



# STUDY PLANNER

# Why organising your studies is a great idea...

## “ IF YOU FAIL TO PLAN, YOU PLAN TO FAIL

In just nine words, an important message is conveyed, which can be applied across many areas of life. As a CloudLearn student, perhaps working full-time, chances are you'll realise the value of effective and strategic study planning. Despite the importance of planning, many of us don't make the time to plan elements of our studies or personal lives. At CloudLearn, we think that study planning isn't just important - it's essential. It includes everything from schedule management, to having the right study resources at hand, knowing your deadlines and maintaining study spaces for greater productivity. If you're missing any one of these key study planning elements, your productivity can suffer. We run through the main reasons why prioritising study planning is important for the study journey.

## IT KEEPS YOU ON TRACK AND FOCUSED

When there are so many other things going on during your studies, such as work deadlines and family commitments, it can be difficult to keep pace. There will be times when you will lack motivation to study - this is when your solid study plan will be most valuable. Planning out your time and priorities from the get-go can help keep you on track, as you hold yourself accountable to your plan. While procrastination can affect even the most focused of students, it's less likely to strike and stick around when you're progressing towards your study goals.

## CHALLENGES TO YOUR PROGRESS WON'T BE AS CATASTROPHIC

When you're organised and aware of what you need to do, you're more likely to be cool, calm and collected when challenges arise. When inevitable events transpire, such as sickness or a demanding work deadline, a well-planned study schedule will ensure you won't be completely thrown off track. This is where contingencies are key - all plans regardless of their purpose require contingencies.



## YOU'RE MORE LIKELY TO SUCCEED

Whether success for you means achieving your qualification on time or maintaining high grades, study planning and preparation contributes greatly to achieving your study goals. Studying programmes such as GCSEs or A-Levels while working full-time will improve your planning, scoping and time management skills greatly. For these students juggling multiple priorities, a study plan becomes far more than just a schedule to maintain – it's their roadmap to success.

Lisa Brogges, a 2017 CloudLearn A-Level graduate explained that her number one tip for success is to be organised and plan. "If you are like me and you are trying to work full-time, study, and juggle everything else so that you have some kind of life - planning is really, really important," she said.

## IT'S GREAT FOR MENTAL HEALTH

With everything else going on in life, it's essential to feel calm and on top of your studies. When we're organised, it avoids any unnecessary stress and chaos, particularly as things won't be left until last minute. Good mental health is an integral component to study success, and effective study planning should ensure you're in the right headspace to tackle everything else.

## SIX QUICK STUDY PLANNING TIPS:

Get yourself a study schedule, and use it!

Personalise your study plan to suit your lifestyle and productivity levels.

Don't compromise your study sessions – treat them as a meeting you can't miss.

Preparation is key – this means study area, downloaded or printed learning materials, stationery, food, drink and more.

Allow for some contingency time – not everything will go to plan.

Remember to include time for breaks – mental health is integral to study success.

Study planning is a very important part of your study journey, particularly when you're a working adult. Just remember, if you go to the effort of planning – do your best to stick to it and it will pay dividends... big time!

# How to Plan / Calculate Your GLH

GCSEs and A-Levels have recommended study durations. This is calculated in GLH or guided learning hours. The following qualifications GLH are listed below:

- GCSE 120 GLH
- A-Level 360 GLH

We'll explain how to calculate your study schedule based on your course of study and chosen examination diet.

1. Calculate the amount of months until the exam date, i.e. if calculating in September, the study required for a June exam = 8 months
2. Calculate your total GLH, i.e. if studying one GCSE = 120 GLH - if studying one GCSE and one A-Level = 480 GLH
3. Divide your total GLH by the number of months to get your monthly study requirement, i.e. if  $120 \text{ GLH} / 8 = 15$  hours of study per month
4. Divide your monthly GLH / 4 = 3.75 hours of study per week
5. Divide your weekly GLH / 5 = 0.75 hours of study per day (Mon - Fri) leaving your weekends free :)



# Yearly Planner

Check timetables for specific dates on exams.

Month	Hours Studied			
Jan				
Feb				
March				
April				
May	AQA A-Level Exams	Edexcel A-Level Exams	CAIE IGCSE Exam	Edexcel IGCSE Exams
June				
July				
August				
September				
October			CAIE IGCSE Exam	Edexcel IGCSE Exams
November				
December				

# Monthly Planner

Print as required

Month:

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# Weekly Planner

Print as required

Week:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am							
9am							
10am							
11am							
12noon							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							

# Checklist

Keep track of your progress. You're doing great!

Task	Done ✓
<i>Read introduction section of the course</i>	✓
<i>Complete lesson one</i>	✓

Assignments	Due Date	Done ✓
<i>Unit Assessment One</i>	<i>4/11</i>	✓



# Exam Diets

Depending on the awarding body that endorses your qualification there will be a unique exam code and specific exam dates relating to your GCSE or A-Level exam.

You can locate the specific exam code from CloudPort under the introductory section entitled 'Exam Information'

Once you have the code you can find the exam date and time using the awarding body exam timetable link below:

[Exam Timetable for Edexcel \(Pearson\) qualifications.](#)

[Exam Timetable for CAIE qualifications.](#)

[Exam Timetable for AQA qualifications.](#)

## Edexcel IGCSE exams are available twice per year:

1. May/June (Summer Diet) All I/GCSE
2. October/November (Winter Diet) English, Maths and Science only

## CAIE IGCSE exams are available twice per year:

1. May/June (Summer Diet)
2. October/November (Winter Diet)

## Edexcel & AQA A-Level Exams are available once per year:

1. May/June (Summer Diet)

Although you can still book your exam weeks in advance of the exam date, we strongly recommend that you book your exam at least 6 months in advance to ensure availability but also to avoid paying 'Late Fees'.

Be aware that for A-Levels that include a Coursework (NEA) component the Exam Centre deadline for any academic year is 14<sup>th</sup> Feb. Late fees will apply for late submission.

# Exam Codes & Format

## IGCSE

	Exam Code	Exam Format
IGCSE Biology Course 9-1	4BI1	2 Written Exam Papers
IGCSE Business Course	4BS1	2 Written Exam Papers
IGCSE Chemistry Course 9-1	4CH1	2 Written Exam Papers
IGCSE English Course 9-1	4EB1	1 Written Exam Paper
IGCSE Geography Course 9-1	4GE1	2 Written Exam Papers
IGCSE History Course 9-1	1HI1	3 Written Exam Papers
IGCSE Maths Course 9-1	4MA1	2 Written Exam Papers
IGCSE Physics Course 9-1	4PH1	2 Written Exam Papers
IGCSE Science Course 9-1	4SD0	3 Written Exam Papers
IGCSE Sociology Course	0495	2 Written Exam Papers
IGCSE Travel & Tourism Course	0471	2 Written Exam Papers

## A-Level

	Exam Code	Exam Format
A-Level Biology Course	7402	3 Written Exam Papers & Optional Practical
A-Level Business Studies Course	9BS0	3 Written Exam Papers
A-Level Chemistry Course	7405	3 Written Exam Papers & Optional Practical
A-Level Economics Course	9EC0	3 Written Exam Papers
A-Level English Language & Literature Course	9EL0	3 Written Exam Papers & Coursework
A-Level English Literature Course	9ET0	3 Written Exam Papers & Coursework
A-Level Geography Course	9GE0	3 Written Exam Papers & Fieldwork
A-Level History Course	9HI0	3 Written Exam Papers & Coursework
A-Level Maths Course	9MA0	3 Written Exam Papers
A-Level Philosophy Course	7172	3 Written Exam Papers
A-Level Physics Course	7408	3 Written Exam Papers & Optional Practical
A-Level Politics Course	9PL0	3 Written Exam Papers
A-Level Psychology Course	7182	3 Written Exam Papers
A-Level Sociology Course	7192	3 Written Exam Papers

# Study Tips

1. Create a realistic study timetable. Take the total amount of GLH (guided learning hours) and divide by the number of weeks/months to the exam diet, allowing some time for revision i.e. a single subject GCSE should take you 120 hours of study, studied over 12 months requires approx. 10 hours per month or 2.5 hours per week or 30 minutes per day (leaving your weekends free). An A-Level will require 360 hours of study... do the maths!
2. Use Mind Maps to make associations in your learning. This will improve your recall overall and help you put concepts in context. There are lots of free online tools that you can use try searching for 'Free Online Mind Mapping'
3. Collaborate with your peers. One of the most powerful tools within CloudPort is the Student Forum. The forums allow you to engage with fellow students, discuss topics and ask questions. There is no need to feel isolated, as there are thousands of students studying in CloudPort.
4. Take regular rest period. The research is clear, trying to cram too much in a short period of time will not work. You are much more likely to retain the information if you take regular breaks. Try studying in different locations as this will also help you with recall.

## 4 Weeks prior to the exam:

1. Confirm you have accessed ALL lessons in CloudPort
2. Ensure you have attempted ALL unit assessments and achieved 85% on at least 3 attempts
3. Ensure you have submitted ALL TMAs and achieved your target grade.

# Booking an Exam

Use the centre finder to locate local centres that accept Private Candidates. Contact these centres to check availability. You are recommended to do this at least 6 months in advance as availability becomes limited as you approach the exam dates. Alternatively, have us arrange your booking at one of our CloudLearn Exam Centres (Bolton, Birmingham, Coventry, Doncaster, High Wycombe, London, Romford, Middlesex, St Neots and Taunton).

## Exam tips

1. Get plenty of rest on the night before the exam.
2. Organise, organise, organise. Make sure you have packed everything you will need for the exam and have your travel planned well in advance...the last thing you want is to be stressing about being late.
3. Remain calm! Exams can be fun. As long as you have put in the hours you have nothing to worry about.
4. Read ALL the questions carefully, twice. This will help you to focus on the questions you know best first. Then attempt the answers you feel less confident with. This will ensure you make best use of the time available - ensuring you get the maximum marks on the topics you know best. If you are unsure on a particular question, ask the examiner, who should be able to tell you what is being asked.
5. Review ALL your answers. This is the last chance you have to add any final pieces of information. When in doubt add more information. Even if you get the answer wrong you can get marks for providing correct details or workings.
6. Don't leave early. You may have some last-minute inspiration. Re-read over everything you have written checking for errors, spelling mistakes etc. You have been preparing for this for months, enjoy the experience as much as you can. Being assessed under exam conditions will be an experience that will serve you well and provide you with an invaluable life skill regardless of the outcome. Give yourself a pat on the back. It's been an empowering experience. You should enjoy it. Well done!



More exam info can be found at:  
[cloudlearn.co.uk/ExamCentres](https://cloudlearn.co.uk/ExamCentres)  
or scan the QR code...



*or search*

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