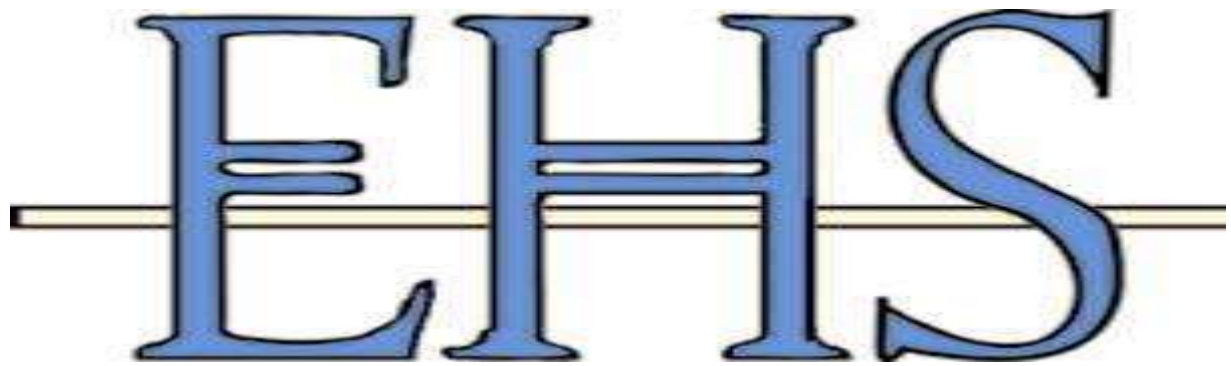


**ELGIN HIGH
SCHOOL**



**S4-S6 Prelim
Planner
2017**

Name

Class

PREPARATION

The preparation for your exams should be ongoing - it should be a continuous process throughout the year and should gather momentum in the weeks running up to your prelim exams.

You must steadily build up your knowledge and skills in the period prior to the exams. The night before the examination is too late.

The biggest exams of your life so far are approaching! Don't panic - get organised.

Make a study plan!

All your time must be planned - study time and recreational time. This is particularly important over the next few weeks!

ROUTINE

Develop a daily routine for yourself.

Get your room organised. Tidy it up!

Sort your notes, books and folders NOW!

Remove the main distractions - TV, PC, games consoles and mobile phone

GET ORGANISED

Make a study plan and post your study plan on the wall.

Get your friends organised.

- Agree in advance when you will take calls and messages
- Agree in advance when you will see them
- Agree not to pressurize one another to go out

Get your family organised.

- Make sure your family know your study plan
- Make sure they are aware of exam dates
- Plan any family commitments in advance

REVISION SUCCESS

- ☑ Find a good place to work. It should be quiet and uncluttered
- ☑ Draw up a revision timetable - It should be realistic, cover all subjects and allow some time off
- ☑ Make notes, read over them and learn them
- ☑ Practice some questions and answers to see how much you are actually remembering
- ☑ Write your notes and key points to learn - studying requires you to write, understand and remember
- ☑ Make sure you are writing - taking notes, answering questions, summarizing information
- ☑ Use Post It notes around the your room so you'll see them often and learn them
- ☑ Ask friends and family to help you revise. If you don't understand something, ask your teacher!
- ☑ Use practice papers and sample questions to help you become familiar with the exam structure and content so you know what to expect
- ☑ Don't panic! This is a great opportunity to learn how to revise and study and to prepare for your final exam.

GET PREPARED!

Things you should do - this is what STUDYING means:

- 1 Organise all books/jotters/folders into SUBJECT bundles
- 2 Go through one subject at a time and sort all notes/folders/jotters by topic. Identify which topics need the notes to be summarised and plan to do this.
- 3 Always tidy up and file away material IMMEDIATELY after you have used it. Do not leave piles of notes or papers from different subjects scattered on your desk/table/study area.
- 4 Have study notes and any practice questions ready for use.
- 5 There are online revision sites for National 5 and Higher courses - your class teacher will be able to provide you details of these

COPING WITH EXAMS

Make sure you know how much time you will have in the exam, what kind of questions you will be asked, and how many there will be. That way you can split your time between the questions to make sure they all get answered.

Don't spend all your time on questions you know the answers to. Remember that you have to answer all the questions!

Make sure your writing is legible; it's worth taking a little extra time making sure your work is neat enough for the examiner to be able to read it. Try to avoid spelling mistakes too!

Keep calm: Most importantly, DON'T PANIC! If you feel yourself getting stressed take a deep breath.

Once an exam is over forget about it. There is nothing more you can do about it. The best thing you can do is to go home and revise for the next one.

SQA Study Support Website:

<http://www.sqa.org.uk/sqa/41319.2543.html>

BBC Bitesize Website:

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

Textbooks, subject study guides and specimen papers in a range of subjects are available from Leckie and Leckie, Hodder Gibson and Bright Red Publishing

STUDY PLANNER

Week beginning Monday 26 December 2017

Mid-Week Blocks of time

Enter the subjects you will study in each block

Dates	Early Evening (after school)	Tea Time and Leisure Time	Late Evening (after tea)
Monday 26			
Tuesday 27			
Wednesday 28			
Thursday 29			
Friday 30			

Weekend Blocks of time

Enter the subjects you will study in each block

Dates	From To	From To	From To
Saturday 31			
Sunday 1			

Week beginning Monday 2 January 2017

Mid-Week Blocks of time

Enter the subjects you will study in each block

Dates	Early Evening (after school)	Tea Time and Leisure Time	Late Evening (after tea)
Monday 2			
Tuesday 3			
Wednesday 4			
Thursday 5			
Friday 6			

Weekend Blocks of time

Enter the subjects you will study in each block

Dates	From	From	From
	To	To	To
Saturday 7			
Sunday 8			

Week beginning Monday 9 January 2017

Mid-Week Blocks of time

Enter the subjects you will study in each block

Dates	Early Evening (after school)	Tea Time and Leisure Time	Late Evening (after tea)
Monday 9			
Tuesday 10			
Wednesday 11			
Thursday 12			
Friday 13			

Weekend Blocks of time

Enter the subjects you will study in each block

Dates	From To	From To	From To
Saturday 14			
Sunday 15			

Week beginning Monday 16 January 2017 - prelims begin

Mid-Week Blocks of time

Enter the subjects you will study in each block

Dates	Early Evening (after school)	Tea Time and Leisure Time	Late Evening (after tea)
Monday 16			
Tuesday 17			
Wednesday 18			
Thursday 19			
Friday 20			

Weekend Blocks of time

Enter the subjects you will study in each block

Dates	From To	From To	From To
Saturday 21			
Sunday 22			

Week beginning Monday 23 January 2017

Mid-Week Blocks of time

Enter the subjects you will study in each block

Dates	Early Evening (after school)	Tea Time and Leisure Time	Late Evening (after tea)
Monday 23			
Tuesday 24			
Wednesday 25			
Thursday 26			
Friday 27			

Weekend Blocks of time

Enter the subjects you will study in each block

Dates	From To	From To	From To
Saturday 28			
Sunday 29			

GENERAL ADVICE

Establish a routine

Get up early at weekends.
Check your plan for the day and stick to it.
Don't panic - get focussed!

Share your routine with your friends and family

Perhaps you might be able to negotiate not doing household chores during your study period. **Remember the agreed times with your friends when you will phone or text one another (5.30-6.30pm). DON'T TALK OR TEXT OUTSIDE THIS TIME LIMIT!**

Build your concentration

Take 10 minutes each time you start studying to build your concentration.

Make sure you are writing

Studying = writing, note-taking, summarising and practising.
Personal Organisation = Personal Success

Success is a

COLLECTIVE ACTIVITY.

This message is for YOU

and for *EVERY ONE OF YOUR FRIENDS*