

Study Skills and Exam Techniques

Alison Sweeting
Student Support Manager, CIPFA

A bit about me

CIPFA Qualified

Background in central and local government

Trainer for CIPFA Education and Training Centre

Currently working with our exams team

Study Skills – some practical suggestions

- Draw up a timetable for your study sessions – and stick to it!
- Break your study sessions into bite-sized pieces
- Create a clean, clutter-free environment
- Don't be tempted to ignore the things you find easy – they need to be revised too
- Take breaks
- Keep hydrated
- Practise exam standard questions

Study Skills – some practical suggestions

- Don't procrastinate – the sooner you start, the sooner you finish!
- Don't compare yourself to others
- Speak to your employer if you are struggling to combine work and study
- Remember your tutors are there to help
- Reward yourself

Exam Techniques

- Remember you don't have to get 100%
- Work out how long you need to spend to get one mark and allocate your time per question/part of question
- Read the question – fully and thoroughly
- Plan your answer (narrative questions)
- Stick to your timings
- Bullet points if you run out of time
- Stay calm!

Calming techniques

- Breathing – <https://www.nhs.uk/conditions/stress-anxiety-depression/ways-relieve-stress/>
- Meditation/mindfulness
<https://www.goodhousekeeping.com/health/wellness/g31945544/best-meditation-apps/>
- Music apps <https://www.youtube.com/watch?v=jXZAbnn1kTU>

Wellbeing

- Fresh air
- Exercise
- Drink lots of water
- Avoid too much caffeine and alcohol
- Get plenty sleep
- Don't compare yourself to others

Wellbeing

- Eat properly and at the right times
<https://www.nhs.uk/live-well/eat-well/>
- Get some fresh air and exercise <https://www.nhs.uk/live-well/exercise/>
- Don't be embarrassed to ask for help.
- <https://www.mind.org.uk/>
- <https://www.samaritans.org/>