



## RESEARCH & ASSIGNMENTS

As your studies progress, you will find yourself taking more responsibility for researching your assignments and using a wide range of resources.

Get to know the books in your Academy library, and how they get organised. If you want to refer to a book, remember to write down the title and author. If you use the author's words directly, put them in quotation marks.

Get to know how two or more search engines work – some allow you to look for images and maps as well as text. Once you've found a website that looks useful, think about the following questions:

Is the source reliable? Does the author give their name? If it is opinionated, is it biased? (This is important to ask, whether you agree with it or not.)

If the information is factual or scientific, how has it been researched? Are their research methods watertight?

If you want to cite a webpage, use the website's address (or include a hyperlink to the page) and the authors name.

If you use their words, use quotation marks. If you sue images or data from scientific experiments, these also need to be acknowledged.

Never use text of data without acknowledging it. A good rule of thumb is that if you can find it on the web, so can your teachers and examiners, and copying can be punished severely.

## **EXAM TIPS**

**Before an Exam:** Practice answering some questions under exam conditions before the exam.

Don't cram new information on the night before, read over your revision notes instead.

Make sure you are well rested and relaxed before the exam – get a good night's sleep the night before and get up in plenty of time to get ready.

Check the time and place of the exam before you leave, making sure you have the right equipment for the exam.

Arrive with plenty of time to spare before the exam. If you rush you will lose focus and may become anxious.

**During an Exam:** Read the instruction on the paper carefully and work out how long to spend on each part or question.

It is a good idea to attempt compulsory sections first, then move on to optional questions.

Don't leave any questions out. Even if you are unsure how to answer a question, do attempt it, as you will not pick up any marks if you leave it out completely. Check over your answers when you have finished to spot any mistakes.

**After an Exam:** Have a rest and relax or perhaps partake in some form of leisure activity.

Forget the exams you have done and focus your attentions and efforts on your next exam. If you felt unsure of how you performed do not dwell on it.

## GETTING A JOB AND INTERVIEW TIPS

Whether you need some cash for a gap year or going to university, or you just want to jump straight into the world of work, there is lots of help and advice available.

Even if you're not planning on working for a while, looking at sites such as [www.prospects.ac.uk](http://www.prospects.ac.uk) will help you to plan for the long-term.

[www.jobsearch.direct.gov.uk](http://www.jobsearch.direct.gov.uk) also has details of local jobs, as well as benefits and help available.

When applying for a job, you will probably be asked for a C.V. The next page will help you sketch out the basis, but you will make a good impression and demonstrate your ICT skills with a well-presented word-processed document.

If your C.V. looks empty, spend more time compiling a list of all your skills and achievements. If you're still struggling for inspiration you could:

Gain some work experience ([www.work-experience.org](http://www.work-experience.org))

Do some volunteer work ([www.vinspired.com](http://www.vinspired.com))

You should also write a covering letter explaining why you want the job and why they should hire you.

If you are invited to interview plan how you are going to get there on time and think about what you might be asked.

Do your research on the company and position beforehand.

Try and think of any question you might want to ask.

Think about what to wear and what to say.

Relax – they want to meet you so you're in with a good chance.

# CURRICULUM VITAE

“Curriculum Vitae” means the course of your life. A simple and effective C.V. can help secure an interview so style and presentation are very important.

Name.....

Home Address.....

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Telephone.....Email.....

## Education

### Schools

Name of schools with dates attended.....

### Qualifications

Give examination grades.....

### Other Skills

### Employment

Include part-time jobs.....

Work Experience.....

Non Academic Achievements.....

Interests and Activities.....

### Referees

Compile a short list of people who would give you a reference

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## **TAKING A GAP YEAR**

Taking a year out after school is an increasingly popular option, but be sure to weigh up the pros and cons carefully.

### **The Pros**

It will be a break from the pressure of academic study.

Earning a good regular wage for some months will give me more financial and social independence – and even some savings for university.

I will make new friends and useful contacts for the future.

A job of voluntary activity may also be valuable experience for my course of my career.

It will broaden my horizons and give me more confidence to deal with unexpected situations.

Travel may improve my language skills – yet more course and career help.

### **The Cons**

Will it be easy to settle back into the routine of studying and revision?

Giving up the benefits of being able to spend and save from a good regular wage may not be easy.

I may lose contact with my friends who are going off to college.

It will be an extra year before I complete my education.

I may lose touch with the higher education application process and Tuition fees may increase.

## **USEFUL WEBSITES**

### **Revision & Exam help**

[www.examstutor.com](http://www.examstutor.com)  
[www.getrevising.co.uk](http://www.getrevising.co.uk)  
[www.projectalevel.co.uk](http://www.projectalevel.co.uk)  
[www.topmarks.co.uk](http://www.topmarks.co.uk)  
[www.s-cool.co.uk](http://www.s-cool.co.uk)  
[www.thestudentroom.co.uk](http://www.thestudentroom.co.uk)

### **Higher Education**

[www.ucas.com](http://www.ucas.com)  
[www.opendays.com](http://www.opendays.com)  
[www.gov.uk/student-finance](http://www.gov.uk/student-finance)

### **Gap Year**

[www.csv.org.uk](http://www.csv.org.uk) [www.gapwork.com](http://www.gapwork.com) [www.gapyear.com](http://www.gapyear.com) [www.gap-year.com](http://www.gap-year.com)  
[www.statravel.co.uk](http://www.statravel.co.uk)  
[www.gapyeardirectory.co.uk](http://www.gapyeardirectory.co.uk) [www.yearoutgroup.org](http://www.yearoutgroup.org)  
[www.prospects.ac.uk/gap-year.htm](http://www.prospects.ac.uk/gap-year.htm)

### **Jobs**

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>  
[www.prospects.ac.uk](http://www.prospects.ac.uk)  
[www.jobsearch.direct.gov.uk](http://www.jobsearch.direct.gov.uk)

### **Work Experience**

[www.work-experience.org](http://www.work-experience.org)

### **Volunteering**

[www.vinspired.com](http://www.vinspired.com)

### **Know your rights**

[www.youngworker.co.uk](http://www.youngworker.co.uk) and [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)