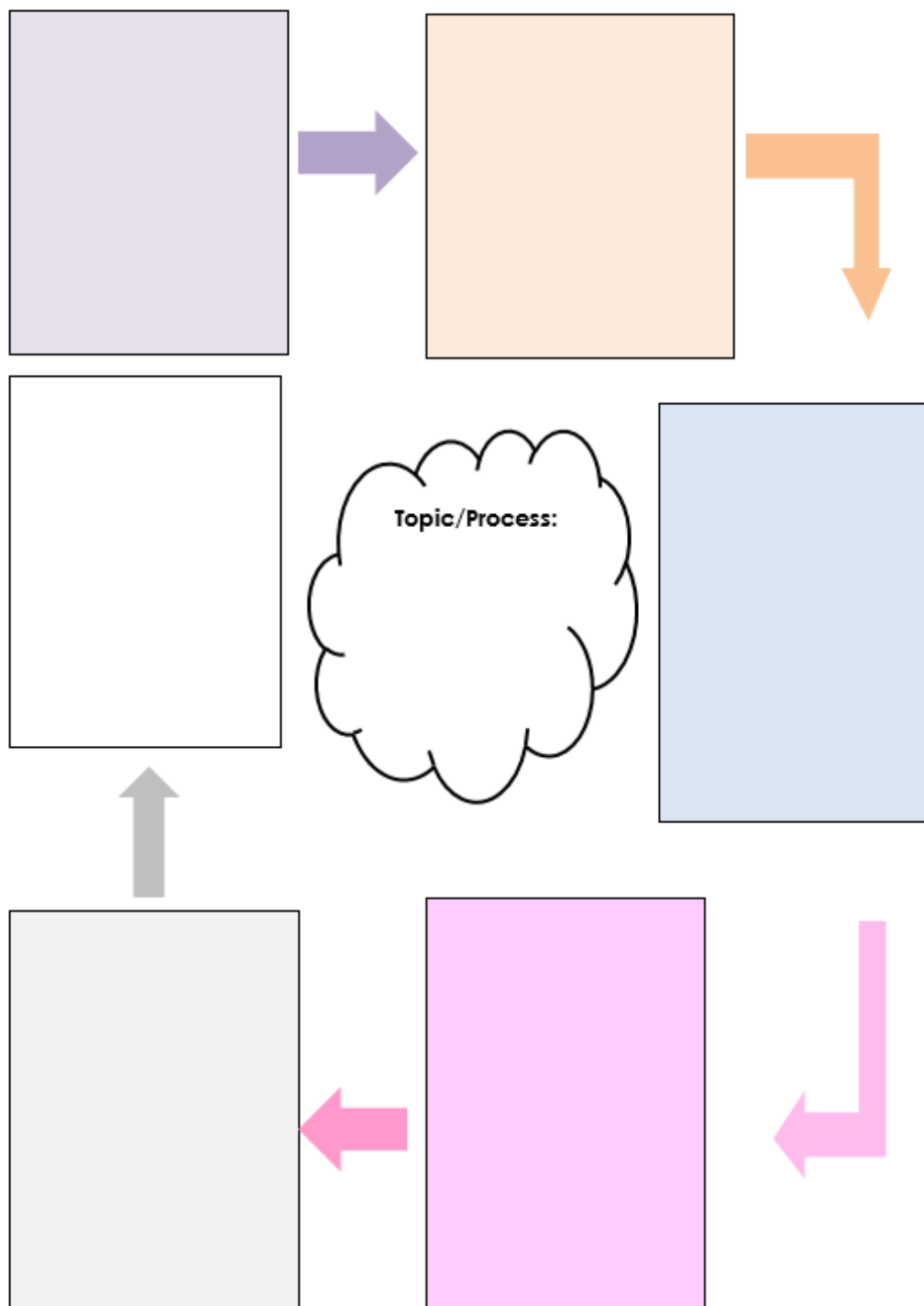


Processing.

Break down big ideas into in to smaller steps/stages.

Could be useful in:

- Processes in science e.g. digestion
- Processes in Geography – e.g. weather
- Chronology in History
- Narrative in English.



Ranking

1. Make notes on each factor first.
2. Include key facts and words in the cloud for each factor.
3. Then rank the factors in terms of importance, and justify your decision.

E.g. Reasons why the Americans lost the war in Vietnam.

Unit/Topic:

Key Facts, Dates, Words,

Number of Priority:

Notes:

1.



| | |
|--|------|
| | WHY? |
|--|------|

2.



| | |
|--|------|
| | WHY? |
|--|------|

3.



| | |
|--|------|
| | WHY? |
|--|------|

4.



| | |
|--|------|
| | WHY? |
|--|------|

5.

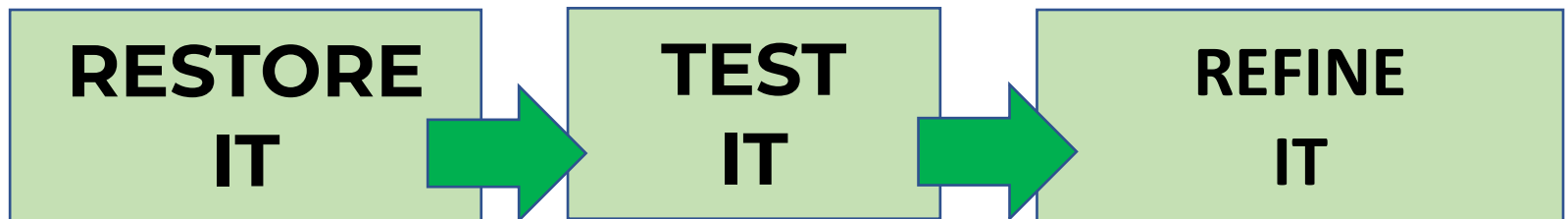


| | |
|--|------|
| | WHY? |
|--|------|



Download

Stage 3: Students need to retrieve, demonstrate, apply and test their learning to make sure they have remembered it.



Go back to your reduce it notes, which broke down the main ideas into key words and images. Now restore these ideas back to their full detail by making extended notes.

Use your flashcards to test yourself. Write yourself exam questions on this topic or skill. How many can you think of? Complete practice exam questions on the topic.

Read over your completed exam question. Self-assess your work using a marking grid. What you missed out from this topic from your notes

Now:

- Improve it
- Add to it

Stage 3: Students need to retrieve, demonstrate, apply and test their learning to make sure they have remembered it.

Example tasks for testing yourself and demonstrating knowledge.

Flashcards as a tool for quizzing.



1. Use your notes or your textbook to identify key concepts, facts and key terms

2. On one side of the flashcard, write the concept. It works best if this is turned into a question.

3. On the other side of the card, write down the answer or definition.

4. Once you have a full set for a topic. Test yourself, making sure you say the answers aloud.

5. For any questions that you found trickier, return to your notes or ask your teacher to clarify.

Writing questions for self-testing.

1. Break down a topic into quiz questions.
2. Write down the answers.
3. Fold the sheet in half and test yourself, or give it to someone else who can test you.
4. Repeat the quiz often in order to embed knowledge.

Name of Topic: _____

Read the text and come up with 12 questions to ask someone about the text.

| | Question | Answer |
|---|----------|--------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |



Exam Board: AQA

Exam topics

English Lang Paper 1

Analysing and writing fiction /
descriptive writing

English Lang Paper 2

Analysing and writing non-
fiction

English Lit Paper 1

Jekyll and Hyde + Romeo and
Juliet

English Lit Paper 2

Conflict Poetry, Unseen Poetry,
An Inspector Calls

Contact: your teacher

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aneil@deptfordgreen.co.uk

fernandez@deptfordgreen.co.uk

AlbachireneFirth@deptfordgreen.co.uk

aplayer@deptfordgreen.co.uk

English

How to revise in Year 11

Key ways to revise:

To begin...

- Complete any notes you have missing
- Re-watch or re-read key texts
- Make flashcards or posters

To build and consolidate your knowledge...

- Test yourself on key knowledge
- Do practice papers and questions

To master your subject...

- Repeat your self-quizzing – little and often!
- Compare your essays and answers to models and green pen them

Recommended reading and revision guides

- Revision guides
- STUDY WORKBOOK
- Textbook

Recommended online resources.

- GCSE POD – Audio revision sessions for if you don't have a textbook.
- SENECA – Useful to learn and test yourself as you go.
- BBC Bitesize – There are notes pages on each of our topics.
- Quizlet – Make your own flashcard sets online and test yourself on your phone everywhere you go.
- Mr Bruff / Mr Salles, YouTube channels – great for filling in knowledge gaps and to help you make flash-cards, or upgrade your knowledge to grades 7-9!



Exam Board

Edexcel (Pearson)

Exam topics

Foundation Tier

Number: 22 – 28%

Algebra: 17 – 23%

Ratio, Proportion & Rates of Change: 22 – 28%

Geometry & Measures: 12 – 18%

Statistics & Probability: 12 – 18%

Higher Tier

Number: 12 – 18%

Algebra: 27 – 33%

Ratio, Proportion & Rates of Change: 17 – 23%

Geometry & Measures:

17 – 23%

Statistics & Probability:

12 – 18%

Contact

Mathematics

How to revise in Year 11

Key ways to revise:

To begin...

- Build up from the basics.
- Do a little bit, often.
- Find different strategies for re-learning.
- Complete independent tasks set by your teacher.
- Don't time your work too soon, it isn't a race!

To build and consolidate your knowledge...

- Practice exam papers
- Time yourself and focus on understanding where it went right and where it went wrong.
- Mark your answers carefully and re-do anything you got wrong.
- Revise lots of different topics in rotation.
- Resist the temptation just to study the topics you like.

To master your subject...

- Practise more exam papers.
- Go through all the papers. Note down unfamiliar questions and how to solve similar questions.
- Understand the mark scheme.
- Gradually reduce the reliance on the formula sheet.

Recommended reading and revision guides

- REVISION GUIDE
- GUIDED REVISION WORKBOOK
- TEXTBOOK

Recommended online resources.

- www.hegartymaths.com
- www.corbettmaths.com
- www.mathsgenie.co.uk



Exam Board

AQA

Exam topics

Paper 1

Atomic Structure-C1

Bonding - C2

Quantitative Chemistry
- C3

Chemical Changes -C4

Energy Changes -C5

Paper 2

Rate and Extent of
Chemical Change-C6

Organic Chem- C7

Chemical Analysis- C8

Chemistry of the
Atmosphere-C9

Use of Resources- C10

Contact

Mr Ramsay

bramsay@deptfordgreen.co.uk

COMBINED SCIENCE/TRIPLE SCIENCE CHEMISTRY

How to revise in Year 11

Key ways to revise:

To begin...

- Study using your revision guide and notebook and make revision notes, including mindmaps and flowcharts
- Use the knowledge organisers provided for you on Teams, subject specification and PLCs to check that you have mastered the content required for exams.

To build and consolidate your knowledge...

- Create flashcards of key equations, main steps in processes and model answers to frequently tested topics
- Test yourself by answering exam questions from your revision guide and practical books

To master your subject...

- Use Free Science Lessons videos and exam paper walkthrough videos from Youtube.
- Complete exam questions by topic then complete full past papers from www.physicsandmathstutor.com.

Recommended reading and revision guides

- CGP Combined Science Revision Guide and Workbook (Combined) or CGP Chemistry Revision Guide (Triple)
- AQA GCSE Chemistry Student Book (AQA GCSE Science 3rd Edition) Paperback –Lawrie Ryan

Recommended online resources.

- www.mathsmadeeasy.co.uk
- www.physicsandmathstutor.com
- BBC bitesize



Exam Board

AQA

Exam topics

Paper 1

Cell Biology -B1

Organisation- B2

Infection and
Response – B3

Bioenergetics-B4

Paper 2

Homeostasis -B5

Inheritance and
Variation – B6

Ecology- B7

Contact

Mr. Ramsay

bramsay@deptfordgreen.co.uk

COMBINED SCIENCE/TRIPLE SCIENCE BIOLOGY

How to revise in Year 11

Key ways to revise:

To begin...

- Study using your revision guide and notebook and make revision notes, including mindmaps and flowcharts
- Use the knowledge organisers provided for you on Teams, subject specification and PLCs to check that you have mastered the content required for exams.

To build and consolidate your knowledge...

- Create flashcards of key equations, main steps in processes and model answers to frequently tested topics
- Test yourself by answering exam questions from your revision guide and practical books

To master your subject...

- Use Free Science Lessons videos and exam paper walkthrough videos from Youtube
- Complete exam questions by topic then complete full past papers from www.physicsandmathstutor.com.

Recommended reading and revision guides

- CGP Combined Science Revision Guide and Workbook (Combined) or CGP Biology Revision Guide (Triple)
- Textbook - AQA GCSE Biology Student Book (AQA GCSE Science 3rd Edition) Paperback –Ann Fullick

Recommended online resources.

- www.mathsmadeeasy.co.uk
- www.physicsandmathstutor.com
- BBC bitesize



Exam Board

AQA

Exam topics

Paper 1

Energy – P1

Electricity -P2

Particle Model- P3

Atomic Structure
and Radioactivity-P4

Paper 2

Forces - P5

Waves - P6

Magnetism and
Electromagnetism -
P7

Space Physics-P8
(Triple only)

Contact

Mr. Ramsay

bramsay@deptfordgreen.co.uk

COMBINED SCIENCE/TRIPLE SCIENCE PHYSICS

How to revise in Year 11

Key ways to revise:

To begin...

- Study using your revision guide and notebook and make revision notes, including mindmaps and flowcharts
- Use the knowledge organisers provided for you on Teams, subject specification and PLCs to check that you have mastered the content required for exams.

To build and consolidate your knowledge...

- Create flashcards of key equations, formulae, and model answers to frequently tested topics
- Test yourself by answering exam questions from your revision guide and practical books.

To master your subject...

- Use Free Science Lessons videos and exam paper walkthrough videos from Youtube
- Complete exam questions by topic then complete full past papers from www.physicsandmathstutor.com.

Recommended reading and revision guides

- REVISION GUIDE- CGP Combined Science Revision Guide and Workbook
- Textbook - AQA GCSE Physics Student Book (AQA GCSE Science 3rd Edition) Paperback –Jim Breithaupt

Recommended online resources.

- www.mathsmadeeasy.co.uk
- www.physicsandmathstutor.com
- BBC bitesize





Exam Board

Edexcel (Pearson)

Exam topics

Paper 1

Medicine in Britain

Paper 2

Early Elizabethan
England

Superpower
Relations and the
Cold War

Paper 3

Conflict at Home
and Abroad: Civil
Rights and
Vietnam

Contact

Head of History

Mr. Callaghan

jcallaghaeptfordgreen.co.uk

History



How to revise in Year 11

Key ways to revise:

To begin...

- Study using your revision guide and make revision notes e.g. cornell notes, mindmaps, timelines.
- Complete your study booklet given to you by your class teacher.

To build and consolidate your knowledge...

- Create flashcards of the key facts and ideas.
- Test yourself – make your own quiz, or use Quizlet.

To master your subject...

- Use the 'how to answer exam questions' to fine tune exam technique.
- Complete lots of practice exam questions, you can find these on our teams page.

Recommended reading and revision guides

- My revision notes Edexcel GCSE 9-1 History (then choose the right topic)
- Pearson (9-1) Edexcel History Target 5 or 9 activity books (published per topic).
- Pearson Edexcel History textbooks.

Recommended online resources.

- GCSE POD – Very good for information if you don't have a textbook.
- SENECA – Useful to learn and test yourself as you go.
- BBC Bitesize – There are notes pages on each of our topics. Especially good for Medicine.
- Quizlet – Make your own flashcard sets online and test yourself on your phone everywhere you go.



Exam Board

AQA

Exam topics

Paper 1

Hazards – Tectonic and weather

Living world – Rainforests and hot deserts

UK landscapes – Coasts and rivers

Paper 2

Urban issues and challenges – Rio/London

Changing economic world – Nigeria/UK

Resource management – Energy

Paper 3

Fieldwork and fieldwork skills

Contact – Mr. Stamp

Jstamp@deptfordgreen.co.uk

Geography



How to revise in Year 11

Key ways to revise:

To begin...

- Check the revision checklists in your booklets to see what topics you need to revise more often.
- Study using your revision guide and make revision notes e.g. cornell notes, mindmaps, timelines.
- Complete your topic revision booster booklets given to you by your class teacher.

To build and consolidate your knowledge...

- Quiz yourself using different colours to indicate what knowledge you remember and what you have forgotten.
- Test yourself using quizzes on Teams, Seneca and BBC Bitesize.

To master your subject...

- Complete a minimum of an exam questions a week as indicated by your geography calendar and class teacher.
- Learn the case studies and make sure you are always linking every answer to a place.
- Complete past paper questions and bring them to your teacher – they will provide you with feedback.
- Talk like a geographer – Ensure you know the key terms and what they mean.

Recommended reading and revision guides

- My Revision Notes: AQA GCSE (9-1) Geography Second Edition (£9 on Amazon).
- GCSE Geography AQA Revision Question Cards (£8 on Amazon).

Recommended online resources.

- SENECA – Useful to learn and test yourself as you go.
- Bitesize – There are notes pages on each of our topics.



Exam Board

Eduqas

Exam topics

Paper 1

Socialisation,
identity and
culture.

Family

Education

Research Methods

Paper 2

**Social
stratification
(inequality)**

**Crime and
Deviance**

Applied Methods

SOCIOLOGY

How to revise in Year 11

Key ways to revise:

To begin...

- Study your revision guides / your book/ knowledge organisers
- RAG checklist on the different units
- Complete your study booklet
- Complete 'Gimmie 5'

To build and consolidate your knowledge...

- Create flashcards / mind maps / complete a blank knowledge organiser
- Test yourself – use Quizlets, Seneca or get another person to ask you questions.

To master your subject...

- Use how to answer exam questions PowerPoint in the sociology library on Microsoft Teams.
- Complete practice questions

Recommended reading and revision guides

- Eduqas GCSE sociology revision book
- Complete study workbook
- Eduqas GCSE sociology

Recommended online resources.

- Eduqas GCSE sociology website / Revision resources, games and past papers. Good to help with consolidation and exam practice.
- Seneca / Good way to learn and test yourself.
- Tutor 2_u Sociology / Informative videos going over key knowledge , the youtube channel goes over key knowledge with Q&As



Exam Board

OCR GCSE Design
and Technology 9-1

J310

Exam topics

Principles of Design and Technology

Contact

Head of Design and
Technology

pcurran@deptfordgreen.co.uk

DT

How to revise in Year 11

Key ways to revise:

To begin...

- Study using your revision guide and make revision notes e.g. cornell notes, mindmaps, timelines.
- Complete the home learning tasks given to you.
- Go through the power points from each of the theory lessons and watch the embedded videos.

To build and consolidate your knowledge...

- Create flashcards of the key facts and ideas.
- Test yourself – make your own quiz or use Quizlet.

To master your subject...

- Use the Literacy in GCSE DT power point
- Go through the DT subject specific vocabulary document and familiarize yourself with key words and their meaning.
- Complete lots of practice exam questions, you can find these on our teams page.

Recommended reading and revision guides

- OCR GCSE 9-1 Design and Technology, Complete Revision and Practice

Recommended online resources.

- Technologystudent.com
- SENECA – Useful to learn and test yourself as you go.
- BBC Bitesize – DT
- Watching the youtube links in the power points



Exam Board

Cambridge National

Exam topics

RO51

- LO1 Understand the issues that affect participation in sport
- LO2 The role of sporting values
- LO3 Importance of hosting major sporting events
- LO4 Role of National Governing Bodies

Contact

Head of Faculty

Mrs J Pritchard

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Mr M Melia

mmelia@deptfordgreen.co.uk

Sport Studies



How to revise in Year 11

Key ways to revise:

To begin...

- Study using your revision guide and make revision notes e.g. cornell notes, mindmaps
- Use your study/revision booklet given to you by your class teacher. This has Crib sheets, topics on a page and past exam papers with mark schemes. Mrs P's revision crib sheets

To build and consolidate your knowledge...

- Create flashcards of the key facts and ideas.
- Test yourself – make your own quiz, or use kahoot

To master your subject...

- Complete lots of practice exam questions, you can find these on our teams page. past papers

Recommended reading and revision guides

- My revision notes Cambridge National – Sport Studies
<https://www.amazon.co.uk/My-Revision-Notes-Cambridge-National/dp/1510478582>
- Cambridge National in Sport Studies Revision Guide and Workbook
<https://amzn.eu/d/hOpvpEu>

Recommended online resources.

- kahoot
- erevision
- www.ocr.org.uk – OCR Cambridge Nationals in Sport
- www.revisionworld.com – Revision and past papers
- www.s-cool.co.uk – Revision, research and exam questions.



Exam Board

OCR

Exam topics

Paper 1

Listening and
Appraising

Contact

Head of Music

Ryan Hill

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Music

How to revise in Year 11

Key ways to revise:

To begin...

- Study the knowledge organisers for each area of study.
- Complete definitions sheet for mnemonic MAD T SHIRT (available on TEAMS) and practice recalling.

To build and consolidate your knowledge...

- Listen to any piece of music/song (suggested repertoire on teams if stuck) – complete MAD T SHIRT analysis
- Test yourself on key terms using flashcards or on Quizlet (search OCR music)

To master your subject...

- Complete lots of practice exam questions, you can find these on our teams page, making sure to mark yourself using mark scheme.

Recommended reading and revision guides

- Rhinegold GCSE music revision guide (OCR)
- CGP GCSE MUSIC (9-1) OCR

Recommended online resources.

- Quizlet – Make your own flashcard sets online (or search OCR GCSE music) and test yourself on your phone everywhere you go.
- BBC Bitesize – There are notes pages on each area of study.
- TEAMS – for listening exam practice.
- YouTube can be useful for overviews of each AoS – search for OCR music.



Exam Board

Eduqas

Exam topics

Component 1

Key Developments
in US Film

Component 2

Global Film - Narrative,
Representation and
Film Style

Component 3

Production (NEA)

Film Studies

How to revise in Year 11

Key ways to revise:

To begin...

- Study the revision guides in the Student Film Library on Teams.
- Rewatch the films, take notes on film form: cinematography, editing, sound, mis-en-scene, context.

To build and consolidate your knowledge...

- Create flashcards of the key facts and ideas.
- Test yourself – make your own quiz or use Quizlet.
- Complete quizzes set by teacher (Film Technology Timeline)

To master your subject...

- Complete practice exams. See your teacher for copies.
- Watch a film a week and study it as you watch. How are the effects created? What are the director's intentions?

Recommended reading and revision guides

- WJEC Eduqas Film Studies book
- Film Studies library in room 405
- Eduqas Film Studies Spec

[<https://www.eduqas.co.uk/media/sjyhrqeu/eduqas-gcse-film-studies-spec-from-2017-e-27-09-22.pdf>]

Recommended online resources.

- Eduqas website – full of resources, past papers, guidance.
- Quizlet – Make your own flashcard sets online and test yourself on your phone everywhere you go.
- Student Library: Film – On Teams. Free revision guides



Example revision timetable.

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------|--------|---------|-----------|----------|--------|----------|--------|
| 8:00 | | | | | | | |
| 9:00 | | | | | | | |
| 10:00 | | | | | | | |
| 11:00 | | | | | | | |
| 12:00 | | | | | | | |
| 1:00 | | | | | | | |
| 2:00 | | | | | | | |
| 3:00 | | | | | | | |
| 4:00 | | | | | | | |
| 5:00 | | | | | | | |
| 6:00 | | | | | | | |
| 7:00 | | | | | | | |
| 8:00 | | | | | | | |

Top tip 1: You do not need to study from 8am-10pm; decide which hours of the day you can concentrate best.

Top tip 2: Don't be over ambitious – break work down into small chunks. Assess how familiar you are with each topic and focus on your weak areas.

Top Tip 3: Take breaks, do short (45 minute) sessions often and include fun stuff / rewards – that way you are more likely to stick to your timetable.

Task: Identify 3- 4 time slots per week that you will commit to revising in each week in the run up to your PPE exams. Now highlight them on your timetable. Label each time block with a letter.