

# A GUIDE TO EFFECTIVE STUDY

## What is Study?

- Study is “using your time to learn”.  
This includes homework, note-making, doing assignments and essays and revising and learning.



## Where to Study?

- Study is best in a quiet place, away from distractions eg TV preferably at a desk or table

## When to Study?

- Find by experience when you concentrate best – early morning, straight after school, or later in the evening.
- At Year 11-13 for each subject you will be given a course outline and homework requirements to assist you plan your study time.
- Plan well. Take into account other commitments eg sport, work, social life, TV etc.

# LEARNING TO LEARN

## Get into the right state of mind

- Relax
- Be motivated – have goals, and set priorities

## Get the Facts

- Scan – read for the big picture
- Look at surface features like pictures, tables, words in bold etc
- Underline key words
- Ask questions
- Breakdown information into manageable chunks
- Add your own input
- If you get stuck – stop – come back later

## Explore what you are learning

- Put into your own words
- Form questions
- List key points
- Create mind maps
- Play background music that stimulates learning eg Baroque
- Discuss or teach the information
- Organise card notes
- Link to previous experience

## Memorise key facts

- Organise material meaningfully
- Number the main points
- Review work after – 1 hour, 1 day, 1 week, 1 month
- Let information sink in overnight

## Using your Diary to help you meet deadlines

- Take your Diary to all classes
- Record all homework, assignments and test dates systematically
- Mark off your homework as you complete it
- For longer assignments set bench marks that will help you complete it on time

## Show you know

- Get someone to ask you questions
- Attempt practice questions
- Learn from others
- Learn from your errors
- Ask your teachers for help
- Attend tutorials
- Check with others



## Reflecting on your Learning

- What went well?
- What could have gone better?
- What should I do next time?
- Have a personal progress plan
- Learn from mistakes
- Push your comfort zone
- Try your skills and see what works for you

## Revising for Exams

- You need to train for an exam just like you do for a major sports event
- Prepare a revision study plan to ensure that you start your exam study in plenty of time
- Do not just study your strong subjects and subjects you enjoy
- Weaker subjects will actually need more study
- Do not leave all your study to the last minute
- Keep healthy. Go to bed at a reasonable hour, eat sensibly and get plenty of exercise

## Sitting Exams

- Check and recheck the day, time and place of your exam
- Be at the exam room early with all the equipment you need
- Read the exam paper instructions and the questions carefully

## BUILDING A CREDIT WALL - NCEA Level One

Shade in one block for EACH CREDIT you achieve. If an Achievement (Unit) standard was worth 3 Credits, you would shade in three blocks.

Now write in a description of the Standard  
AND the Grade A, M or E

M AS 1.3	M AS 1.3	M AS 1.3
Maths - Measurement		

Use the following colour coding to shade each subject. This way you can keep track of each subject:-

English	Maths				

81	82	83	84	95	86	97	88	89	90	91	92	93	94	95	96
65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
Num	Num	Num	Num												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Lit	Lit	Lit	Lit	Lit	Lit	Lit	Lit	Num	Num	Num	Num	Num	Num	Num	Num

← Level 1 Literacy | Level 1 Numeracy →

Do you have 10 Numeracy credits?

☐

Do you have 10 Literacy credits?

☐

How many of your Literacy credits have come from English?

☐

## BUILDING A CREDIT WALL - NCEA Level Two

Shade in one block for EACH CREDIT you achieve. If an Achievement (Unit) standard was worth 3 Credits, you would shade in three blocks.

Now write in a description of the Standard  
AND the Grade A, M or E

M	M	M
AS 2.3	AS 2.3	AS 2.3
Maths - Measurement		

Shade in 20 Credits brought over  
from Level 1

Use the following colour coding to shade each subject. This way you can keep track of each subject:-

English					

81	82	83	84	95	86	97	88	89	90	91	92	93	94	95	96
65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
1 Read	2 Read	3 Read	4 Read	5 Write	6 Write	7 Write	8 Write	9	10	11	12	13	14	15	16

← Level 2 Literacy →

Do you have 4 Reading credits? ☐

Do you have 4 Writing credits? ☐

## BUILDING A CREDIT WALL - NCEA Level Three

Shade in one block for EACH CREDIT you achieve. If an Achievement (Unit) standard was worth 3 Credits, you would shade in three blocks.

Now write in a description of the Standard  
AND the Grade A, M or E

M	M	M
AS 2.3	AS 2.3	AS 2.3
	Bio-Gene expression	

Shade in 20 Credits brought over  
from Level 2

Use the following colour coding to shade each subject. This way you can keep track of each subject:-


65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Do you have: 4 Reading and 4 Writing Credits at Level 2 ☐

14 Credits from Level 1 Mathematics or higher ☐

14 Level 3 Credits in One subject ☐

14 Level 3 Credits in a second subject ☐

14 Level 3 Credits in one or between two  
subjects or Domains ☐

A number of Merits and/or Excellences ☐

## **REQUIREMENTS FOR NCEA:**

### **NCEA Level One**

- Requires at least 80 Level One credits which MUST include 10 Literacy credits and 10 Numeracy credits.
- Literacy and Numeracy can be met by either achieving specific Achievement Standards in a variety of subjects.
- Or achieving the new functional Literacy Unit Standards and functional Numeracy Unit Standards.
- Students cannot mix Literacy credits from Achievement and Unit Standards.
- Students must gain the requirements in Level One Mathematics and English to study these subjects the following year.
- English is compulsory until at least NCEA Level Two.

### **NCEA Level Two**

Requires at least 60 Level Two credits and 20 from Level One.

### **NCEA Level Three**

Requires at least 60 Level Three credits and 20 from Level Two.

### **Scholarship**

Students who have demonstrated academic success at Level Two may enter Scholarship as well as NCEA Level Three.

## **NCEA ENDORSEMENTS:**

Students are encouraged to aim for NCEA with Merit or Excellence Endorsements.

### **NCEA Level One, Two or Three with Merit**

Requires students to gain 50 or more credits at Merit or better in NCEA at Level One, Two or Three

### **NCEA Level One, Two or Three with Excellence**

Requires students to have 50 or more credits at Excellence at Level One, Two or Three

### **Course Endorsements**

Level One, Two and Three students may gain a Course Endorsement in a subject over one year provided they gain one of the following:-

#### **Merit Course Endorsement**

At least 14 Merit or Excellence credits in a subject in one year. Of these credits at least 3 Merit or Excellence credits must have come from an External Achievement Standard and 3 from an Internal Achievement Standard

#### **Excellence Course Endorsement**

at least 14 Excellence credits in a subject in one year. Of these credits at least 3 Excellence credits must have come from External Achievement Standard and at least 3 from Internal Achievement Standards.

**NOTE:** Level One - Three Physical Education, and Level Three Visual Arts will be exempt from the internal and external ruling.

### **University Entrance (for 2011)**

- University Entrance is necessary for entrance to a University and many Polytechnic or EIT courses:
- A minimum of 14 Level One Mathematics credits or higher
- A minimum of 4 Reading credits at Level Two
- A minimum of 4 Writing credits at Level Two
- Two approved subjects with at least 14 credits each at Level Three
- One, or two subjects or domains that together will give at least 14 credits



In 2014 the regulations for University Entrance will require students to have NCEA Level 3.

### **ENTRY TO UNIVERSITY**

- Universities are now using the best 80 Level credits over 5 subjects for entry to some courses.
- Each Excellence in a Level 3 Achievement Standard will be awarded 4 points, Merit 3 points and Achieved 2 points. These points are then multiplied by the number of credits to a rank score.

### **NCEA – KEY POINTS FOR PARENTS AND STUDENTS:**

- NCEA work and assessments occur from the beginning of the year.
- Some Achievement Standards are assessed internally and some externally.
- Achieved Standards are marked as Not Achieved, Achieved, Merit or Excellence.
- The particular grade in Achievement Standards depends on the depth of the student's answer.

### **KARAMU HIGH SCHOOL NCEA POLICY:**

- Meeting deadlines is ESSENTIAL and failure to meet them will mean the students will get Not Achieved.
- If there is a very good reason why the student cannot meet the deadline – an Application for Extension needs to be completed at least two days before the assessment is due.
- A student absent on the date of an assessment must provide a satisfactory explanation for their absence in order to be given the chance to do the assessment.
- Some assessments such as field trips, practical work and performances may only be able to be done on the set day.
- If there is no satisfactory explanation for an absence the student will not be given another chance to be assessed.
- If a student does not wish to enter an Internal Achievement Standard the student must discuss this with the teacher when the assessment is first given.
- Students that have attempted an assessment may be given a second assessment opportunity where this is possible.
- Students wishing to appeal against the marking or other factors relating to the assessment of work should complete the Appeals Form and give it to the Deputy Principal in charge of NCEA, within 3 days of work being handed back.