

London



INSTITUTE OF  
CHARTERED  
SHIPBROKERS

Preparing for the 2017 May

# Exams

- Online resources
- Face-to-face support
- Tips and study technique
- Location and timetable
- Key deadlines

HELP!



## Online resources

The Institute's website is a great place to discover a wealth of exam and study support in the run up to exams.

It's important to remember however, that learning is a dynamic experience, and as a shipping professional, you will no doubt have a wealth of resources around you at the office, and through working colleagues.

Go to **[www.ics.org.uk](http://www.ics.org.uk)** for tips on: **study techniques** and further **reading list**.

The most valuable resource on our website is access to **previous examination papers**. Using these as mock exams will be extremely helpful during your revision period to identify which areas are your strongest, and which are your weakest.



## Face-to-face support

### 2017 Spring PREP

Every year Institute of Chartered Shipbrokers' students descend on **Warwick University in Coventry** (in the heart of the UK) to attend the Institute's residential revision course known as **Spring PREP**.

It starts with registration on Thursday at 17.00, followed by a meet and greet reception hosted by the lecturers, tutors and the Institute's staff.

## Tips and study techniques

A lot of people find exams really difficult to master, especially if they haven't taken any for a while. Individuals study in different ways and while there are no hard and fast rules about studying, there are a few things that you can be aware of to help you make the most of your exam preparation.

Make sure you manage your time. You will need to commit time to ensure you have learnt and understood everything you need to when working towards the exams.

Establish your learning priorities. This can be a difficult task because the amount to learn can be significant, especially if you are taking several exams.



Sessions start on Friday morning and your timetable will include a mock exam, the results of which will be given to you as feedback during the course of the weekend. The evenings give students a chance to socialise and network. The weekend concludes after lunch on Sunday afternoon.

This year Spring PREP is Thursday 6<sup>th</sup> April - Sunday 9<sup>th</sup> April

## London and South East branch Revision Evening

Norton Rose Fulbright LLP, 18.00 - 21.30hrs  
Monday 10<sup>th</sup> April 2017

This year's annual Revision Evening will be hosted by the law firm Norton Rose Fulbright at their offices at 3 More London, South Bank next to Tower Bridge, London.

This evening is organised by London and South East branch members who are extremely committed in supporting their students and will be available to answer your questions.

Looking through your materials and working with your tutors is one of the best ways to focus learning but it is also important to review the syllabus and check through exam papers from previous years. Talk to other Institute students and don't be afraid to use Institute members as a resource.

Be familiar with past examiners' reports. These always give examples of good practice and hint at common mistakes that you can try to avoid in your exam. These are available on the Institute website.

Practice makes perfect. It is really useful to get yourself used to writing answers in 35 minutes under 'exam conditions'. You can use an old exam question and practise writing under this time pressure.

It will give you a good idea about how much you can actually write in the exam and will help you to focus on the structure and content of your answer:

Try to find a good study environment:

- Research indicates that study sessions of 30–40 minutes at a time are the most productive.
- Have frequent breaks; get up and move away from your desk. A walk and some fresh air can be really helpful.
- In the weeks before your exam you will want to make sure you are well rested. Give yourself time to relax and try to get plenty of sleep.

This April London exams  
will be held at :

**Norton Rose Fulbright LLP**  
**3 More London Riverside**  
**London**  
**SE1 2AQ**



## Key Deadline

Registration for May exams  
closes on 3<sup>rd</sup> April

# Examination timetable April 2017

### Monday 8th May

09.30hrs - 12.30hrs  
Shipping Finance  
13.30hrs - 16.30hrs  
Ship Sale and Purchase

### Tuesday 9th May

09.30hrs - 12.30hrs  
Offshore Support Industry  
13.30hrs - 16.30hrs  
Port and Terminal Management

### Wednesday 10th May

09.30hrs - 12.30hrs  
Introduction to Shipping  
13.30hrs - 16.30hrs  
Shipping Business

### Thursday 11th May

09.30hrs - 12.30hrs  
Dry Cargo Chartering  
13.30hrs - 16.30hrs  
Economics of Sea Transport &  
International Trade

### Monday 15th May

09.30hrs - 12.30hrs  
Port Agency  
13.30hrs - 16.30hrs  
Tanker Chartering

### Tuesday 16th May

09.30hrs - 12.30hrs  
Legal Principles in Shipping Business  
13.30hrs - 16.30hrs  
Ship Operations and Management

### Wednesday 17th May

09.30hrs - 12.30hrs  
Liner Trades  
13.30hrs - 16.30hrs  
Logistics and Multi-modal Transport

### Thursday 18th May

09.30hrs - 12.30hrs  
Marine Insurance  
13.30hrs - 16.30hrs  
Shipping Law