

## EXAMINATION MENTORING.

Many IFE Examination students work in isolation and sometimes have difficulties in obtaining the set texts. In such circumstances, Mentors who are prepared to assist Examination candidates can be an important source of advice and guidance. Whilst there are similarities between Examination Mentoring and Professional Development Mentoring, the relationship with the former will be much more focused on helping the Mentee prepare for their examination.

However Mentoring is only likely to be of assistance as part of a well planned study and revision programme.

Given below are some 'ground rules' and guidance which it is hoped will make the relationship a success,

### ROLE OF THE MENTOR.

Be prepared to familiarize themselves with the relevant syllabus and Exam Questions.

Accept that they may be one of a number of Mentors assisting a candidate

Help the Mentee relate their experience to the Examination Syllabus.

If possible, provide useful texts and references, it is envisaged this will be by email.

Encourage their Mentee to read the Study Guide on the IFE website.

Encourage their Mentee to develop a Revision Plan and Revision Timetable.

Encourage their Mentee to identify those areas where they particularly need help.

Encourage their Mentee to identify the main topics in the syllabus and write down about ten main points on each.

Be supportive if their Mentee is becoming anxious and stressed out as the exam approaches.

Help their Mentee to identify how they can improve their knowledge and understanding of the topic and how they can improve their ability to demonstrate their knowledge in the exam

Help their Mentee identify their particular learning style and help them to make use of Mind Maps.

#### ROLE OF THE MENTEE.

Identify which parts of a syllabus they need help with.

Be prepared to work with more than one Mentor.

Listen to the advice they are given by their Mentor(s)

Thoroughly familiarize themselves with the Syllabus.

Begin their preparation well in advance of the Examination date.

Read the Study Guide on the IFE Website.

Prepare a Revision Plan and Timetable.

Discuss with their Mentor those parts of the Syllabus where they need particular help and guidance. Prioritising the Syllabus areas and the topics within them

Break down the syllabus into topics and build up a file of useful information on each

Read the set books and journal articles.

Look at past question papers along with the markers reports.

Make revision notes on revision cards, post its or their computer