

Revision Technique

Here are some hints and tips which are derived from a combination of research and experience which will hopefully help you prepare thoroughly for any examination.

- Work steadily to understand and familiarise yourself with all parts of the syllabus;
- Work through your course book/s and notes highlighting important parts. Try to summarise your notes, in writing, from memory at the end of each revision session;
- Plan your revision to do little and often rather than try to cram it all in on the night before the exam;
- Answer, under examination conditions, typical questions in each section. This is particularly useful in order to practice how to answer questions, as well as reinforcing previous learning; and
- Take breaks in between and remember - do not panic!

The main purpose of revision is to:

- Fully understand the subject content;
- Memorise key points and be able to recall what you have learnt;
- Practice planning and writing answers to examination questions.



Our courses can be studied, face to face or via our eLearning platform to suit your pace and style of learning

Preparation is the key. Your revision must not be left too late and it must be carried out on a regular basis prior to the examination date to improve your recall. A well thought out, strategic revision plan will help to build up your knowledge and practice your reading skills and develop handwriting skills.

It may seem trivial to advise students to practice basic comprehension skills. However, this is important to ensure that you read the question fully and understand what you are being asked before you write your response. Likewise, many people use technology in their day-to-day life, and this can impact on writing ability. It is vital to ensure your writing is legible so that Examiners can allocate marks where they are merited.

There are recommended study hours for most qualifications and for each unit of a NEBOSH Certificate or Diploma qualification, and you should try to follow this as far as you are able to. The amount of time spent revising is dependent on each individual, but the best advice is always to plan for more time than necessary and then you can reduce this if things are going well.

Student Tips – making a revision plan

- Revision starts as soon as your course starts.
- A good time to revise is on completion of each element to consolidate key concepts.
- Set targets and have a 'completed' column in your plan.
- Be realistic about the targets you set in the time you have available.
- Remember you also need to allow breaks.
- Allocate more time to weaker subjects (identified from formative assessment).
- Organise your work in a way that works for you – the secret of getting started is breaking tasks into smaller, manageable ones.
- Allocate subjects to days, and make sure you have enough time for everything you need to revise.
- Do not neglect subjects you find particularly easy or difficult.

How to Revise

When planning your study time, you should have everything you need well in advance and make sure you have somewhere quiet but comfortable to study. Most students will have their own methods of revision, but you might find the below useful:

- Writing index cards.
- Annotating text.
- Mind mapping.
- Reading content out loud.
- Practicing sample questions.

These methods are often more effective than passive techniques, such as re-reading or copying out course notes, where you are less likely to memorise the information. Often, the more creative the revision technique the more memorable the information will become. This should develop your ability to recall the information during the examination.

Mind mapping is a useful skill for note taking and revision. During the examination, advantages can also include:

- Writing points down quickly;
- Easier flow of ideas;
- New ideas triggered easily;
- Easy organisation of material;
- Easy insertion of branches with new ideas.

For any examination, revising generally consists of three key areas: being able to summarise, memorise and practice. Please find overleaf some tips on how this can be effective.

Student Tips - summarising notes

- Physically organise your notes so that they are clear, logically ordered and easy to find your way around.
- Read them through, underline key words, highlight different themes.
- Write out more and more concise versions of your notes, reducing the content to manageable proportions – even to one word or phrase that describes what you have learned.
- Aim to reduce each subject to an index card – summarising assists learning and makes material easy to refer back to.
- Devise your own colour coding system – associating different colours with different subjects or themes will help you to memorise and compartmentalise things in your mind.
- Use mind maps as a helpful way of summarising a lot of information onto a single page – they are also visually memorable.

Student Tips – memorising

- Recall improves after the first night's sleep as our mind absorbs the day's information, so revise the day after you learn something.
- Revise again and again as the memory deteriorates – a minimum of four or five times is usually required to permanently log the information.
- Predict a page of notes in your mind before you look at it. What you have forgotten will bring itself to your attention as you read.
- Using your summarised notes, focus on recalling information triggered by the key words and phrases.
- Mnemonics – use the letters of a word, or the initial letters of a phrase, to trigger associations.
- Diagrammatic notes, e.g. mind maps, are more visually stimulating and therefore more easily remembered than a list of points.

Student Tips - Practice Questions

- Can be used as a formative assessment during the course – feedback may be provided. This helps recall of your course material and develops examination skills.
- Sample questions are available in this workbook and on the NEBOSH website. These also include Examiner feedback on expected answers.
- This can help you as a student to understand the format of the question paper, the type of question that might appear on the question paper and how many questions you will have to answer.
- You can make up your own sample questions and write out the answer, this can help you to develop a broader understanding of the subject.
- Practice questions on a variety of topics, do not focus on areas you are better at; similarly, do not ignore areas that you struggle with.

Revision tips for visual learners:

- Reorganise notes using columns/categories.
- Use visual mnemonics.
- Draw or outline information you need to remember.
- Use mind maps.
- Rewrite facts/formulae on posters for visual review.
- Use highlighting, circling and underlining.
- Use index cards.

Revision tips for auditory learners:

- Discuss new concepts/facts with others.
- Use voice recorder as well as notes.
- Use word association to remember facts.
- Repeat facts with eyes closed.
- Record lectures and watch videos.

Revision tips for kinaesthetic learners (those who are more practical/hands-on):

- Go on site visits.
- Use colour highlighting.
- Turn reading materials into posters and models.
- Skim read before reading in detail.
- Take frequent study breaks.

We hope the information is useful to you and wish you well in your studies. Remember to get in touch if you think we can help!