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 reply 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