

A Seven-Day Exam Preparation Plan

Day 7: Getting ready (one week before exam)

- Gather all possible sources of information
 - Syllabus – look for clues
 - Fill in gaps or missing information
 - Examples: missed notes, missed homework, etc.
- Ask professor what will be covered on exam
 - Type of exam
 - Get copies of old exams to review
 - Do not rely on these heavily or as the only source of study
 - Look for a pattern in the professor's examinations
- Schedule your study time
 - Plan your strategy
 - Make a study checklist
 - Set priorities
 - Estimate time
 - Divide material into four sections

Days 6 – 3: Study one section of the material thoroughly each day

- Review all textbook readings and notes
- Review all notes and handouts
- Review homework assignments
- Practice problems or write answers to questions
- Use review tools
 - Flashcards or note cards
 - Summaries in texts or notes
- Commit needed info to memory
 - Integrate concepts
 - Study relationships
- Talk to professor if you have questions, or something is not clear

Day 2: The day before the exam

- Review important parts of all sections
- Concentrate on areas that you know will be on the exam
- Spend time on information that you do not know well
 - Flashcards or study guides that you can manipulate are helpful
- Get a good night's rest

Day of Exam

- Get up early enough so you are not rushed
- Eat breakfast
- Skim over review materials
- Be relaxed knowing that you have prepared well
- Get to the exam site early