

Revision Policy

This policy is relevant to all types of exams; however, your teacher will provide more subject-specific material and advice. **Formal examination revision will begin 2 weeks prior to your examination date**, having successfully completed all of the course material and attended lessons, face to face or online to meet the entry requirements for the examination.

This policy is based on the principles that good revision:

- **is targeted**, in other words focuses in on exactly what you need to revise.
- **is structured**, in other words has been **planned out, timetabled** and happens regularly.
- makes use of **effective methods** to aid understanding and memory.
- takes place within **a suitable environment**.
- **involves exam practise** in order to help you to perform optimally under exam conditions.

Revision and practice for your exams

Your teacher will provide a revision and exam practice timetable 2 weeks before your examination date.

- All exam dates and exam formats will be given to you at least 2 weeks prior to your exam so that you can agree and plan to your time, along with anything you might need additional tuition with before the exam date.
- When you have identified exactly what you need to revise update each revision entry with a task/s to focus on; this will give you a clear aim for each session.
- Be disciplined and will stick to a timetable of revision as well as providing individual sessions where necessary.

Identifying what to revise

For each subject area:

- Read and note the learning outcomes.
- List all topics and identify 'core topics' emphasised by teachers, assignments and reading lists.
- Note topics in past papers provided by your teacher and available on Canvas for you to access.
- Undertake an audit of all topics to identify what you know and what you do not know, as this will help you to work out what you need to understand and revise first.

- Divide what you need to revise into manageable sections and add these details to your revision plan (e.g. strong knowledge and understanding, unclear in parts, weak).

Exam practice

This will help you get used to working under exam conditions and your teacher will set up several sessions for you to attend prior to the exam.

- Access past or mock papers/questions, then practise completing them under exam conditions, within the expected exam time frame e.g. 30mins, 45mins, 1 hour, 2 hours or 3 hours.
- Your teacher will mark the exam papers and give individual feedback to each learner and will provide additional exam papers for learners if they feel they need more practice in certain areas, in order to have the best opportunity of passing exams.

Post Exams

- Your teacher will contact you to let you know that you have successfully passed your exams and discuss next stage options to reach your goals.

or

- Your teacher will contact you to let you know that you have been unsuccessful and will discuss the most suitable options with you for next steps, and dates for resits.

Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	09/04/2024	Annual	10/04/2025	