



## A Five-Day Test Prep Plan

### Getting Ready

- Collect materials (books, notes, handouts, study guides, old tests, syllabus)
- Ask what type of test will be given (essay, objective, both)
- Review thoroughly, concentrating on topics emphasized in class
- Take advantage of workshops, review sessions, study groups
- Pace yourself – three 1-hour sessions are more effective than one 3-hour session
- Don't cram

### Day 5

- Review and organize materials
- Create an outline of main ideas/key details

### Day 4

- Study your outlines, mind maps, fact cards, etc.
- Systematically review notes, text annotations, etc.

### Day 3

- Review outlines, mind maps, etc. and write out possible test questions
- Practice answering questions (cover, test, repeat)
- Get a good night's sleep

### Day 2

- Review information again, focusing on material you know less well
- Meet with a friend or study group and quiz each other
- Get a good night's sleep

### Day 1

- Review outline and questions once more
- Get a good night's sleep

Remember: study to understand and be able to apply the information – don't just memorize.



### **Test Day**

- Eat breakfast
- Relax
- Arrive early for the test with everything you'll need
- As the test is distributed, stretch and breath slowly and deeply

### **During the Test**

- Read directions carefully and ask for clarification if necessary
- Look over the test to determine how much time should be used to answer each question . . . regulate your time!
- Answer known questions first, then go back and answer more difficult items
- Spend the most time on questions worth the most points
- Check to make certain that all required items have been completed as well as possible
- Save a few minutes to review your answers