

Bishop Viard College



Study Guide

Weekly Study Planner Fill in your exam or test times, Fill in the activities that are already scheduled ,e.g. class times, sport commitments, Fill in your study times

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

Study advice

Be prepared

- Go to all revision sessions for your subjects.
- Have up-to-date course notes. If you don't, ask your teachers for the latest versions.
- Practise assessments and examination papers.
- Know what is required for each achievement standard.

Planning

- Set regular routines of study.
- Choose a quiet, airy, well-lit place to study.
- Set study goals (see below)
 - Daily goals
 - Weekly goals
 - Long-term goals
- Know your deadlines.
- Make a study timetable (see table above)
- Do a small amount of study on each subject every night.

Relax

- Have lots of breaks eg break every 50 minutes for 10 minutes.
- Eat healthily, sleep regularly and exercise.
- Reward yourself regularly.
- If stressed, ask for help. Your teachers want you to succeed; ask them!

Setting smart goals

Each of your goals must be:

- **Specific.** Don't choose vague or general goals like "I must study more". Choose more specific goals like "I want to be a sports journalist" or "I will plan a weekly study timetable".
- **Measurable.** It is important to know when you have reached the goal. It is good to include something you can measure, for instance, "I will plan a study timetable for each of the next five weeks". You will know if you have achieved this because you will have completed exactly five study timetables.
- **Attainable.** Set goals that can be reached within the time you allow yourself.
- **Realistic.** Set goals that you know are achievable and take into account your personal resources and abilities. For example, it would not be fair on yourself to expect an achievement in every subject if you have been unwell most of the school term.
- **Time-framed.** Make sure you can put a beginning and completion date for your goal.

NZQA External exam requirements

Before the exam

Exam timetable

The NCEA and New Zealand Scholarship examination sessions are three hours. The exam sessions start at either 9.30 am or 2.00 pm. To find out the date and time of your exam, see [Exam timetable](#).

Find out the location of your exam room, which is arranged by your school.

Exam materials

You are responsible for taking the correct equipment to the exam and making sure that it is working.

Bring your own equipment into the exam room in a clear plastic bag. You can take:

- pens (permissible colours are black and blue), pencils and an eraser
- an approved calculator for subjects where you have used a calculator during the year.

Calculators must be silent, hand-held, non-printing and work from their own power. You cannot keep notes or routines in the calculator memory. Teachers will clear the calculator memory before you enter an exam room, unless you are entered for Level 1, 2 or 3 CAS Maths.

You can confirm what is allowed in a specific exam by reading the relevant assessment specification. To find this, see [NCEA subject resources](#).

Banned items

Do not bring the following items into the exam room:

- blank paper or refill paper
- correcting fluid
- books, written notes or electronic notes
- cellphones or pagers
- English dictionaries, foreign language dictionaries, or te reo Māori dictionaries or translators
- any electronic devices except approved calculators.

On the day of the exam

Arrive at least 20 minutes before the exam starts. If you are more than 30 minutes late, you will not be able to enter the exam room.

In the exam room

- At all times, listen to and follow the instructions of the supervisor.
- Sit at the desk where you are told to sit. The exam booklets at this desk will have been selected and coded specifically for you.
- Check all the answer booklets have your NSN and Examination Code on them and are listed on your Admission Slip.
- When you are told, check that all pages in each exam booklet are printed correctly.
- If you have any problems put up your hand.
- You cannot leave in the first 45 minutes or the last 15 minutes of the examination, even to use the toilet.

During the exam

- Do not borrow equipment from someone else.
- Do not talk to, communicate with, or do anything to disturb other candidates.
- Do not read or copy another candidate's work.

Writing your answers

- Follow all the instructions on the front cover of the exam booklet.
- Use only black or blue pen. Do not write in pencil unless instructed to do so.
- Write neatly, so the marker can read your answers.
- Cross out any work you do not want marked.
- Do not write or draw anything that may be regarded as offensive.
- Do not write to the marker or write in the part of the answer booklet 'For assessor's use only'.
- Do not write your answers for one standard in the answer booklet for another. If you have filled up your answer booklet, you may request extra paper.
- Fill in your details at the top of any additional sheets of paper provided and put them inside the answer booklet.

At the end of the exam

Stop writing when the supervisor tells you to. Hand all material to be marked to the supervisor before you leave. If you take any work outside the examination room, it will not be marked.

You can keep resource booklets and separate question booklets.

Should I revise the night before?

Look over your notes, but not for too long. Get an early night; sitting up late cramming often makes things worse and confuses your memory. If you can't sleep, make a warm milky drink.

Fresh air helps too; the exercise will reduce your stress levels.

How should I organise my time in the exam?

Spend a few minutes at the start reading the instructions and questions carefully. Make a rough plan of how long to spend on each section, and what you plan to cover, and stick to it. Start with the question you think you can answer best. Double-check your answers at the end.

If you start to feel panicky, breathe slowly and deeply. If your mind goes blank, remember you probably know more than you think you do.

Should I compare answers with my mates afterwards?

No! Don't get sucked in to endless discussions about the exam with your mates. They always seem to know the best answer to question 9B, and it's never the same as the one you had. You could end up worrying about it for weeks, when you were right all along.

What about when the exams get really close?

Avoid revision the night before. You'll just stress yourself out trying to cram it all in at the last minute. Complete your revision plan early, relax for the rest of the day, and try to get an early night.

If you do find yourself getting too nervous, check out our Exam Stress factfile for tips on how to stay calm.

What about on the day?

On the day of the exam, don't try testing yourself on specific questions - this will just make you panic about what you think you don't know, rather than focusing on what you do know. Don't think about passing or failing. If you've kept to your revision plan, and you're calm, the answers will come naturally. Good luck!

So how should I deal with exam stress?

- Learn to recognise when you're stressing out. A break or a chat with someone who knows the pressure you're under will get things into perspective.
- Avoid comparing your abilities with your mates. Those "Oh my God I've only read Macbeth 17 times" conversations are such a wind up. Everyone approaches revision in different ways, so just make sure you've chosen the method that works best for you. Make a realistic timetable. Stick to it.

- Eat right. Treat yourself like a well honed machine. Fresh fruit and veg. Proper breakfasts. No one can think straight on Coffee and Cornflakes.
- Sleep well. Wind down before bed. Don't revise under the duvet - your bed is a sanctuary not a desk. Get your 8 hours.
- Exercise. Nothing distresses the mind faster than physical activity. Build it into your timetable. Being a sloth makes our mind sloppy too.
- Quit the bad habits. Cigarettes. Alcohol. Never stopped anyone being stressed for long.
- Panic is often triggered by hyperventilating (ie quick, shallow breaths). So if you feel yourself losing it during the exam, sit back for a moment and control your breathing. Deep breath in and out through the nose. Counting to five each way.
- Steer clear of any exam 'post-mortem'. It doesn't matter what your mate wrote for Question 3(b). It's too late to go back and change your answers, so it will just make you worry even more.
- Ultimately, don't lose sight of the fact that there is life after exams. Things might seem intense right now, but it won't last forever.