



## PREPARING FOR EXAMS

1. Organize materials
  - Tests and quizzes
  - Class notes
  - Handouts, test study guides, vocabulary, labs, etc.
2. Find out about the exam
  - What will be covered?
  - What format will it take?
  - Will there be any essays? short answers? multiple-choice questions?
3. Create a study schedule
  - Use a monthly calendar to fill in important activities, deadlines and exams
  - Use a weekly calendar to organize your days to include classes, activities and time allotted for studying
    - ✓ Be sure to set reasonable expectations for the time you all to study – if you don't, you're apt not to follow the schedule
4. Write a study guide
  - What is a study guide?
  - What is its purpose?
  - How do you develop one?
  - An overview of the important concepts and details of the material covered this semester
  - To help students organize their thoughts and integrate the material covered
  - Organize information from the syllabi, class notes, handouts, tests and quizzes and notes from the textbook all in one document
    - ✓ We suggest using 2-column notes (like we've done on this page ☺)
      - Important concepts/main ideas belong in the left column
      - Supporting ideas/details go in the right column, aligned with the important concept/main idea
      - Terms, dates, vocabulary, and events may go in either column, depending on how you choose to organize the info
5. Review, Review, Review
  - Research indicates that frequent short periods of studying in one stretch of time is most effective in retaining and understanding info



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- 6. Meet with teachers to answer any questions you may have
  - Clarify, with your teacher, any points you need to understand better
    - ✓ The more organized and prepared you are, the more helpful the meeting with your teacher will be
- 7. Form Study Groups
  - Benefits and opportunities
    - To discuss issues and exchange perspective
    - To discover flaws and confusion in your thinking
    - To expand your repertoire of study strategies
    - To internalize material by reviewing and quizzing each other
  - Establishing groups
    - 3-5 students, optimum
    - Find a quiet place to meet
    - Set up goals and specific times for each session
  - Making groups effective
    - Come prepared and organized to each session
    - Listen well
    - Have fun, while making your time valuable
- 8. BE GOOD TO YOURSELF
  - Get enough sleep
  - Eat well
  - Find time for fresh air and exercise
  - Find a quiet place to work
  - Stick to your study schedule
  - Reward yourself for your good efforts