



Study and Exam Preparation Guide

Crime and Violence Prevention Service

Here are some useful study and exam preparation tips to help you do your best at school.



Organise your time

To effectively manage your homework, it is essential to create a study schedule. Allocate specific time slots for each subject and prioritize tasks based on their due dates. Break down larger assignments into smaller, manageable tasks to avoid feeling overwhelmed.

Set realistic goals

Set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals for your study sessions. Define what you want to accomplish and reward yourself after achieving each goal. This will help you stay motivated and focused.

Create a productive study environment

Choose a quiet and comfortable space for studying. Minimize distractions by turning off notifications on your phone and keeping it out of sight. Utilize technology effectively by using apps or websites that assist with organization and productivity.

Collaborate and seek help

Consider forming study groups with classmates to share knowledge and exchange ideas. Discussing concepts and solving problems together can deepen your understanding of the subject matter. Additionally, don't hesitate to seek help from your teachers, classmates, or online resources when you encounter difficulties.



Managing Exam Stress



Overcoming Exam Anxiety

- Understand that exam stress is normal and can be managed effectively.
- Identify coping mechanisms that work for you, such as deep breathing exercises, progressive muscle relaxation, or meditation.
- Practice positive self-talk and affirmations to boost your confidence and mindset.
- Seek support from friends, family, or school counselors if you need assistance in managing exam-related stress.

Final Exam Preparation Checklist

- Review all the sections covered in this booklet.
- Organize your study materials for each subject.
- Confirm exam dates and requirements with your school or teachers.
- Create a revision timetable that includes dedicated study slots for each subject.



Instructions for the Pomodoro Technique

The Pomodoro Technique is a time management method that can help you improve your studying.

1. Choose a Task:

- Select a specific task or subject that you want to study or work on. It could be completing homework, reading a chapter, or practicing maths problems.

2. Set a Timer:

- Find a timer that you can easily see or use a timer app on a phone or tablet.
- Set the timer for 25 minutes. This will be your study time, also known as one "Pomodoro" session.

3. Focus on the Task:

- During the 25-minute study session, give your full attention to the task at hand. Avoid distractions like phones, video games, or TV.
- Work on the task, whether it's reading, writing, or solving problems, until the timer goes off.

4. Take a Short Break:

- When the timer goes off, it's time for a short break. Set the timer for 5 minutes.
- Use this break to do something enjoyable or relaxing. You can stretch, have a quick snack, or chat with a family member.

5. Repeat the Cycle:

- After the 5-minute break, go back to step 2 and start another 25-minute study session.
- Each time you complete four Pomodoro sessions (25 minutes of focused work followed by a 5-minute break), take a longer break of about 15-30 minutes.

6. Track Your Progress:

- Use a piece of paper or a study planner to track the number of Pomodoro sessions you complete each day.
- Celebrate your progress and see how many sessions you can complete in a study session or a day.

Give it a try, and you'll see how it can make studying more manageable.

Prepare for exams



Familiarize yourself with the format of each exam you'll be taking. Different exams may include multiple-choice questions, essays, practical demonstrations, or a combination of these. Understand the criteria used for scoring to align your preparation accordingly.

Compile your study materials, including class notes, textbooks, and supplementary resources. Use online educational platforms that offer interactive lessons, practice quizzes, and instructional videos to enhance your understanding of the topics.

Develop a study plan that outlines your study timeline leading up to the exams. Allocate dedicated study time for each subject based on its importance and your confidence level. Identify challenging areas and allocate focused revision time to improve your understanding in those topics.

Access previous exam papers or sample questions related to your subjects. Set aside time to simulate exam conditions and attempt these papers. Analyze your performance, identify areas that need improvement, and learn from your mistakes.

Access past papers [here!](#)



Study Tips



Active Learning Techniques

Engage in active learning strategies such as summarizing information in your own words, creating flashcards for quick review, and participating in discussions and debates with classmates to reinforce your understanding of the material.

Effective Note-Taking Strategies

Utilize note-taking techniques like the Cornell method, where you divide your page into sections for key points, summaries, and questions. Explore mind maps and concept diagrams to visualize relationships between concepts. Annotate and highlight important information in your textbooks or study materials.

Get a free Cornell Template in PDF [here!](#)

Memory Enhancement Techniques

Enhance your memory retention by employing spaced repetition, which involves reviewing information at regular intervals. Create mnemonics or acronyms to associate complex concepts with memorable phrases or abbreviations. Visualize and associate information with vivid mental images or stories to aid recall.

Maintaining a Healthy Lifestyle

Aim for sufficient sleep to improve concentration and memory retention. Engage in regular physical exercise to reduce stress and increase productivity. Take regular breaks during study sessions to relax and recharge. Maintain a balanced diet and stay hydrated to support cognitive function



Study Resources

Click on the links below to open the relevant webpages

[Awqaf SA Maths Teaching Sessions](#)

[Mind The Gap Study Guides](#)

[Additional Department of Education study materials](#)

[Maths and Science textbooks \(free\)](#)

[Zibuza](#)

To learn more about NICRO, visit our website.

www.nicro.org.za

Templates

Use these templates to help you plan and manage your time better.

You can copy them into your notebook or photo copy the pages and keep them in a folder.



FOR A SAFE SOUTH AFRICA

DAILY PLANNER

SCHEDULE

6:00
7:00
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NOTES

Weekly Study Planner

Time	Monday	Tuesday	Wednesday
Time	Thursday	Friday	Saturday
			Sunday

SETTING YOUR STUDY GOALS



ACTION PLAN

30 DAYS

ACTION PLAN

60 DAYS

ACTION PLAN

90 DAYS