

Year 11 Progress Exams

Monday 7th Dec – Thurs 17th Dec

Exam Technique and Preparation Booklet



Walk into every exam feeling confident and prepared

MANCHESTER ENTERPRISE ACADEMY

Progress exam timetable

*MfL listening exams to be done in MfL lessons w/c 30.11.20. Students in normal lessons unless in an exam for the 2 week period.

	Y11 Week B Lesson 8.55-9.55	Y11 Progress Exam 2,3. 10.35- 12.35	Week B Lessons	Y11 Progress Exam 4,5 1.05-3.05	Week B Lessons
MON 7 Dec	ENG BOOSTER IN LESSON	No form straight to exam Eng 1 105 mins		History 1 120mins mins	Geography 1 90
TUE 8 Dec	MATHS BOOSTER IN LESSON	Maths 1 90min		Business 1 90mins Enterprise 120 mins	Business
WED 9 Dec	SCI BOOSTER-INSTEAD OF OPTION LESSON	No form straight to exam Sci 1 105/75mins		Computer Science 1 90mins Social 120mins	Health and
THUR 10 Dec	MATHS BOOSTER - INSTEAD OF HIST/GEOG LESSONS	Maths 2 90min		Hair and Beauty 90mins Writing 75/60 mins	Mandarin Spanish Writing 80/65 mins
FRI 11 Dec	ENG BOOSTER IN LESSON	No form straight to exam Eng 2 105 mins		Science 2 105/75 min	

	Y11 Week A Lesson 1 8.55-9.55	Y11 Progress Exam 2,3. 10.35- 12.35	Week A Lessons	Y11 Progress Exam 4,5 1.05-3.05	Week A Lessons
MON 14 Dec	SCI BOOSTER - INSTEAD OF ENGLISH LESSON	No form straight to exam Science 3 105/75 min		Food group 1 F12 90 mins	
TUE 15 Dec	MATHS BOOSTER IN LESSON	Maths 3 90 min		Spanish Reading 60/45 mins Reading 60/45 mins	Mandarin
WED 16 Dec *Xmas dinner	NORMAL LESSON	Business GCSE 2 90 mins		Geog 3 60 mins	
THUR 17 Dec	HUMANTIES BOOSTER IN LESSON	Geography 2 90 mins History 2 60 mins		Computer Science 2 90mins mins	Food group 2 F12 90
FRI 18 Dec * early finish	Normal lessons	Normal lessons		FRI 18 Dec * early finish	

Wellbeing Challenges

- | | | | | |
|---|---|--|---|---|
| <p>Day 1
Go for a 30 minute walk</p> | <p>Day 2
Watch your favourite film</p> | <p>Day 3
Do 20 minutes of exercise</p> | <p>Day 4
Have a lie in</p> | <p>Day 5
Drink at least 2 litres of water today</p> |
| <p>Day 6
Play a board game or online puzzle</p> | <p>Day 7
Be outside for at least 1 hour today</p> | <p>Day 8
Make a to-do-list of 5 things and do them</p> | <p>Day 9
Have a digital-free night</p> | <p>Day 10
Read 1 chapter of a book</p> |
| <p>Day 11
Listen to your favourite music</p> | <p>Day 12
Declutter your room today</p> | <p>Day 13
Pay someone a compliment today</p> | <p>Day 14
Write down 3 things you are grateful for</p> | <p>Day 15
FaceTime a friend or family member</p> |
| <p>Day 16
Eat some healthy food today</p> | <p>Day 17
Do a favour or good deed</p> | <p>Day 18
Try an online yoga session</p> | <p>Day 19
Move as much as possible</p> | <p>Day 20
Write down 3 positives about you</p> |
| <p>Day 21
Go to sleep one hour earlier</p> | <p>Day 22
Start an aspiration journal</p> | <p>Day 23
Watch your favourite TV show</p> | <p>Day 24
Have a PJ day</p> | <p>Day 25
Practice mindfulness exercises</p> |
| <p>Day 26
Go on an early morning walk</p> | <p>Day 27
Try meditation for 10 minutes</p> | <p>Day 28
Cook something new</p> | <p>Day 29
Create a mood board representing how you're feeling</p> | <p>Day 30
Find a quote that inspires you</p> |

Manage your wellbeing

Sleep – We often ask students what time they go to sleep and how many hours of sleep they have had per night. We are often horrified at the answers.

You need **7-8 HOURS OF SLEEP PER NIGHT**. You are young so your body needs time to recuperate and recover. Lack of sleep is the most common cause of students **not being able to concentrate** and often being snappy and feeling grumpy.



Diet – Just as we put petrol in our cars to get around, we need to put the right fuel in our bodies to function effectively and efficiently.

- You The more sugar you eat, the shorter your energy bursts will be and the aftermath will leave you feeling grumpy.
- Eating Carbohydrates will help you to maintain concentration over a **long period of time**.
- Eating protein will make you **feel fuller for longer** – this can stop the hunger distractions.
- Eating fruit and veg can support your immune system to **maintain good health**, especially in winter when it is cold and there are germs (and COVID) around!
- DRINK WATER!

Self-care during breaks – You must plan in breaks. **If you do too much you will not retain knowledge**, please trust us on this one. Staff are guilty of overworking too and we hit cognitive overload often! We are just wiser and better at realising when we have overdone it.

Music and medication – Ok, don't laugh but actually just lying down and breathing with your eyes closed listening to music (not falling asleep) can be very relaxing. If that's not for you. Keep your eyes open! Nut music can be a great stress reliever if you choose the right playlist.



20 school days to go

The importance of Progress Exams in 2020-21

Given how last year's GCSE grades were determined, it is now more important than ever to achieve the best attainment grades possible in your Progress Exams.

HOW PREPARED ARE YOU?

"Failing to prepare is preparing to fail"

DO YOU:

(Tick those that currently apply)

- Know the date of each of your (progress) exams?
- Know the structure of each of your exams?
- Know how to revise – best for you?
- Know the key learning outcomes for your subjects?
- Know what you can and can't do (yet)?
- Know your key stressors and how to avoid them?
- Know where to access past exam questions and mark schemes?
- Know how to **read** the exam paper?
- Know and understand the command terms in the exam (define, describe, evaluate, discuss, analyse)?
- Know where and when you can get extra help and support if you need it

You need to feel prepared going into each exam.

You will only feel prepared if you have put the right strategies in place and implement them effectively,

These strategies include how to look after yourself during an exam period as exams are tiring!

19 school days to go

Travel & Tourism	Types of visitor attraction	Contribution to economy	Types of Tourism	Types of Transport	Types of accommodation	Types of tourists			
Business (BTEC)	Financial documents	Sources of finance	Statement of Finance	Statement of income	Statement of Financial Position	Promotional mix	Financial Forecasting	Cash Flow	Break even
Spanish	High frequency words	The weather	Food vocabulary	Reading skills	Celebrations	Verb review	Translation strategies		
History Geography	Germany 1890 - 1945	Cold war 1945 - 1972	Medicine through time						
Science	Energy & Electricity	Nuclear model	Particle model	Cells & Organs	Bioenergetics	Infection & disease	Periodic Table	Chemical Changes	Bonding & Properties
Maths (Higher)	Probability	Algebraic Fractions	Algebraic equations	Cumulative frequency	Surds	Trigonometry	Quadratic graphs		
English	Poetry techniques	Analysing poetry	Persuasive writing	Macbeth	Paper 2 Q2	Paper 2 Q3	Paper 2 Q4	Paper 2 Q5	

This is an EXAMPLE

18 school days to go

Completing your revision timetable

Top Tips for creating your exam timetable



(tick off what you have incorporated into your timetable)

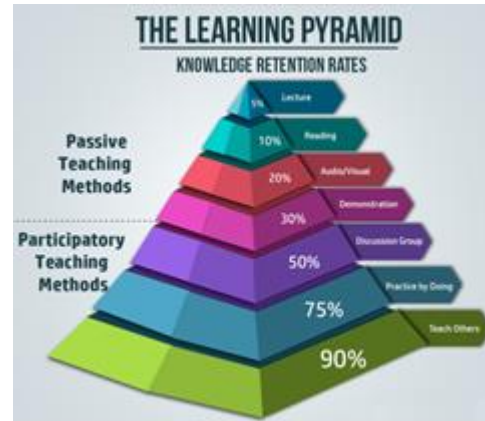
- Use your revision checklist EG – put in the specific topics per subject per revision slot
- Put in your favourite subjects first
- **Colour** code subjects and topics
- You **MUST** include all subjects
- Plan in breaks and rest periods
- Take into account travel time home if relevant
- You should still revise at weekends – 3 hours per day as a minimum standard
- Be realistic with what you can do – do not overdo it but at the same time, don't underdo it.

17 school days to go

Common Revision Strategies

Now that you know WHAT to revise, let us now look at HOW you revise. The following strategies may be used to revise but some are considered to be more effective based on the following learning pyramid.

Strategies in green are therefore said to be more effective because they are 'active' methods of revision where you will retain more information.



Create effective and accurate
Mind maps and flow charts

Watch GCSE Pods – but make
notes as you do so

Use past paper questions – then check
answers against mark schemes

Summarising information

Create flash cards – short pieces
of information!

Complete quick questions –
GCSE Pod!

Make Mnemonics in
notemaking

Use online learning platforms
EG Hegarty Maths

When we learn something, the cells in our brain create new connections.

- Connections are weak at first and need to **be strengthened through revision** so that we can remember them.
- Not all revision strategies are effective at **strengthening connections.**
- Revision strategies which require us to think about information in terms of its meaning are the most effective.

16 school days to go

GCSE Pod Recap

If used correctly, GCSE Pod can be an effective method. It won't support retaining knowledge if you simply watch the pods.

Checklist:

- Have you activated your account?
- Have you added Pods to your playlist?
- Have you made notes whilst watching a pod (Pause and rewind)
- Have you answered the 'Check & Challenge' questions to test your knowledge?

They also have a wealth of study skills resources and advice to support your with relevant strategies to surviving Year 11.



Step 1 – Pick your Subject



Step 2 – Choose a specific topic



Step 3 – Watch the Pod and make notes as you watch. Answer quick questions or re-write your notes from memory. Use these notes to help you answer exam questions.



15 school days to go

Exam technique – Command words

What do we mean by a command word?

This is the word in a question which instructs you on HOW to answer that question.

Command word	Explanation
Analyse	Separate information into components and identify their characteristics
Argue	To present a reasoned case
Describe	Give information about a topic or to talk through a process. A factual account of something
Criticise	Examine positive and negative aspects of a topic.
Complete / Finish	Add missing information to a graph. Use the correct scale to help plot.
Clarify	To give reasons for
Compare	Show how two or more things are different or similar
Contract	Identify differences.
Discuss	Consider both sides of an argument, from a positive and negative viewpoint.
Deduce	Draw conclusions from the information provided
Design	Set out how something will be done
Draw	Produce a diagram
Evaluate	To discuss the worth, importance or usefulness of something using evidence to support your view.
Explain	To give reasons for something, consider the use of 'because' and use examples to back up your reasoning
Estimate	Give an approximate value of something
Identify	Name or otherwise characterise
Justify	To give evidence which supports an argument or idea.
List	Simply list a number of features or points
Outline	Set out the main characteristics
Predict	To give a potential plausible outcome based on the information given
State	To express briefly and clearly. Relatively short answer

14 school days to go

Exam Technique – Picking a question apart

Now that you understand the command word in the question, what else do we need to look at?

Which topic area is the question relating to?

Half the task is to figure out which topic or area of study the question is referring to. Once you have done this you can retrieve the relevant knowledge from your working memory

How many marks is the question worth?

This will help you with how much information you will need to provide in a quantitative amount. Link this to the command word and you should understand what is expected of you.

Long answer question example:

You need to refer to Source A and Source B for this question.

The ways the boys spend their time playing as young children is different.

Use details from both sources to write a summary of the different activities the boy in Source A enjoys and the boy in Source B enjoyed when he was young. [8 marks]

Short answer question examples:

- 'calculate' or 'determine' for maths questions
- 'complete' to fill in a gap in a table or graph
- 'define' to give the meaning of an important word
- 'suggest' where you use your knowledge in an unfamiliar situation

Other resources or guidance:

- [YouTube Video: 75 Long Answer questions in Science](#)
- [Going from a grade 5 to a grade 9: AQA English Paper 1 Q2 \(2018 exam\)](#)

13 school days to go

The Power of Positive Thinking

Positivity makes it easier to **achieve your goals**. That's because when you're in a positive frame of mind, you can **make better decisions**. You can look ahead and **plot a course**, rather than just **reacting to the setbacks** you encounter. You don't get stuck with negative self-talk. Here are 5 reminders about the importance of a positive attitude for students.

- Positivity can even improve your health.
- It's easier to Ask for Help
- You won't be afraid to Learn from your mistakes.
- Positivity helps you grow as a person – develop maturity with the way you make decisions
- Positivity increases your satisfaction in life and school.



WHY WORRY?
IF YOU'VE DONE
THE VERY **BEST**
YOU CAN
WORRYING
WON'T MAKE IT
ANY BETTER

Your exam results do not define you as a person and/or predict your future!

Laura Henry

12 school days to go

How are you sat? **THE RESEARCH**

A research team studied the impact of high power and low power poses by conducting a research study on 42 students.

1. A saliva sample was taken from each subject and their testosterone and cortisol levels were measured.
2. The subject was asked to sit in either a high power pose or a low power pose for two minutes.
3. Another sample of saliva was taken from each subject and their testosterone and cortisol levels were measured again.

When the researchers looked at the results, they were stunned by the impact that body language had on **hormones** within the body. High power poses increased testosterone by 20 percent and decreased cortisol levels by 25 percent.



Low power poses increased **Cortisol** levels by 20% (which increases anxiety) while simultaneously decreasing testosterone levels which **reduces confidence**.

***Cortisol** is a steroid hormone that regulates a wide range of processes throughout the **body**, including metabolism and the immune response. It also has a very important role in helping the **body** respond to stress.



High power poses increased testosterone levels by 20% (**which boosts confidence**) while simultaneously decreasing cortisol levels by 25% (**which reduces anxiety**)

11 school days to go

Exam timetables

- Today you will be given your exam timetables.
- Keep these safe so you know when your exams are.
- You will notice there are boosters during Period 1 so you can be prepared before morning exams
- Mark off each exam when you are done!
- After each exam please remember, if you feel worried, please stop. Worrying won't change anything and you still have other exams to go.

10 school days to go

The Government has said that grade 4 is a 'standard pass'. Grade 5 is a 'strong pass' and equivalent to a high C and low B on the old grading system. Grade 4 remains the level that students must achieve without needing to resit English and Maths post-16.

How to gain a Grade 4 or 5 in English

- Organise your revision per text
- Know key quotes (literature)
- Practice past paper questions (use the mark schemes)
- Know how to structure your answers (language)
- Good terminology and SPaG

How to gain a Grade 4 or 5 in Maths

- AO2 is the area where students lose the most marks
- Always show your working
- There are only so many ways an exam board can ask a question – Use past papers and the mark schemes to learn the vocabulary.

How to gain a grade 4 or 5 in Science

- You will be required to sit six different exam papers. two apiece for every subject.
- Know your practical equipment and key terminology
- Know your formulas
- Know scientific processes

9 school days to go

Know how to gain marks for each exam

Each subject will be different, but you need to understand the structure of each subject's exams and what to expect.

- Will there be multiple choice questions?
- Will you need to write extended answers?
- Will you need to use formulas?

YOU need to know what to expect in each exam and HOW YOU WILL GAIN MARKS!

In Maths questions,
make sure you show
your working out

Check you SPaG –
Some subject exam
papers award marks
for this

Use the correct units in
your answers!

Use specific
vocabulary and
possible examples
where possible EG
dates / locations in
History

Be prepared for
questions about
working scientifically in
science exams

8 school days to go

Managing time in an exam

Do you know how to spend your time correctly in an exam?

You should be writing or working for the entire time. The amount of time you have for an exam is calculated depending on the number of marks available and the difficulty of questions.

Look at the example below

- 75 minutes
- 70 marks available
- Roughly a mark per minute



GCSE COMBINED SCIENCE: TRILOGY

H

Higher Tier
Biology Paper 1H

Tuesday 15 May 2018 Afternoon Time allowed: 1 hour 15 minutes

Materials

For this paper you must have:

- a ruler
- a scientific calculator.

Instructions

- Use black ink or black ball-point pen.
- Fill in the boxes at the top of this page.
- Answer **all** questions in the spaces provided.
- Do all rough work in this book. Cross through any work you do not want to be marked.
- In all calculations, show clearly how you work out your answer.

Information

- The maximum mark for this paper is 70.
- The marks for questions are shown in brackets.
- You are expected to use a calculator where appropriate.
- You are reminded of the need for good English and clear presentation in your answers.

For Examiner's Use	
Question	Mark
1	
2	
3	
4	
5	
6	
TOTAL	

7 school days to go

Seating plans and logistics

Write down your seat numbers. Please be aware you may have more than one.

Maths & English seat number

Geography/History seat number.....

6 school days to go

Other time management strategies for those who procrastinate!

If you find it hard to get work done without distractions, you may want to download one or two of the apps below to help block out the distractions on your phone.

Even easier than this just give your phone to your parents for the time you should be revising. However, these below are alternatives to manage distractions yourself.

These apps will help build discipline. If you download them they will block you from opening anything that would distract you from your study.

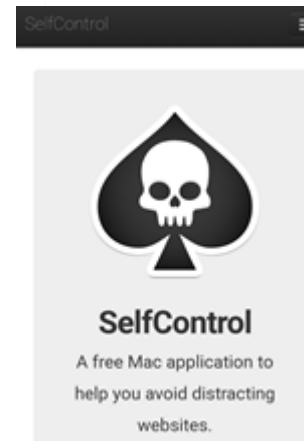
App List

SelfControl – Can set a timer for how long your apps will be blocked for.

Forest – for motivating you to put your phone down.

Serene – For planning and following through on study sessions

Freedom – For blocking distractions on all your devices at once.



5 school days to go

The importance of past papers

How to download past papers AND the mark schemes to go with them.

1. Google the subject and the exam board EG. AQA GCSE English Language or AQA GCSE Geography.
* The list of exam boards per subject is on the Y11 Teams page.
2. Click on the exam board link. Be careful not to click on an unofficial exam board link as you will not find what you are looking for.
3. Click on the link to past papers and mark schemes
4. Download papers to work through. These can be printed at home or in school.



Find papers

Subject:

Qualification:

Specification:

Series:

examprom Search past paper question banks and easily create custom material for teaching, homework and

June 2018

- Insert OS map extract legend Paper 3 Geographical applications June 2018 (872.9 KB)
- Insert questions 3, 4, 5 Paper 1 Living with the physical environment June 2018 (1.3 MB)
- Mark scheme Paper 1 Living with the physical environment June 2018 (651.7 KB)
- Mark scheme Paper 2 Challenges in the human environment June 2018 (817.7 KB)
- Mark scheme Paper 3 Geographical applications June 2018 (627.7 KB)
- Preliminary material Paper 3 Geographical applications June 2018 (958.2 KB)
- Question paper Paper 1 Living with the physical environment June 2018 (4.1 MB)
- Question paper Paper 2 Challenges in the human environment June 2018 (1.6 MB)
- Question paper Paper 3 Geographical applications June 2018 (784.2 KB)

Alternatively type in the link below to google and select the subject you wish to find past papers for.

[aqa.org.uk/find-past-papers-and-mark-schemes](https://www.aqa.org.uk/find-past-papers-and-mark-schemes)

WHY DO PAST PAPERS?

- You will get used to the style of questions
- You will get used to the terminology used
- You will become more familiar with command words and HOW to read the paper.
- The structure of the paper
- You can time yourself to see how well you manage time in an exam



4 school days to go

Exam Conduct

Before an exam, you will be dismissed from your form rooms one at a time once you have been registered.

As soon as you enter the exam room you are in exam conditions

Exam Conditions:

- No talking from the point of entering the exam room
- Take your seat quickly and await further instruction
- You are not permitted to leave your seat without the permission of an invigilator
- **NO COMMUNICATION OF ANY KIND IS PERMITTED.**
This includes talking, mouthing at another candidate, laughing or passing materials to another candidate
- Mobile phones must be off and in bags
- Smart watches must also be placed in bags
- Bags, coats and scarves must be placed at the front of the exam room
- Water bottles must not have labels on them
- No notes can be on your person and must be left in coats or bags which are to be placed at the front of the exam room.
- If you need to ask a question (not related to exam questions) then raise your hand and wait for an invigilator to come to you. Do not shout

When an exam is finished you must place your pen down on instruction by the lead invigilator.

You must remain in exam conditions until all papers are collected in

The lead invigilator will then instruct candidates to leave row by row.

3 school days to go

Exam Stress Management

“Stress is not necessarily a bad thing”

People react to stress in different ways. Which one of the following describes you?

Stress can be a great motivator for some students giving them the ‘get up and go’ or determination to work harder.

Some students are indifferent to stress and can get by without being affected either way. This may be because they are prepared or it could be because they are good at managing their emotions.

Some students perform badly under stress because they find it overwhelming. If this is you, you need to use the strategies below.

Key points to remember:

Stress is nothing to be scared of

Anxiety is avoidable and you can learn to cope more effectively



- When you feel anxious you need to manage your breathing. In any nerve racking situation you need to do so.
- Sit comfortably with a straight back (remember the power of how you sit from a previous day)
- Inhale through your nose and exhale through your mouth.
- Do this for a minute or until you feel your heart rate decreasing.

Replace negative beliefs with positive beliefs:

Many people with high exam anxiety worry about the consequence of failing. Flip the belief, for example, from ‘I’m going to fail maths’ to ‘Even if I’m never the best at Maths, I’m going to try for my 4/5.’

2 school days to go

Goal setting

Having something to look forward to...

Set yourself a reward for the weekend after your Progress exams are complete.

What will you do? (this must be lockdown permitting)

.....
.....
.....
.....

Academically, what do you want to achieve in these progress exams?

.....
.....
.....
.....

What strategies will you use to get there

.....
.....
.....
.....

Who can help you get there?

.....
.....
.....
.....

1 school day to go

Final preparations REVISITED

Revisiting the checklist from 20 days out.

Do you now:

- o Know the date of each of your (progress) exams?
- o Know the structure of each of your exams?
- o Know how to revise – best for you?
- o Know the key learning outcomes for your subjects?
- o Know what you can and can't do (yet)?
- o Know your key stressors and how to avoid them?
- o Know where to access past exam questions and mark schemes?
- o Know how to **read** the exam paper?
- o Know and understand the command terms in the exam (define, describe, evaluate, discuss, analyse)?
- o Know where and when you can get extra help and support if you need it

Monday's exams:

AM –

Seat number:

PM –

Seat number:

Tuesday's exams:

AM –

Seat number:

PM –

Seat number:

Before, During and After and Exam

The night before an exam

- Glance through your notes and topics where you don't feel as confident
- Get to bed before 10.30
- Set your alarm for the morning so that you are in school with plenty of time

The morning of an exam

- Wake up normal time (or earlier if you are only just on time for school)
- Eat a good breakfast – you need to fuel your body, even if you feel nervous.
- Bring a drink with you to school – you need to stay hydrated to help with your concentration
- Go to the toilet before the exam – you won't be permitted to go during an exam.
- Only
- No last minute 'cramming'

The Research

What's the best breakfast on exam days?

Research shows that pupils and students who eat breakfast perform better in exams. For the best breakfast, include slow-release carbohydrates, such as whole rolled porridge oats, whole grain bread or low-sugar muesli, as they provide slow-release energy. Add a protein food, such as milk, yoghurt or eggs, to keep you feeling full for longer. On exam day aim to include a portion of a food rich in long-chain Omega-3 fats, as they are believed to have brain-boosting properties. **The link below has some exam day breakfast ideas.**

https://www.bbc.co.uk/food/articles/food_exam_performance#:~:text=Research%20shows%20that%20pupils%20and,they%20provide%20slow%20release%20energy.

Before, During and After and Exam

During an Exam:

- Take some deep breaths before you start
- Listen to instructions given to you by the invigilators (these will be external invigilators for your Progress exams)
- Monitor your time. Remember how we covered marks per minute when you look at the amount of time you have being relative to the number of marks available.

Potential exam panics!

- If you can't answer a question – **move onto the next one and come back to it later**. Something may jog your memory further into the exam.
- If you realise halfway through a question you've got it wrong, **cross out what you have written and write your answer beneath it**.
- If you are running out of time – **answer questions where you can pick up quick marks**, so look for **short answers** if possible.

After an Exam:

- Cross each one off the list! Be proud that you can do so.
- Take some time out to relax
- Exercise can help if you are frustrated or listening to music

If you have another exam the next day (which is likely): Look over your notes, complete some exam questions and re-start the night before preparations