

How to...



with **MARTIN MITCHELL**

CISI trainer with decades of experience in helping students to pass their CISI exams, first time.

Revise for a CISI exam

Are you revising for a CISI examination? Here are five key tips to help you get the best out of your revision efforts and significantly improve your chances of passing.

1 Use the exam weightings.

The examiner's breakdown of how many exam questions come from each element of the syllabus/ chapter of the workbook means you fully appreciate the relative importance of each topic area and that you do not misdirect your efforts. It can be found after the syllabus learning map at the back of the workbook.

2 Utilise all sources.

Revision will obviously be done from the workbook itself, along with any notes and mind maps you have generated. Don't forget to draw on the less obvious - the syllabus and the glossary. Look at the elements of the syllabus - can you handle them? If not, go back to the chapter and your notes and address the weaknesses you have identified. Similarly, look at the glossary terms - do you recognise them? If not, go back and research. Always, always follow up on any identified weaknesses and address them.

3 Get to grips with the learning objectives.

Each element of the syllabus is made up of a series of learning objectives, and these tend to start with one of three things. "Know" means just knowledge is expected, "understand" means knowledge and an appreciation of significance is expected, and "be able to calculate" means you must be able to perform a calculation. Use the syllabus to see what is expected and ask yourself honestly whether you can meet the expectation. If not, then investigate and clarify.

4 Maximise your question practice.

There are no past papers made available, but you might have access to practice questions from your training provider, from CISI's revision express, and you will have the practice exam at the end of the workbook itself. Try and keep all your questions clean - in other words, do NOT scribble and mark the right or wrong answer because you want to be able to test yourself on the same questions more than once. Furthermore, there are always two things you need to

learn from each question - obviously, what the correct response is and, less obviously, what is wrong with the other three responses. Make sure you learn BOTH lessons. Never rely on guesswork or luck.

5 Make the best of the exam.

You will be given some time at the start to familiarise yourself with the exam system and the desktop calculator. Have calculations in mind to make sure you can handle any nasty computations required by the syllabus on the system's calculator. Don't get bogged down on any single question - if you are having trouble, just make an educated guess and mark it for review if you have time to go back to it. NEVER leave any of the responses blank. There is always a one-in-four chance of getting a question right.

Good luck!

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