SUPPLY CHAIN CONSULTANTS Ltd

The Learner Engagement Team's

GUIDE TO

# Effective Revision

# Table of Contents

# The Importance of Revision

Revision is the fundamental process of reviewing and consolidating previously learned material to enhance understanding and retention. As you gear up for your exams, revision plays will play a pivotal role in enhancing your knowledge into lasting comprehension. It serves as a powerful tool that enables you to reinforce key concepts, identify areas of weakness, and refine your understanding.

Students who use effective revision techniques demonstrated an average improvement of 20% in their exam scores compared to those who used less efficient revision methods.

## Benefits of revising

- Improved retention
- Enhanced understanding of complex topics
- Increased confidence in your knowledge
- Identification of weaknesses
- Promotes better time-management
- Application of knowledge to real-world situations
- Higher exam performance
- Reduction of procrastination
- Improved recall in exams
- Increased problem-solving skills
- Overcome exam nerves
- Achievemnt of academic goals

# What is effective revision?

'Effective' revision refers to a purposeful and efficient approach to reviewing and consolidating study material in preparation for exams. It involves using well-researched study techniques and strategies that maximize learning retention and understanding while minimizing the time spent studying. Working smarter during revision means focusing on high-impact methods that create better results, allowing you to achieve your academic goals without sacrificing unnecessary time and effort on methods that do not work for you.

Here are some examples of effective revision methods:

**Active Learning:** Instead of passively reading through notes or textbooks, active learning engages students in activities that require them to interact with the material. This includes summarizing, paraphrasing, creating flashcards, and teaching concepts to others. Actively engaging with the content aids in better comprehension and memory retention.

**Spaced Repetition:** Spaced repetition involves reviewing information at specific intervals over time. This technique helps reinforce memory and prevents forgetting by revisiting material just before it's about to be forgotten. It optimizes learning efficiency by prioritizing the review of challenging concepts.

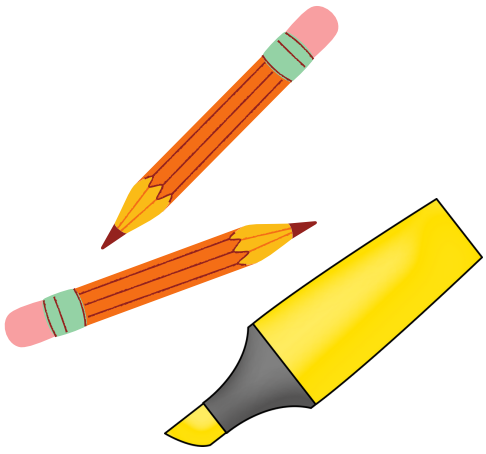
**Self-Testing and Practice:** Regular self-testing and practice with past exam questions or mock tests help students gauge their understanding and identify areas that need improvement. Practice exams simulate the exam environment, making students more comfortable and confident during the actual test.

**Time Management:** Effective revision involves creating a well-structured study schedule that allocates sufficient time for each subject or topic. Time management ensures that all areas are covered adequately, reducing the risk of cramming and exam-related stress.

**Prioritization:** Not all topics carry equal weightage in exams. Prioritizing key concepts and focusing on areas with higher exam relevance helps students maximise their efforts and achieve better results.

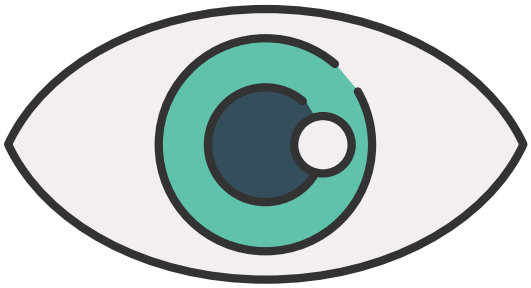
**Learning Styles:** Recognizing individual learning styles can help tailor revision methods to suit personal preferences. Some students may benefit from visual aids, while others may prefer auditory or kinesthetic learning techniques.

**Breaks and Rest:** Taking regular breaks during revision is essential to avoid burnout and maintain focus. Short breaks can help rejuvenate the mind and improve overall productivity.



# Learning Styles

Learning styles refer to the various ways individuals prefer to learn and process information. Honey and Mumford (1986) concluded that there are four evident learning styles which encompass visual, auditory, reading and writing and kinesthetic, indicating the sensory channels through which students absorb knowledge most effectively. Understanding your learning style can be highly advantageous as it allows you to tailor your study techniques, adopt suitable learning strategies, and optimize your academic performance. By recognizing and embracing your unique learning preferences, you can enhance comprehension, retention, and engagement, ultimately leading to a more rewarding and successful learning journey.



## Visual

A visual learner is an individual who prefers to process information through visual aids, such as diagrams, charts, graphs, and images. They have a strong inclination towards visual stimuli, and their learning is most effective when presented with clear and organized visual representations of the subject matter.

## Auditory

An auditory learner is a someone who learns best through hearing and listening to information. They have a preference for spoken words, discussions, and lectures, which helps them process and understand new concepts more effectively.

# Reading and writing

A learner who prefers reading and writing thrives in environments where they can read, analyze, and synthesize written material. They have a strong preference for written material, such as textbooks, articles, and notes, and find it easier to process information when it is presented in written form.

# Kinesthetic

A kinesthetic learner, also known as a tactile learner, is an individual who learns best through physical activities and hands-on experiences. These learners thrive when they can engage their sense of touch and movement to process information.

# What is your learning style?

By understanding whether you are a visual, auditory, reading and writing, or kinesthetic learner, you can choose revision techniques that resonate with your natural inclinations, maximizing comprehension and retention.

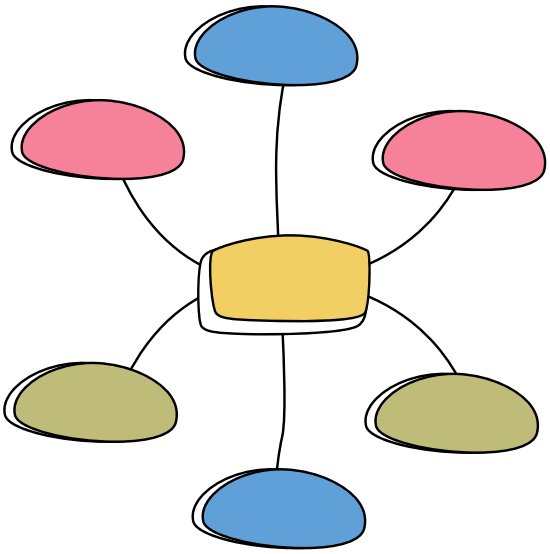
Follow the link to the Learning Style Quiz to discover your dominant learning style and unlock valuable insights into how you can optimize your revision process. Understanding your learning style will empower you to approach revision with targeted methods, making your study sessions more efficient and ultimately leading to better academic performance.

Click on the link below to take a quiz to find out what your preferred learning style is.

The Vark Questionnaire

# Revision Strategy for Visual Learners

One effective revision strategy for visual learners is the use of mind maps. Mind maps are visual representations of information that help organize concepts, ideas, and relationships in a clear and structured manner.



**Central Theme:** Start by placing the main topic or subject of your revision in the center of the . This could be the title of the exam or a key concept you want to focus on.

**Branches and Subtopics:** From the central theme, create branches that represent subtopics or key points related to the main subject.

**Color and Visuals:** Visual learners can enhance their mind maps by using different colors for each branch and incorporating relevant images, icons, or symbols to represent concepts. This makes the mind map more engaging and memorable.

**Keywords and Summaries:** Instead of writing lengthy sentences, use short keywords and phrases to summarize information on each branch. This helps to condense the material and makes it easier to recall during revision.

**Connections and Relationships:** Use lines or arrows to connect different branches that have related or interconnected information. This helps visual learners see how concepts are linked and understand the bigger picture.

**Review and Revisit:** Regularly review and revisit your mind map to reinforce the connections between ideas. As visual learners are more likely to remember information when it is presented visually, the mind map acts as a powerful memory aid.

**Create Multiple Mind Maps:** For complex subjects, consider creating multiple mind maps for different topics or themes. This allows visual learners to focus on specific areas and avoid overwhelming themselves with too much information in one map.

See page 20 to see how you can create a digital mindmap

# Revision Strategy for Auditory Learners

One effective revision strategy for auditory learners is the use of recorded summaries or audio study materials. Auditory learners process information best through listening and spoken words, making audio-based revision techniques particularly beneficial for them. Here's how auditory learners can use this strategy effectively

**Recorded Summaries:** Create audio recordings of summarised study material, covering key concepts, important points, and main ideas. These summaries can be in the form of short lectures or explanations, presented in a clear and organized manner.

**Verbal Repetition:** Repeatedly listen to the recorded summaries to reinforce learning. Auditory learners benefit from hearing information multiple times, which helps with memory retention and understanding.

**Explain Out Loud**: As an active learning technique, auditory learners can explain the study material out loud in their own words. This process of verbalising information reinforces their understanding and helps them identify areas where they might need to revise further.

**Study Groups or Discussions:** Engage in group study sessions or discussions where verbal interaction is encouraged. Sharing ideas, explaining concepts to others, and participating in discussions can be highly effective for auditory learners.

**Podcasts and Audio Resources:** Look for educational podcasts or audio resources related to the subjects you're revising. Listening to experts discuss topics can provide alternative explanations and new insights.

**Rhymes and Mnemonics:** Create rhymes, jingles, or mnemonics that verbalize key information. These aids help auditory learners remember complex facts or sequences more easily.

**Study with Background Music:** Some auditory learners may benefit from studying with background music or instrumental tracks. Choose instrumental music or ambient sounds that are not distracting and help maintain focus.

**Practice Oral Quizzes:** Practice oral quizzes with a study partner or record yourself asking and answering questions related to the material. This interactive approach can enhance memory recall and reinforce learning.

# Revision Strategy for Reading and Writing Learners

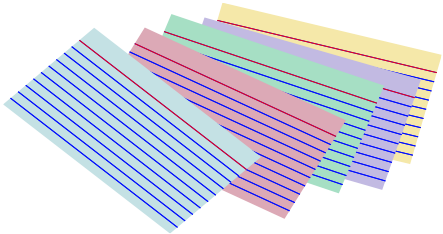
One effective revision strategy for reading and writing learners is the use of comprehensive note-taking and creating written summaries. These learners excel in processing information through reading and writing, so taking organized and detailed notes during their study sessions can greatly enhance their exam preparation.

**Detailed Note-Taking:** While studying, take thorough notes by summarizing key points, concepts, and explanations in your own words. Use bullet points or structured outlines to organize information logically.

**Highlighting and Annotations:** While reading textbooks or study materials, highlight important passages and make annotations in the margins to mark key ideas or concepts that require further review.

**Color Coding:** Use different colored pens or highlighters to signify different categories or themes in your notes. This technique can help create visual associations and aid memory recall.

**Create Written Summaries:** After studying a particular topic or chapter, create written summaries that capture the main points and essential details. Writing summaries helps reinforce understanding and acts as a condensed review resource.



**Flashcards or Cue Cards:** Turn your notes into flashcards or cue cards to quiz yourself on important facts and concepts. This active recall method enhances memory retention and allows for quick review of key information.

**Rewriting or Recopying Notes:** Rewriting or recopying your notes can be a powerful reinforcement technique for reading and writing learners. The act of rewriting helps internalize the information and reinforces memory.

**Practice Essay Writing:** For subjects that involve essay-based exams, practice writing essays on sample questions or past exam papers. This helps hone your writing skills, time management, and structuring of responses.

# Revision Strategy for Kinesthetic Learners

One effective revision strategy for kinesthetic learners is the use of hands-on activities and physical movement to reinforce learning. Kinesthetic learners excel in understanding and retaining information through physical experiences, so incorporating interactive and tactile techniques can significantly enhance their exam preparation.

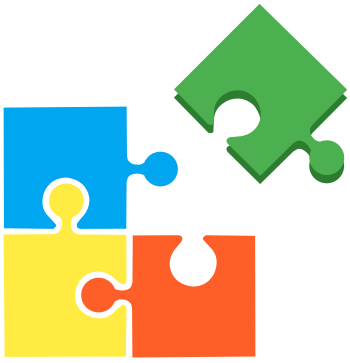
**Role-Play and Simulation:** Act out scenarios or concepts related to the study material. Role-playing allows kinesthetic learners to immerse themselves in the subject matter and gain a deeper understanding of real-world applications.

**Create Study Games:** Develop study games or quizzes that involve physical movement. For example, place study questions on cards around the room and move from one card to another to answer them

**Teach Others:** Teaching or explaining concepts to others, even in a hands-on demonstration, engages kinesthetic learners and reinforces their understanding of the material.

**Practice with Flashcards:** Use physical flashcards and shuffle them to review information actively. Physically handling the cards can aid memory recall and make the revision process more engaging.

**Mindful Movement:** Pair specific movements or gestures with key concepts. As you revise, associate certain actions with information to strengthen memory connections.



# Importance of time-management and planning

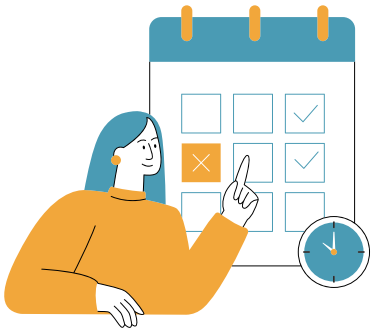
Time management and planning are crucial aspects of exam preparation as they ensure effective and efficient use of study time, leading to better academic performance. Furthermore, time management and planning help students avoid the anxiety and pressure of last-minute cramming. hese two concepts go hand in hand to create a structured and well-organized approach to revision.

## Time-managment

Time management involves allocating and prioritizing study hours for different subjects or topics, considering their importance and complexity. By setting aside dedicated study periods, students can avoid last-minute cramming and the stress associated with rushed preparation. Effective time management allows learners to balance their academic commitments with other responsibilities, fostering a healthier and more balanced lifestyle.

## Planning

Planning, on the other hand, involves creating a comprehensive study schedule that outlines specific study goals, milestones, and deadlines leading up to the exam. A well-thought-out plan helps students identify the amount of time they need to allocate for each subject and allows them to break down the revision process into manageable tasks. It enables learners to maintain focus, stay on track, and systematically cover the entire syllabus before the exam.



The next few pages offer templates that you can use to plan your revision/study time

# MONTHLY PLANNER

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**Top priorities**

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## Notes

# WEEKLY AGENDA PLANNER

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## MONDAY

## TUESDAY

## SUNDAY

## WEDNESDAY

## THURSDAY

## WEEKLY TO DO LIST

## FRIDAY

## SATURDAY

## NOTES

# WEEKLY SCHEDULE

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# Setting up your study space

Creating a dedicated study space is of utmost importance for effective and focused learning. A study space provides a designated area where students can concentrate on their studies without distractions, fostering a conducive environment for deep learning and improved productivity. By having a dedicated study space, learners can mentally associate that area with studying, leading to better focus and concentration. It helps establish a routine and signals to the brain that it's time to engage in academic activities, making it easier to transition into study mode

Invest in a comfortable chair and a sturdy desk or table at an appropriate height to maintain good posture and reduce discomfort

Select a quiet and well-lit area with minimal distractions.

Invest in a comfortable chair and a sturdy desk or table at an appropriate height to maintain good posture and reduce discomfort

Ensure ample lighting, preferably natural light, to reduce eye strain and create an inviting study environment

If music enhances your concentration, consider playing instrumental or calming music in the background.

Keep the study space neat and clutter-free.

Keep all essential study supplies nearby, such as notebooks, pens, highlighters, and textbooks

Add motivational posters, plants, or decorations that inspire you to study

Ensure your study space has access to necessary technology,

Minimize distractions by turning off notifications on your phone or setting it aside during study sessions.

# What is Assistive Technology?

Assistive technology software refers to a wide range of digital tools designed to support individuals with disabilities or learning difficulties. These software applications provide tailored assistance to meet specific needs, facilitating a more inclusive and accessible learning environment.

For exam revision, assistive technology software can be highly beneficial for anyone. Visual learners can utilize mind-mapping tools or interactive flashcards to organize and reinforce information in a visually engaging way. Auditory learners can benefit from text-to-speech software that reads study material aloud, helping them absorb information through listening. Reading and writing learners can employ note-taking apps or speech-to-text tools to capture their thoughts efficiently.

By incorporating assistive technology software into their revision routine, students can create a personalized and accommodating study experience that caters to their unique learning styles and needs. This inclusive approach fosters greater confidence, independence, and success in exam preparation, empowering all students to reach their full potential.

# A QUICK GUIDE TO: ClaroRead CHROME EXTENSION

## WHAT IS CLARO READ

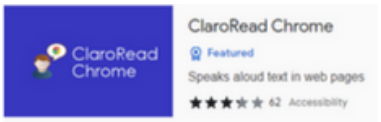
The Claro Read Chrome extension tool provides a range of features to enhance reading and comprehension abilities, making digital content more accessible and inclusive.

## 1 DOWNLOAD CLAROREAD

Make sure you are using Google Chrome as your web browser and search for 'Chrome web store'.

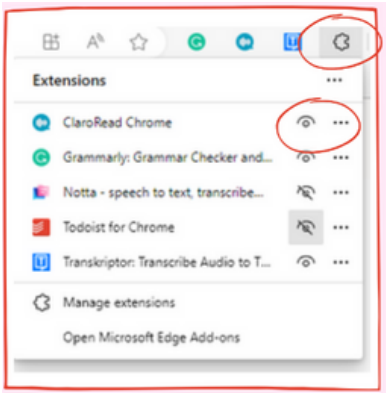
chrome web store

Once you have opened the web store, search for 'Claro Read'.

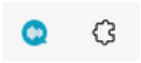



When prompted to download ClaroRead, select 'Get' and then 'add extension '.

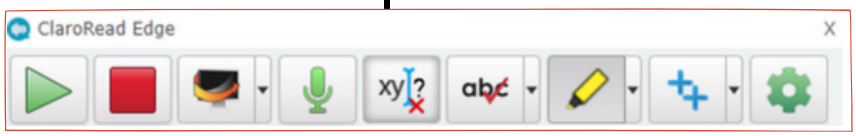
## 2 PIN TO YOUR TOOLBAR



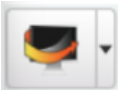

Once this has downloaded, select the puzzle piece icon in the top right corner of your web browser. You can then select the eye icon to pin the ClaroRead extension to your toolbar to easily open this.



## 3 USING CLAROREAD




To use the text-to-speech function, highlight the text you want to read and use the play and pause buttons.



**Tip:** Select this icon to screen capture what you wish to have read out loud.

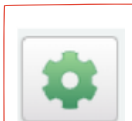
As long as your microphone is enabled, the dictate button will enable you to speak out loud and your spoken words will appear as written text. This can be useful when searching the internet and filling in online text boxes.

Predictive text can be used to reduces typing errors, and provides contextually relevant suggestions, improving the overall efficiency and accuracy of text input.

The spellcheck button can be used to proofread your text and ensure that there are no spelling errors.

The highlighting tool can be used to make specific areas of text stand out. This can be useful to colour code resources you have found online.

The extras button provides access to other Claro tools such as a mind mapping software called 'Claro Ideas', "Epub Reader' and a speaking calculator



Selecting the settings button will allow you to adjust the setting for; speech, voice, speed, highlighting, adding an overlay and a screen ruler and much more.

The Claro Read Chrome extension can only be used on online webpages.

# A QUICK GUIDE TO: ClaroIdeas

## WHAT IS CLAROIDEAS?

ClaroIdeas is a mind-mapping tool that can be accessed through the ClaroRead Google Chrome extension. This easy-to-use tool can be used to support the creation and editing of concepts or ideas using visual components to help with putting ideas onto a page.

## 1 ACCESSING CLAROIDEAS

Make sure that you already have the ClaroRead Chrome extension downloaded. Please see Claro Read Guide.pdf for more information on h]ow to access this.

Once ClaroRead is open, select the 'extras' button and then the first icon to open ClaroIdeas.

## 2 OVERVIEW

ClaroIdeas Web allows you to effortlessly and rapidly generate idea maps by combining words, symbols, and images. You can capture your thoughts and concepts as text and visualize them in vibrant and meaningful idea maps.

## 3 NODE TAB

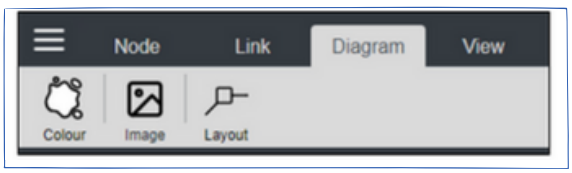
Within the Node tab, you can adjust the style of selected nodes. This section also allows you to customize the font style of the text within the nodes. You will find buttons for embedding images, creating hyperlinks, and a delete button.


## 4 LINK TAB

In this tab, you can modify the style of the link head for selected links. Additionally, you have the option to customize the font style of the text within the links in this section. Furthermore, a delete button is available to remove a link connecting two nodes.


## 5 DIAGRAM TAB

Within the Diagram tab, you can customize the background of the map by altering the background color or selecting an image to serve as the backdrop. This tab serves as the control center for managing the layout of the map.




## 6 VIEW TAB

This tab provides settings to customize the map's display, including zoom and other related controls.


Full integration with the ClaroRead Chrome extension enables ClaroIdeas to read out loud any written text on the mindmap.



Please contact the Learner Engagement Team for further support and guidance

# A QUICK GUIDE TO:

# Speech-To-Text (Dictate)

## WHAT IS SPEECH-TO-TEXT?

Office speech-to-text is a feature available in various Microsoft Office applications that converts spoken words into written text. It utilizes speech recognition technology to transcribe spoken language and convert it into a written format. This feature allows users to dictate or speak into a microphone, and the spoken words are automatically converted into written text.

Speech-to-text is available on:

## 1 OPENING TEXT-TO-SPEECH

On your chosen application, locate and select the "Home" tab at the top of the window.

Within the "Home" tab, look for the "Dictate" button. It is usually represented by a microphone icon.


## 2 ACTIVATE

Click on the "Dictate" button: Click on the "Dictate" button to activate the speech-to-text feature. A small microphone icon will appear, indicating that the dictation mode is now active.

First time users will be prompted set up their microphone in their computer settings

## 3 DICTATE

Start speaking: Begin speaking clearly and naturally into your computer's microphone. As you speak, Office Dictate will transcribe your spoken words into text in real-time. You can see the text appearing on the screen as you continue speaking.

## 4 COMMANDS

While dictating, you can use various commands to insert punctuation marks, start new paragraphs, and format your text. For example, saying "full stop" will insert a period at the appropriate place in the text.

## 5 STOP DICTATING

To stop the dictation mode, click on the "Dictate" button again. The microphone icon will disappear, indicating that the dictation feature is no longer active.



Please contact the Learner Engagement Team for further support and guidance

# A QUICK GUIDE TO: Immersive Reader

## WHAT IS IMMERSIVE READER?

Immersive Reader is a literacy tool developed by Microsoft. It is designed to enhance reading and comprehension by providing a customizable and immersive reading experience. Immersive reader allows you to listen to written text on your screen through its read-aloud function and you can adjust how text appears by changing the spacing, color and more. Immersive Reader has proven to be a valuable tool for learners with a range of abilities, including those with dyslexia, ADHD, language barriers, or visual impairments.

Immersive Reader is available on:

## 1 OPENING IMMERSIVE READER

**Teams**: Right click on the message you wish to have spoken aloud and select 'Immersive Reader'

**Microsoft Edge**: Select Enter Immersive Reader in the address bar or use the keyboard shortcut F9.

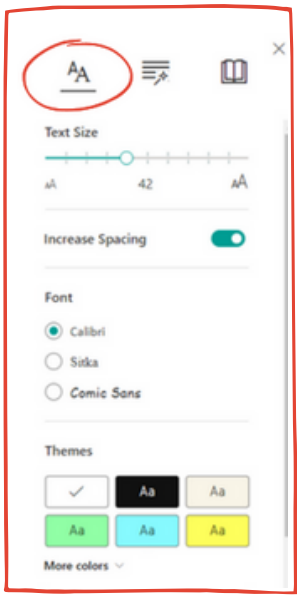
**Outlook, Word, OneNote**: Immersive Reader can be found in the 'View' tab or by searching 'immersive reader' in the search bar at the top of the screen.

## 2 CUSTOMISING

Once in Immersive Reader, you'll see a toolbar with various options to customize the reading experience. These options may include adjusting text size, font style, background color, and line spacing. Explore the toolbar to customize the settings according to your preferences.

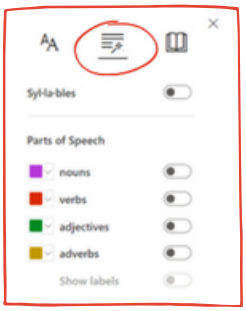
## 3 ADJUSTING TEXT

Immersive Reader allows you to customize the appearance of the text, making it more readable and visually comfortable. You can adjust font size, font style, line spacing, and background color to suit your preferences and individual needs.



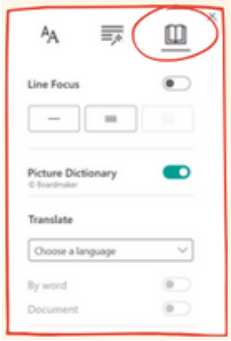

## 4 GRAMMAR

Immersive Reader can highlight different parts of speech, such as nouns, verbs, adjectives, or adverbs. This visual highlighting helps users understand sentence structure, identify word types, and improve grammar comprehension




## 5 GRAMMAR

Immersive Reader allows you to highlight specific lines of the text as it is being spoken. You can also change the language of the spoken text to a language you prefer.






Please contact the Learner Engagement Team for further support and guidance

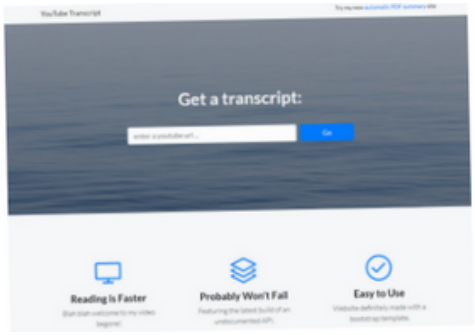
# A QUICK GUIDE TO: YouTube Transcript

## WHAT IS YOUTUBE TRANSCRIPT?

YouTube Transcript is a free online tool provided by YouTube that generates an accurate text representation of the spoken words in a video. It utilizes automatic speech recognition (ASR) technology to transcribe the audio content, making it easier for viewers to access the video's content in written form.

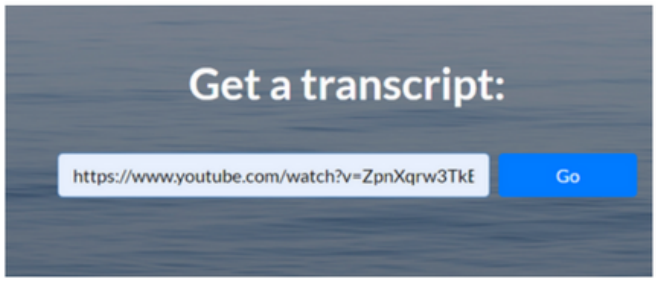
## 1 OPENING YOUTUBE TRANSCRIPT

Follow the following link to open YouTube Transcript in your web browser https://youtubetranscript.com/



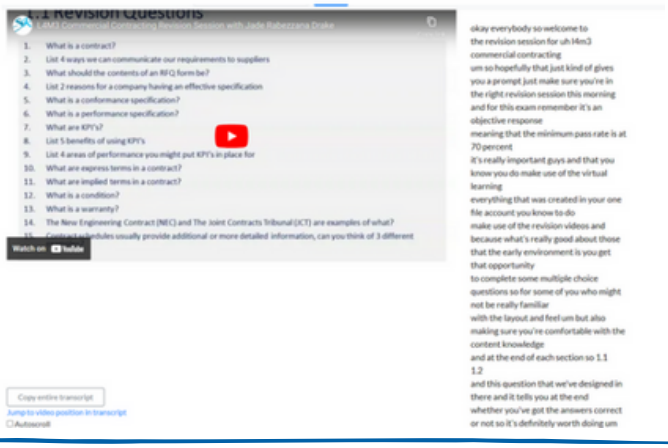

## 2 GET A TRANSCRIPT

Copy the URL of the YouTuve video that you wish to transcribe and paste this into the search bar on YouTube Transcript and select 'Go'



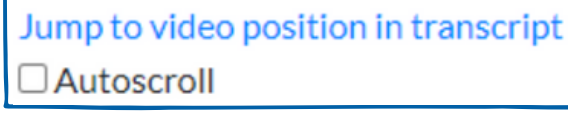

## 3 VIEWING THE TRANSCRIPT

A transcript will be presented on the right side of the screen next to the original YouTube Video, so you can follow along whilst reading the transcript..



## 4 AUTOSCROLL

To have the transcript highlighted as it is spoken in the video, select 'Autoscroll' in the bottom left corner of the screen.




## 5 COPY TRANSCRIPT

Select 'Copy entire transcript' in the bottom left corner of the screen. This can then be pasted into any notetaking software of your choosing.


Remember, only videos from YouTube can be transcribed.

# A QUICK GUIDE TO: Live Captions

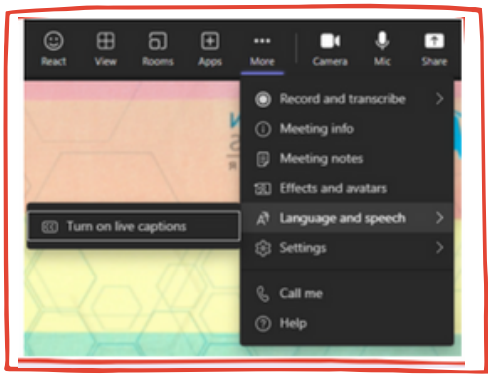
## WHAT IS LIVE CAPTIONS?

Microsoft Live Captions is a feature that provides real-time captions for spoken words during online meetings, presentations, or video content. It utilizes automatic speech recognition (ASR) technology to transcribe the audio input into text, which is then displayed on the screen in real-time. Live Captions make online content more accessible for individuals with hearing impairments or those who prefer reading text. Furthermore, live Captions can enhance learners' comprehension and retention of information as learners can read along while listening, reinforcing their understanding of the material and helping them retain key concepts.

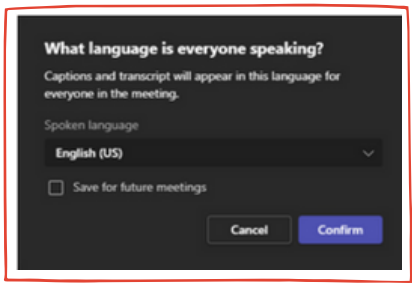
## TEAMS

Once you are in the Team meeting, in the meeting controls, click on the "..." (More actions) button, select "Language and speech" and select "Turn on live captions"

Once enabled, Live Captions will start appearing at the bottom of the meeting window, displaying the transcriptions of the spoken words in real-time.



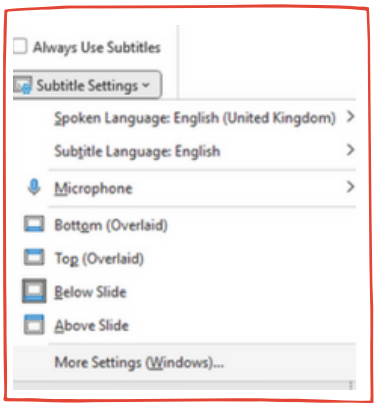

On Teams you can adjust the settings so the live captions appear in a different language from what the tutor is speaking. Once you select 'Turn on live captions', you will be prompted to select your preferred language.



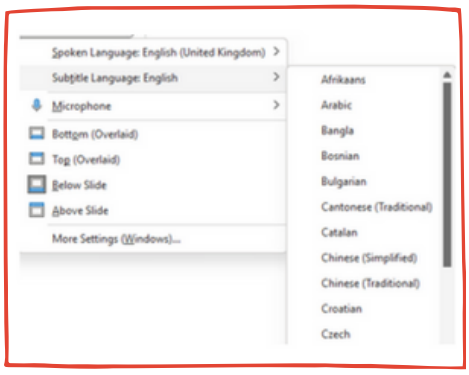

## POWERPOINT

To open Live Captions in PowerPoint, navigate to the 'Slideshow' tab in the toolbar and change the 'subtitle settings' which can be found in the far right pane.

**Tip:** You can determine change where the subtitles appear on the page.




In the subtitle settings, you can change the language of the spoken words and the subtitles to your preferred language.




First time users will be prompted set up their microphone in their computer settings

# A QUICK GUIDE TO: Forest

## WHAT IS FOREST?

The Forest app is a mobile app available on the App Store, Google Play Store and designed to help users stay focused, increase productivity, and reduce phone distractions. It employs a unique concept of gamification and mindfulness to encourage users to stay off their phones and concentrate on their tasks.

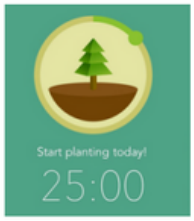
## 1 DOWNLOAD FOREST

Forest is available on most smart phones and can be downloaded via the Apple App Store or Google Play Store.

The app cost **£3.99** with no additional costs.

## 2 PLANTING

When you open the app, you will be presented with this screen. You can move the green slider around the tree/plant to determine how long you want to focus for.




**Tip:** Click on the tree to choose a different tree/plant

## 3 TIME TO FOCUS

Select 'Plant' to begin the time. As the timer counts down, use this time to focus on completing any tasks you need to do such as assignment work and revision.


During this time, resist the temptation of using their phones or accessing distracting apps. If you succeed in staying focused, the virtual tree continues to grow and becomes a part of the digital forest. However, if you give in to distractions and exit the app, the tree withers away.

**Tip:** You could also use this timer to stay off your phone in your free time so you can give your mind a break from the screen.

## 4 EXPAND YOUR FOREST

In the menu on the left side of the screen, select 'forest' to view how much time you have focused.

## 5 TRACK YOUR PROGRESS


When you are viewing your forest, you are able to track how much time you have focused by day, week, month and year. This can be a really useful tool for motivation.

You can also download Forest on your laptop/PC by following this link:
https://chrome.google.com/webstore/detail/forest-stay-focused-be-pr/kjacjjdnoddnpbbcjilcajfhhbdhkpgk

# A QUICK GUIDE TO: todoist

## WHAT IS TODOIST?

Todoist is a Google Chrome extension that provides a to-do list that is integrated into your web browser. This tool helps learners to organise, prioritise and manage their assignments, projects, and other tasks.

## 1 DOWNLOAD TODOIST

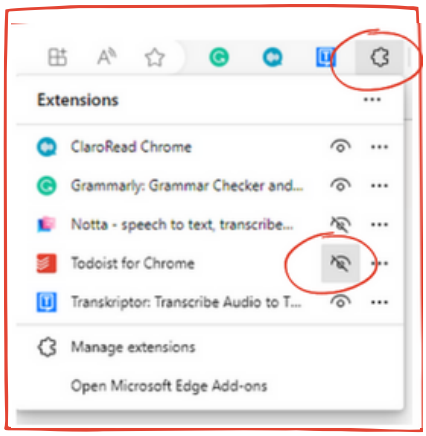
Make sure you are using Google Chrome as your web browser and search for 'Chrome web store'.

chrome web store

Once you have opened the web store, search for 'todoist'. The extension you need to select should be the first app and is called, 'Todist for Chrome'.

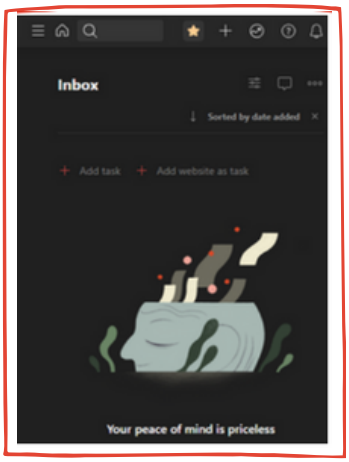
When prompted to download Todoist, select 'Get' and then 'add extension '.

## 2 PIN TO YOUR TOOLBAR




Once Todoist has downloaded, select the puzzle piece icon in the top right corner of your web browser. You can then select the eye icon to pin the Todoist extension to your toolbar to easily open this.

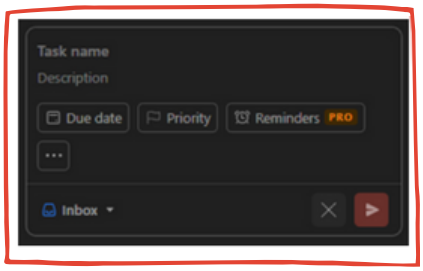
## 3 CREATING TASKS




You will then be prompted to create an account. Once you have done so, you will then be set up and ready to create a to-do list for your tasks and projects.

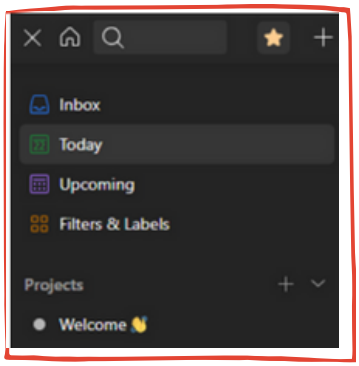
You have the option to upgrade to the pro version, if you wish, which will send reminders for you to complete tasks that are due.

## 4 PRIORITISING TASKS




Once you select 'add task' you can then name the task, create a due date, and determine the priority. All of the tasks that you have created will appear as soon as you open the Todoist extension, allowing you to easily view you to-so list.

## 5 MENU OPTIONS




When you open the menu on the top left corner of the extension, you are able to filter what tasks you view on the home page, such as today's tasks, upcoming tasks and tasks that have a filter or label e.g. 'priority 1'.

Todoist is also available as a mobile app on Apple and Android devices.

# Essay-based exam tips

## Constructed Response (CR)

Performing well in essay-based exams requires more than just memorization; it demands a deep understanding of concepts and the ability to articulate your knowledge effectively. These exams require you to analyze, synthesize, and communicate your understanding with clarity and precision. In this guide, we will equip you with practical techniques, insightful tips, and proven approaches to excel in your CIPS essay-style exams.

**Constructed Response (CR)**

CR exams are graded as:

- ✓ 50% Pass
- ✓ 60% Merit
- ✓ 75% Distinction

In CR exam questions, you will be expected to create or construct your answer in an essay style or case study style.

## Structuring your essay

**1. Understand the Question:** Carefully read and analyze the essay question. Identify the key points and requirements before you start writing.

**2. Plan Your Structure:** Create a clear essay outline with an introduction, main points, and conclusion. This helps organize your thoughts and ensures a coherent flow.

**3. Stay Focused:** Address the question directly and avoid going off-topic. Stick to your planned structure to maintain clarity.

**4. Provide Evidence:** Support your arguments with relevant examples, case studies, or data to strengthen your points.

**5. Critical Thinking**: Showcase your critical thinking skills by analyzing different perspectives and discussing implications of your arguments.

**6. Proofread:** Allocate time for proofreading and editing to correct errors and improve clarity.

# Retrieving key information from your revision

**1. Highlight Important Points:** When revising, use highlighting or underlining to mark key information in your study materials. This helps during revision.

The Claro Read Chrome Extension allows you to highlight text on your screen. Please see page 19 for more details.

**2. Summarize Notes:** Create concise summaries or flashcards for each topic to quickly review key concepts before the exam.

# Paraphrasing

1. **Reword Effectively:** Practice rephrasing sentences and concepts in your own words. Paraphrasing shows your understanding and prevents plagiarism.
2. **Use Synonyms:** Expand your vocabulary by using synonyms to convey the same idea in different ways.


Word Hippo is an online tool and resource designed to assist with various aspects of language and vocabulary. Word Hippo offers synonyms and antonyms for words, helping users find alternative words to enhance their writing

Click on the link to be directed to Word Hippo: https://www.wordhippo.com/

# SPAG

**1. Proofread Carefully**: Double-check your essays for spelling, punctuation, and grammar errors. Mistakes can impact the clarity of your ideas.

**2**. **Sentence Structure**: Vary sentence lengths and structures to enhance readability and engagement.

# Command terms

It is essential to know what command words used in an exam questions means, so you can understand how to answer the question.

**1. Explain:** Provide detailed clarification or reasoning for a concept or process. Use examples to illustrate your points.

**2. Compare:** Identify similarities and differences between two or more concepts. Highlight key aspects and provide balanced insights.

**3. Describe:** Provide a detailed account of a concept, process, or situation. Include relevant details and characteristics.

**4. Identify:** Recognize and name specific elements, characteristics, or factors related to a given topic.

**5. Assess:** Critically evaluate, analyze, and judge the strengths, weaknesses, implications, or significance of a particular concept, idea, or situation.

**6. Define:** This command word requires you to provide a clear and concise explanation of a term, concept, or idea.

**7. Argue:** When asked to argue, you need to present a well-structured and persuasive case for or against a particular point of view, proposition, or statement.

**8. Appraise:** This command word involves critically evaluating and judging the value, quality, or significance of something. You are expected to assess the strengths, weaknesses, and implications of a concept, process, or situation, providing a thoughtful and balanced analysis.

**9. Analyse:** When asked to analyze, you should examine a topic, concept, or idea in-depth by breaking it down into its constituent parts and examining their interrelationships.

Remember that the specific context of the question and the subject matter of the exam will influence how these command words are used. It's essential to carefully read and understand each question to ensure you address the task accurately and comprehensively.

# Multiple choice exam tips

## Objective Response (OR)

Mastering the art of multiple-choice exams requires more than just guessing; it demands a deep understanding of concepts, critical thinking, and strategic reasoning. These pages will equip you with practical techniques, valuable insights, and approaches to excel in your CIPS multiple-choice exams.

**Objective Response (OR)**

- ✓ Pass mark 70%

In OR exams questions, you will select a response from a list of possible answers.

# Revision tips

**1. Understand Question Types:** Familiarize yourself with different types of multiple-choice questions, such as true/false, best answer, and scenario-based questions.

**2. Review Core Concepts:** Focus on understanding the fundamental concepts and principles within each topic covered in the exam.

**3. Practice Regularly:** Solve practice questions from past papers or study guides to get accustomed to the format and style of CIPS multiple-choice questions.

**4. Analyze Mistakes:** Review incorrect answers to identify patterns or gaps in your knowledge. Address these areas during your revision.

**5. Create Flashcards:** Summarize key concepts on flashcards for quick review. Use one side for the concept and the other for its explanation.

**6. Group Study:** Discuss questions with study partners or peers. Explaining concepts to others can enhance your understanding.

**7. Time Management:** Set time limits when practicing questions to simulate exam conditions and improve your pacing. (for more information on how to manage your time please see page 13)

# Exam tips

**1. Read Carefully**: Carefully read both the question stem and all answer choices before selecting an answer. Don't rush.

**2. Eliminate Wrong Choices**: Use the process of elimination. Cross out answers you know are incorrect to increase your chances of selecting the right one.

**3. Context Matters**: Consider the context of the question. Sometimes, answers might be correct in different situations, but only one fits the context given.

**4. Watch for Tricky Wording**: Be cautious of tricky wording, double negatives, or absolutes like "always" or "never." They can change the meaning of the question.

**5. Use Prior Knowledge:** Rely on your understanding of the subject matter. If an answer seems too obvious or unfamiliar, it might be a distractor.

**6. Skip and Return:** If you're unsure about a question, skip it and come back later. Don't waste too much time on a single question.

**7. Answer Every Question:** In CIPS exams, there's no penalty for guessing. If you're unsure, make an educated guess rather than leaving a question blank.

**8. Review Your Choices:** If time permits, review your answers before submitting. Pay attention to any questions you marked for review.

**9. Stay Calm:** Keep a positive mindset, manage your time wisely, and remain focused throughout the exam.

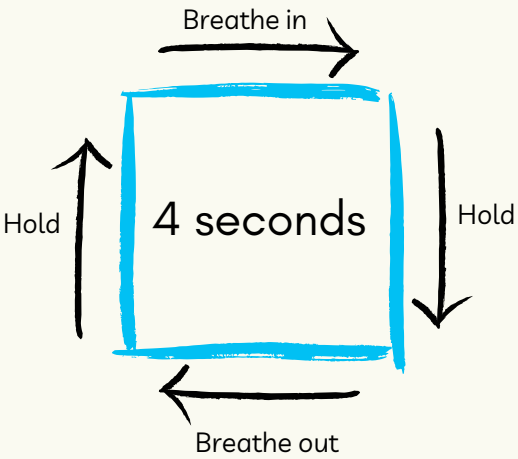
**10. Trust Your Preparation:** Believe in the effort you've put into your revision. Confidence can help you make better decisions during the exam.

# Relaxation Tips

Incorporating relaxation and de-stress techniques into your exam preparation is essential for optimizing your performance and well-being. High levels of stress and anxiety can hinder your ability to focus, think clearly, and recall information during exams. By taking time to relax and manage stress, you can create a more conducive environment for effective learning and exam success.

## 'Box' Breathing

By consciously regulating your breath, you can achieve a state of calmness and focus. The duration of each breath can be adjusted to suit your comfort level.




## 54321 Grounding Technique

This technique involves engaging the senses to anchor the mind and reduce feelings of overwhelm.

**5** Things you can see

**4** Things you can touch

**3** Things you can hear

**2** Things you can smell

**1** Thing you can taste

## Nature walks

Take short walks in nature to clear your mind and recharge. Focus on the sights, sounds, and sensations around you.

## Music

Play calming or instrumental music that helps you unwind and destress. Experiment with various types of music to discover what helps you relax best. Incorporating music into your relaxation routine can be a simple yet effective way to manage stress and promote overall well-being.

## Socialising

Spend time with friends or family members to engage in positive conversations and take your mind off studying.

## Reading for pleasure

Take a break from textbooks and read a book or article purely for enjoyment. Reading provides a unique opportunity to engage your mind, escape from stress, and find solace in the pages of a book.

# Tips for the day of the exam

Below are tips and strategies to help you approach the exam day with a clear mind, focused preparation, and the tools you need to excel.

Begin your day with enough time to spare. Aim to arrive at the exam center well in advance to avoid unnecessary stress.

Fuel your body and brain with a nutritious breakfast that includes complex carbohydrates and protein to provide sustained energy.

Ensure you have all necessary materials, such as identification, admission ticket, pens, pencils, erasers, and any permitted resources.

Quickly review key concepts or notes to refresh your memory, but avoid cramming or overwhelming yourself.

Start the day with a positive mindset. Remind yourself of your preparation and believe in your ability to perform well.

Use deep breathing, mindfulness, or other relaxation techniques to calm nerves and reduce pre-exam anxiety.

Whether you are sitting your exams remotely or at an exams center, ensure that you are ready to sit the exam in plenty of time.

Wear comfortable clothing. Being physically at ease can contribute to better focus.

Carefully read and understand the instructions provided by the invigilators before starting the exam.

Begin with questions you feel confident about. This builds momentum and boosts your confidence

If a question seems challenging, flag it and move on. Return to these questions after you've tackled the easier ones.

Read each question and all answer choices thoroughly to avoid misinterpretation.

If you would like any more information and guidance on how to revise more effectively for your exams, the Learner Engagement Team is happy to help.

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