



Using the Study Timetable

- This study timetable will assist you to plan your exam revision, cover all your work and achieve better results.
- The timetable covers all your subjects for the whole of Term 4 until the last NCEA external or Scholarship exam.
- If you want to start studying earlier, a two-week timetable for the Term 3 holidays has been included.
- Each day has been divided into three to eight time periods of approximately 1 hour each since you should study in 50-minute blocks with 5–10 minute breaks in between. The actual times should be filled in to suit you. In the weeks leading up to exams in November, a suggested example is:

9.00 – 12.00 Morning. School or study broken into **3 one-hour** periods.
 12.00 – 1.00 Lunch Time (rest).
 1.00 – 5.00 Afternoon. School or study broken into **4 one-hour** periods.
 5.00 – 7.00 Dinner Time (relax).
 7.00 – 10.00 Evening. Study broken into **3 one-hour** periods.



Instructions

1. Write the names of the examinations you are sitting in the Subject/Exam Key on the reverse side of this page. Give each subject a two-letter code, eg English (En), Mathematics (Ma), etc. Enter the code, subject, date and time of each exam under 'Subject/Exam Key'.

Transfer this information to the correct revision periods in your study timetable, so you have a 'double reminder'.

Check this thoroughly against your NZQA timetable, available at www.nzqa.govt.nz

Subject	Examination Date and Time (AM/PM)
Ma Maths	Mon 24 Nov AM

2. Read all instructions before filling out the different parts of your study timetable. We recommend you complete the timetable in pencil as you will probably want to change your timetable later.
3. Each revision period should be about an hour long with a short break of 5–10 minutes between periods. There are three to eight revision periods allowed for in a day, but for most of Term 4 a lot of these periods will already be taken up by school time, sports, music practice, homework, after-school jobs, etc. In some periods, part of the time may be available to study.
4. Schedule times for your subjects in approximately equal amounts. You will have extra revision times during study leave 1 or 2 weeks before the exams start on 19 November. After blanking out the periods when you have school, homework or other activities, count up the revision periods left which you can realistically use until the exams and divide these by the number of subjects you are sitting. Thus, if you have 110 periods and 5 subjects, allow $110 \div 5 = 22$ revision periods per subject. You may wish to deliberately allow additional time for a subject you are 'weaker' in, or leave some periods blank as a spare.
5. In the day or two before an exam, try to use the study periods for last-minute revision for that subject.

6. Use the same subject codes to mark the periods in which you will study each subject; eg all mathematics study periods would be coded 'Ma'.

Ma	
----	--

7. Once you have put the subjects into suitable time slots, write in the topics you are going to study, as the example shows.

SC	micro-orgs & genetics
----	-----------------------

8. If something unexpected comes up and you miss some planned study time, you should catch up with the missed study as soon as possible.
9. If you have no homework, use the 'extra' time for revision.
10. When you have completed the timetable, put it on the wall by your desk or somewhere prominent in your study area so that it is easily seen. Stick closely to your timetable.

Thursday 13 November	
En	Novel plot
Ma	Formulae
SC	Micro-organisms
	Tennis Practice
En	Texts - Drama
Ma	Trigonometry

Study Tips

- You will improve your results if you study well and follow your study timetable. You should allow plenty of time for breaks as well as study, but study should be your main priority during Term 4.
- Unless you have a plan, and follow it, you will find it only too easy to put off studying until 'too late'. The sooner you start the better, as this will free your mind from worry and allow you to concentrate.
- AME Workbooks have a full section on Study Tips, covering:
 - What to do during the year
 - Examination preparation
 - Study techniques/revising
 - Examination procedure
- If any of your notes are incomplete or unreadable, borrow notes from a friend, see your teacher or find the topic in an ESA Study Guide.

SECURE ONLINE ORDERING
Students, parents and teachers can order ESA titles securely at www.esa.co.nz

nd
ship
15 Nov

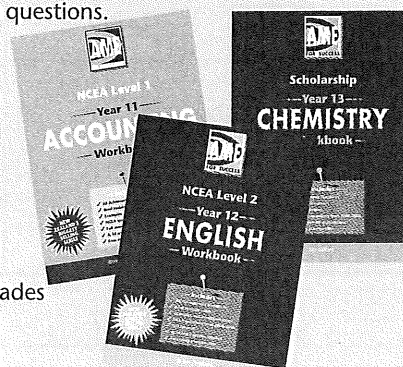
AME Workbooks for NCEA and Scholarship

For end-of-year revision and to practise exam questions.

AME workbooks feature:

- All Achievement Standards
- Brief revision notes and examples
- NCEA questions from 2005–2007*
- Answer spaces provided
- Answers with explanations and A, M and E grades
- Free study planner offer

* 2004 - 2006 in 2007 Editions



Optional Holiday Study Timetable

Get notes organised and get up to date with assignments.

Make a start on your revision.

Try to do 2 to 4 one-hour study periods 3 or 4 days a week.

Monday 29 September	Tuesday 30 September	Monday 1 October	Tuesday 2 October	Tuesday 3 October	Tuesday 4 October	Monday 5 October
Monday 6 October	Tuesday 7 October	Wednesday 8 October	Thursday 9 October	Friday 10 October	Saturday 11 October	Sunday 12 October

