

Institute of Professional Editors

Top study tips for the IPEd accreditation exam

We've pulled together this list of study tips to help you prepare for the accreditation exam. From how to beat procrastination, to the value of time away from your desk and innovative ways to tackle those tricky topics, these study tips will help you ace your preparation.

- If you haven't got a study plan yet, make one straight away. If you're not sure how to go about it, check out the <u>free study plan</u> provided by Elizabeth Murphy DE.
- Work out when you can study most effectively. Are you more alert in the morning or evening? Don't study when you're really tired. It's better to get a solid night's sleep after a short study period than to push on until 2 am. You won't remember much and will be less effective the next day.
- Find a comfortable spot to study. Try out a few places to see which works best.
- Make use of short study times. It's often easier to set aside 15 minutes a couple of times a day than to block out longer periods. Use time spent on the bus or train to read through your favourite references.
- Beat procrastination in just 5 minutes. You're not alone in putting off what needs to be done for some imaginary time when you'll feel more motivated. This magical time doesn't exist. So set your timer for just 5 minutes. Once you get stuck into it, you'll often feel motivated enough to continue.
- Reward yourself. Treat yourself to breaks and little rewards. Healthy snacks, nice walks outside, a cup of coffee at your favourite café, even an episode of your favourite TV show are good ways to keep you motivated.



- Study with a buddy. Or form a study group with other candidates. Share resources and drill each other on topics that might come up in the exam.
- Learn by teaching others. Explaining concepts to someone else in your own words is a great way to make sure you really understand the material yourself – and to help them learn as well.
- Write a blog entry about any topic you're struggling with you don't have to publish it, but it's a great way to organise your thoughts about a topic and identify any areas you're not clear about.
- Write your own questions. Put yourself in the shoes of the exam writers and think about how you would go about writing questions to assess the various topics. This will help you understand the material on a deeper level and set clear learning objectives. You can try them out on your study buddy or study group.
- Get plenty of exercise. Exercise increases blood flow to the brain, which can give you more energy and better comprehension. A yoga or stretching session, or a quick half-hour walk around the block can do wonders for your mood. The short, sharp exercise will also boost your creativity and focus, so you'll be even more productive when you're back at your desk.
- Aim to finish your preparation 2 days before the exam. Use the last couple of days to organise your notes and materials. Last-minute cramming is always counter-productive.
- Read the tips from AEs who have passed the exam in the <u>Guide for</u> <u>candidates</u>.
- Enjoy yourself! Believe it or not, preparing for the accreditation exam can be fun.