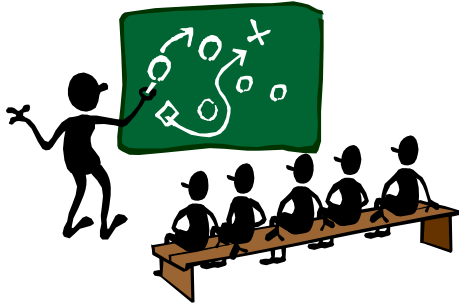


### Organizing & Preparing for Exams

- Begin review early.
- Conduct daily short review sessions.
- Read text assignments before lectures.  
This helps you identify concepts the professor considers important.
- Review notes within 24 hrs after lecture.  
This will help you identify information you do not understand while the lecture is still fresh in your memory.
- Review with a group.  
This will help you gather information you may have overlooked on your own.
- Conduct a major review early enough before the exam.  
This will allow time for you to clarify information, work through problems, and visit office hours.
- Break up the material into manageable pieces.  
Studying in blocks of 3 hours in the morning and in the evening is more effective than studying in a 6 hour stretch.
- Study at a time when you are most alert.  
Studying while you are fatigued will enable you to retain material.
- Anticipate test content.  
Old tests/ quizzes to review when you are studying for final exams.  
Pay attention to material discussed right before exam.  
Material written on board/ repetitive concepts
- Arrive early for exams.  
Make sure you are prepared with pen, pencil, notebook paper, and a watch.
- Be strategic when choosing a seat in the class.  
Choose a spot that is away from traffic, good lighting, and comfortable.



### Tips for test taking

#### *Right before the test*

- Preview the test before you answer anything. Quickly calculate how much time you should allow for each section according to the point value.
- Do a quick mind dump. Using what you saw in the preview, make notes of anything you might forget as you start completing the exam.
- Read all directions carefully.
- Answer easy questions first. This will give you confidence and momentum to get through the rest of the test. Second, skip to difficult questions with more point value.

With subjective tests, eliminate answers you know to be wrong or do not seem to fit. With essay questions/subjective tests, broadly outline your answer and sequence the order of your points.

- Remember to go back and look through difficult questions. (Circle them if that will help you remember to review.) Later test questions might give you useful information for earlier questions.
- Unless you are penalized for wrong responses, answer all questions rather than leaving them blank.
- Ask the instructor for clarification on questions or directions that are unclear.
- Circle words/phrases in difficult questions. This will force you to focus on the central point.
- Resist the urge to leave as soon as possible. Make sure you have answered all the questions and review answers to essay questions.