

Duke's Secondary



3 Steps to

Effective Examination Preparation



**Learn**



**Read &  
Organise**

**Your Notes**



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## Effective Examination Preparation

As part of the LEARN process you should check that the notes you are going to use for revision are as complete as possible.

This will do three things:

Firstly it will ensure that your notes are complete for when you come to revise.



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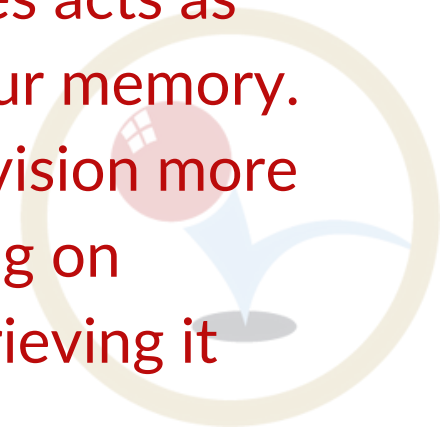


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Secondly, by identifying gaps in your knowledge and working to fill them you are improving your understanding of the subject matter

Thirdly, checking your notes acts as retrieval and stimulates your memory. This makes your proper revision more effective as you are building on knowledge rather than retrieving it



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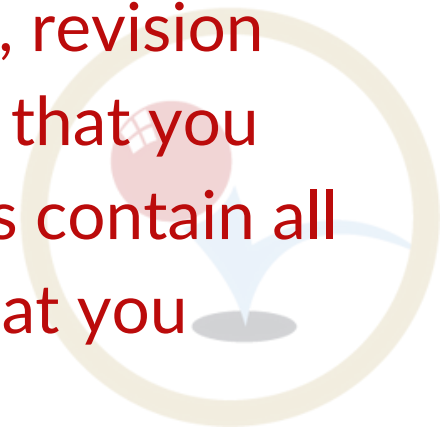


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To Prepare your notes, do the following:

1. As you read your notes, compare them to something like a syllabus, knowledge organiser, revision guide or textbook so that you know that your notes contain all of the information that you should have covered



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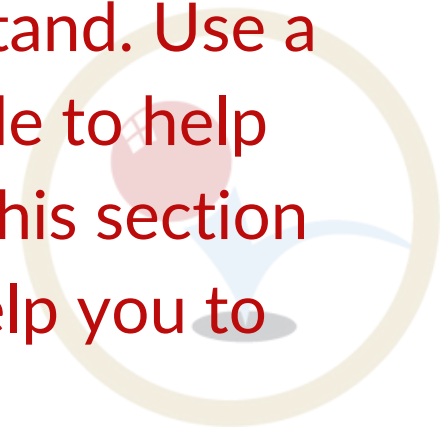


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To Prepare your notes, do the following:

2. Identify any areas of the course where you have information missing or that you don't understand. Use a textbook or revision guide to help you write out notes for this section of the course that will help you to understand



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To Prepare your notes, do the following:

3. If you really can't work out what you are missing or really can't understand a section of the course then ask your teacher for help. Do not leave any gaps in your understanding.



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To Prepare your notes, do the following:

4. Once your notes are neat, ordered, complete and you understand them, then you are ready to move on to the next step - **REVISE!**

