

THE

Ultimate Study Guide

5 DAY STUDY PLAN

TEST PREPARATION

TEST TAKING TIPS

TEST DISSECTION

WEEKLY PRIORITY SCHEDULE

WEEKLY TO-DO LIST



PROVIDED BY

The Center for Academic & Career Success

5 Day Test Preparation Plan

Course & Exam	Target Grade	5 Days before Exam	4 Days before Exam	3 Days before Exam	2 Days before Exam	1 Day before Exam
-SAMPLE- Biology Exam Wednesday 50 multiple choice questions Details important Use example test	B	Saturday Organize all material Determine most difficult areas	Sunday Study most difficult areas Read out loud Make note cards Define terms Make SEE TUTOR	Monday Study rest of material Read out loud Define terms Make concept map Visit office hours	Tuesday Study all material Go to review session Review note cards Tutor available for questions	Wednesday Review briefly Confirm any final questions GO TO BED EARLY



Academic Success Center



PORPE: Five-Step Test

Preparation

Step One: Plan

Read and underline the assigned materials. Try to predict possible test questions based on:

- The Syllabus and class objectives. Ask the professor what to expect for the test.
- Chapter questions, home works, and study guides. Look for **bolded** and *italicized* words.
- Ideas and concepts that the professors may have stressed in lectures.

Step Two: Organize

Organize your class material so you know where things are. Know what material is on the test and what is not.

- Create questions, study check lists, and practice tests.
- Know the format of the exam (multiple choice, essay, combination) and study accordingly.
- Create outlines with general ideas and concepts on them.
- Create flash cards formatted as questions with answers on back. Learn them both ways.

Step Three: Rehearse

- Say out loud or write out key points from your outline.
- Begin filling in the general ideas with more detailed explanations and examples.
- Repeat this key ideas and details out loud.
- Test yourself from memory.

Step Four: Practice

- Take practice tests in similar testing conditions as the test. Try timing yourself
- Write out answers that you find the most difficult and work on those.
- "Grade" your test to see how you did and highlight weak areas.

Step Five: Evaluate

- Evaluate the quality of you answers to see if you are ready for the exam or if you need further review.
- Look through class material again to make sure no important ideas or concepts were left out.



Test-Taking Tips

Bring everything you need. Prepare ahead of time.

Arrive Early. Don't sit near the panic-stricken or anxious people – it's contagious!

Take a few deep breaths & relax.

When you receive the exam:

- Read through the entire thing and estimate how much time you'll spend on each question.
- Pace yourself based on the amount of points questions are worth.
- 2 minute drill. Brain dump. Unload any information, equations or other information that's in your head in case you forget it later. Don't take more than 1-2 minutes to do this.

As you're answering questions:

- READ EACH QUESTION (and the instructions) THOROUGHLY.
- Circle key words, absolute words, or rephrase questions to make them into statements.
- Answer ALL parts of the question.

When you get stuck:

- Mark that question to come back to and move on to the next question.
- Think back to your study session – can you recall anything related to that topic?
- Look for clues in other questions.
- Engage your learning preference (think about visuals, auditory cues, examples, etc)
- Think about the question from the instructor's point of view – what knowledge do they want you to demonstrate here?

See the big picture:

- Develop a system for going through the test to make sure you don't miss any questions, and that you answer everything.
- Leave time to double check your answers, in particular on computational problems.

Examples of Preparation Strategies and Review Strategies

Preparation Strategies

Develop study sheets
Develop concept maps
Make word cards
Make question cards
Make formula cards
Make problem cards
Make self-tests
Do study guides
Re-mark text material
Make a list of 20 topics that would be on the exam
Define the list of 20
Do problem
Outline
Summarize material
Chart related material
List steps in the process
Predict essay questions
Plan essay answers
Write essay answers
Answer questions at the end of the chapter
Prepare material for study group

Review Strategies

Recite study sheets
Replicate concept maps
Recite word cards
Recite question cards
Practice writing formulas
Work problems
Take self-tests
Practice study guide info out loud
Take notes on re-marked text
Recite list of 20
Do "missed" problems
Recite main points from outline
Recite notes from recall cues
Recite out loud
Re-create chart from memory
Recite steps from memory
Answer essay questions
Practice reciting main points
Write essay answers from memory
Recite answers
Explain material to group members or study partners

Three Ways to Think About Prioritization

A. Urgency vs. Importance (Steven Covey)

Consider the importance (or "weight") of the items on your list, and the urgency "when is it due?"

	Urgent	Not-Urgent
Important	Quadrant 1: Examples: Things due today or tomorrow, dealing with emergencies or crises	Quadrant 2: Examples: Long-term projects, planning ahead, studying in advance, getting started early.
Not Important	Quadrant 3: Examples: Interruptions, distractions, fun events that come up, social invitations.	Quadrant 4: Examples: Time wasters, busy work, procrastination activities, aimless internet browsing.

Steven Covey recommends we spend most of our time in Quadrants 1 & 2 and as little time as possible in Quadrant 4.

B. The ABC Method (Alan Lakein)

The ABC Method was originally developed by Alan Lakein and consists of assigning a priority status of "A," "B," or "C" to each of the items of your to-do list or task list.

"A" Status Items – "Must Do"	High priority, very important, critical items, with close deadlines or high level of importance to them.
"B" Status Items – "Should Do"	Medium priority, quite important over time, not as critical as "A" items, but still important to spend time doing.
"C" Status Items – "Nice to Do"	Low priority at this time, low consequences if left undone at this moment.

C. Other Considerations ... (adapted from David Allen)

- What can I do where I am? (Think about location. What can you do where you are now? Sometimes we have unexpected pockets of time. How can you use them to your advantage?)
- How much time do I have and when do I have to do something else? (Be realistic about what can be done. Your to-do list might shift based on how much time you have available)
- How much energy & focus do I have? (What can you realistically take on right now?)
- What has the highest payoff for me if I do it? (Yet another way to think about importance, weight, or priorities)

Sources:

- Allen, D. Getting Things Done Website & Newsletter: <http://www.davidco.com/newsletters/archive/0512.html>
- Covey, S.R. (1987). "Principles of Personal Management," *The 7 Habits of Highly Effective People*. NY: Fireside.
- Haynes, M.E. (2009) *Time Management: Get an extra day a week*, 4th Ed. Axzo Press.

Priorities for this week (regular)	Est. Time	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Priorities for this week (special)		7:00 AM							
		8:00 AM							
		9:00 AM							
		10:00 AM							
		11:00 AM							
		12:00 PM							
		1:00 PM							
		2:00 PM							
		3:00 PM							
		4:00 PM							
		5:00 PM							
		6:00 PM							
		7:00 PM							
		8:00 PM							
		9:00 PM							
		10:00 PM							
		11:00 PM							
Total Time		To Do List							

Name _____

Week of _____

Weekly To-Do list

High Priority

Low Priority

Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Sunday		