



# **Bayfield High School**

## **Examination Study Guide**

**2010**

## Examination Advice

### Before the exam:

- Check the time and place for the exam
- Do not cram at the last minute
- Put your equipment in a clear plastic bag the night before
- Get a good nights sleep
- Eat before the exam, but not junk food
- Avoid people who make you feel nervous
- Stay calm and confident, breathe deeply
- Don't forget your equipment
- Be early for the exam

### In the exam:

- Stay calm, relax, stay focused
- Have confidence in yourself
- Answer the easy questions first
- Do not spend too long on each question, if you have extra time at the end return to the question
- Do not use twink, pencil or red pen
- Cross out mistakes with a single line
- Use diagrams to support your answer, label clearly
- Read questions twice, circle the key terms
- Do not bulk up an answer, keep to the point!
- Proof read answers, ask yourself – have I written a complete answer?  
Have I answered the question that was asked?
- Match the length of your answer to the space provided
- Watch out for plurals in questions, e.g. 'name features of graphs' means that you are required to write at least two features
- Label extra pages clearly and attach them to your exam booklet

## Eight ways to get the most out of your studying

***“Most people don’t plan to fail – they just fail to plan”***

### 1. Be Positive

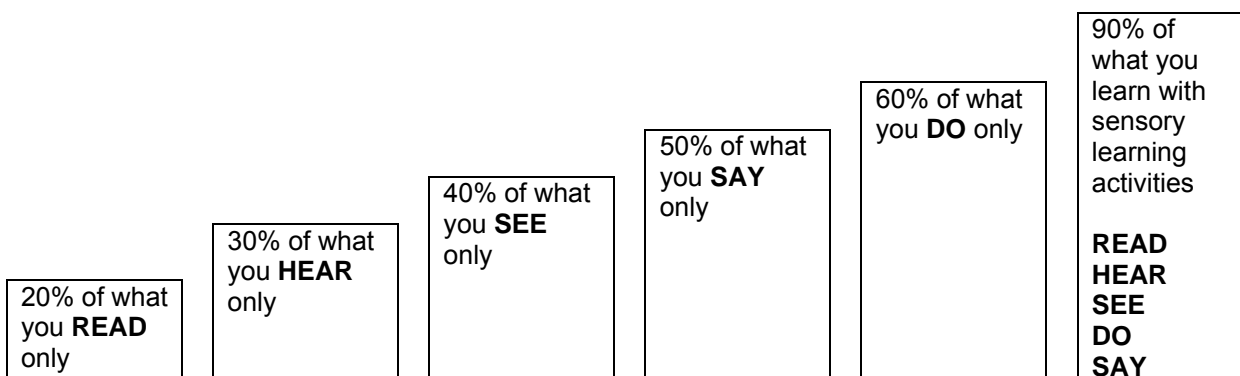
- Expect to remember
- Make a decision to remember
- Your attitude is the secret
- Believe in yourself and in your ability to learn

### 2. Be Active – memorise actively not passively

- Don’t just read – use your other senses
- Picture what you are learning in your mind
- Read words aloud and listen to yourself saying them
- Use association – relate facts to things you know, e.g. relate dates to ones you already know, or make up catch phrases or codes
- Discuss the main points with a friends and test each other
- Teach the topic to someone else, e.g. Mum, Dad or big brother

**Important Point – the more senses you involve in the learning process, the longer you will remember:**

We remember .....



### 3. Condition Yourself

- Try to study at the same time in the same place each day
- It becomes a habit and you will always be in the mood

### 4. Spend only approximately 30 minutes at a time studying and keep alert by taking frequent rest breaks

- It helps you to study effectively
- During the breaks in which you relax, you will subconsciously absorb what you have studied

### 5. Plan your study time

- Know what you want to achieve and how you will do this
- Use the timetable provided in this booklet. Be sure to cover all topics in the available time.

## **6. Develop your own note taking system**

- If you make good notes throughout the year they will be invaluable for revision for school and outside examinations.
- Develop your own system, perhaps along these lines:
  - Colour coding, e.g. RED for main ideas, BLUE for dates and numbers
  - Underline main points as the lesson is explained to you
  - Use of sub-headings and numbered points
  - A consistent use of abbreviations

## **7. Get organised**

- Draw up your timetable for study – both exam and pre-exam
- Use an exercise book for each subject
- Look at the whole syllabus. See how all the topics / sub-topics are related
- Organise subjects into specific areas
- Go over what you know so you are aware of the gaps
- Focus on storing information and retrieving it

## **8. Review**

- Study your notes the same day after your lessons
- Question yourself on facts
- Go over your work at frequent intervals. Rewrite what you remember and compare

## **IMPORTANT – Understanding is the key to remembering**

Over the next few weeks teachers will be giving helpful study hints to all senior students sitting examinations. Take careful notes of these. Bring questions to class that have arisen from your study. The main message is:

**“Don’t panic. Do study. Get organised so you can get the most benefit from the time you’ve got”**

### Tutorials – Term 4

Subject	Level	Day	Time	Room
Academic catch up		Thursday	Lunchtime	C11
Accounting	1,2,3	Tuesday	3.10pm	B14
Art	1,2,3	Tuesday	3.30 – 5pm	
Biology	2,3	Tuesday Thursday	3.10pm 3.10pm	B4
Catering	1,2	Thursday	3.05 – 4pm	T1
Chemistry	2	Monday Wednesday	12.05 -12.45pm 12.05 – 12.45pm	B3
Chemistry	3	Wednesday	12.10 – 12.45pm	B4
Classical Studies	3	Tuesday Thursday	12.10 - 12.45pm	B1
11 Computing	1,2	Friday	12.10 – 12.45pm	B13
12 Computing	2	Thursday	12.05 - 12.35pm	B13
13 Computing / 12/13 Web Design	2, 3	Tuesday Thursday	12.05 – 12.35pm	B13
Drama	3, scholarship	Tuesday	3.15 – 4.30pm	
English	1,2,3	Tuesday Thursday	12.10 - 12.45pm 12.10 – 12.45pm	C3A
English, Mu		Wednesday	Lunchtime	C3A
English, At/Kn		Tuesday Wednesday Thursday	After school at homework centre	Library
French		Tuesday	12.10 - 12.40pm	B11
Geography		Friday	3pm	B15
German		Wednesday	12.10 – 12.40pm	B11
History	1,2,3	Thursday	3.10 – 3.40pm	B16
Japanese	1,2,3	Friday	12.10 – 12.40pm	B12
Mathematics	1	Monday Tuesday	Lunchtime	C15 C14
Mathematics	2	Monday Wednesday Thursday	3.15 – 4pm Lunchtime 3.15 – 4pm	C13 C4 C5
Mathematics	3, MAS	Monday Friday	Lunchtime Lunchtime	C14 C6
Mathematics	3, MAC	Tuesday Thursday	Lunchtime 3.15 – 4pm	C15 C13
Mathematics	3	Wednesday	Lunchtime 3.15 – 4pm	C6 Library
Media Studies	Both levels	Monday	12.15 – 12.45pm	C3a
Photography		Mon – Fri Mon – Wed	Lunch time 3.30 – 5pm	
Physics	2,3	Mon and Fri Thursday	Lunchtime 3.10 – 4.10pm	B7
Science		Friday	12.05 – 12.45pm	B7

## Study Planner

For an electronic copy of this please go to:

<http://intra.bay.net.nz/Baynet/Students/Public%20files//Examination%20study%20guide.pdf>

### What to do

1. Write in your examinations
2. Write in your commitments (jobs, sports etc)
3. Allocate your subjects into study slots (be realistic, this is for you, not anyone else)

**You should be revising 2-3 hours each night**

<b>Week</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Week 1</b>	11 Oct	12	13	14	15	16	17
<b>Week 2</b>	18 Oct	19	20	21	22	23	24
<b>Week 3</b>	25 Oct	26	27	28	29	30	31
<b>Week 4</b>	1 Nov	2	3	4	5	6	7
<b>Week 5</b>	8 Nov	9	10	11	12	13	14
<b>Week 6</b>	15 Nov	16	17	18	19	20	21
<b>Week 7</b>	22 Nov	23	24	25	26	27	28
<b>Week 8</b>	29 Nov	30	1 Dec	2	3	4	5

## National Secondary Examinations Timetables

The NCEA (Levels 1-3) and New Zealand Scholarship examination sessions are all three hours with the exception of Information Management, which is two hours. The exam sessions all start at either 9.30am or 2pm.

### 2010 Examination Timetable

Day/Date	Time	NCEA L1	NCEA L2	NCEA L3	Scholarship
Thursday 11 Nov	AM				
	PM				Drama
Friday 12 Nov		No examinations on this day			
Saturday 13 Nov	AM				Accounting
	PM				Statistics and Modelling
Monday 15 Nov	AM	Mathematics	Art History	Statistics and Modelling	
	PM	Dance	Accounting	Spanish / Home Economics	
Tuesday 16 Nov	AM	German	English		English
	PM	Accounting	German	Biology	
Wednesday 17 Nov	AM	English	Latin / Media Studies	Chinese / Samoan	Classical Studies
	PM	Chinese	Physics	Art History	Physics
Thursday 18 Nov	AM	Agricultural and Horticultural Science	Mathematics / Mathematics CAS	Dance	Te Reo Māori
	PM	French	Te Reo Māori	Economics	Latin
Friday 19 Nov	AM	Biology	Education for Sustainability	English	
	PM	History	Biology	Agricultural and Horticultural Science / Japanese	German
Saturday 20 Nov	AM				Chemistry
	PM				History
Monday 22 Nov	AM	Science	Chemistry	Chemistry	Art History
	PM	Samoan	Drama	German	Music Studies
Tuesday 23 Nov	AM	Economics	French	Physics	Spanish
	PM	Social Studies	Science	Drama	Japanese
Wednesday 24 Nov	AM	Geography	Dance / Home Economics	Geography	
	PM	Home Economics	Japanese / Te Reo Rangatira	Classical Studies	Te Reo Rangatira
Thursday 25 Nov	AM	Japanese	History	Accounting / Latin	Media Studies
	PM	Physics		Mathematics with Calculus	Agricultural and Horticultural Science
Friday 26 Nov	AM	Human Biology	Geography	Health	Biology
	PM	Chemistry	Spanish / Samoan	History	
Saturday 27 Nov	AM				Mathematics with Calculus
	PM				Geography
Monday 29 Nov	AM	Drama	Classical Studies	Science	French
	PM	Te Reo Māori	Music	Media Studies	
Tuesday 30 Nov	AM	Business Studies / Spanish	Social Studies	Making Music / Te Reo Māori	Chinese
	PM	Health	Chinese / Health	Social Studies	Physical Education
Wednesday 1 Dec	AM	Music	Economics	Music Studies	Economics

	PM	Latin / Te Reo Rangatira	Agricultural and Horticultural Science	French / Te Reo Rangatira	Science
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## Parents Helping Students Succeed at Exams

The countdown to final examinations is now on – only five weeks of school time left.

**Remember: The time to start lies between yesterday and tomorrow**

### Advice to Parents

As parents you can become involved in your child's study in a number of positive ways. Encourage your son / daughter, they need your reassurance and to believe they can succeed.

1. Help provide a suitable work environment for your child, e.g. good lighting, quiet and in a non-traffic area free from distractions.
2. Help establish routines, i.e. regular hours of revision – and ensure they have the right equipment.
3. Accept that students prefer to work at different times – some work best in the morning, others in the evening.
4. Support your son/daughters study programme – slot in regular chores / commitments to eliminate interruptions during study time.
5. Healthy eating, breakfasts and sufficient sleep are important.
6. Realise students need regular breaks, ½ hour blocks with five minute breaks keep students alert.
7. Exercise is important – small amounts often will help. Encourage a balance between work and leisure.
8. Encourage good study habits and provide incentives or motivation for effort put in.
9. Offer to help by asking questions which test the main points for each subject. Students will have guidelines highlighting these.
10. A subject like English requires a student to draw upon personal experiences and opinions. Try to stimulate interest in topical events by talking about these. The better informed students are the greater the resources they have to write about.

**Encourage, support – but don't pressure!**