

Studying Process for Exam Preparation

1. Pre-Planning

- Find out how you will be tested on the material. (essay, multiple choice, problems)
- Choose specific information to study. (lecture concepts, topics, sections)

2. Choose a Preparation Strategy

- Examples Include: Study Sheets, Concept Maps, Flashcards, Quizlets, problem cards, formula cards, self tests, do study guides in the book, re-mark test material, do problems, outline, summarize material in your own words, create charts, list steps in a process, plan essay answers, answer chapter questions.

3. State the Goals You Want to Accomplish

(Be specific, have multiple goals)

"I will learn _____ material by using _____ preparation strategy"

Examples:

"I will learn how a bill becomes a law by creating a flow chart."

"I will review the lecture notes from the first class by rewriting the important concepts into my own words."

4. Execute!

- Read carefully for good information
- Find a good study location that supports focus
- Manage your time effectively
- Engage in active learning
- Proactively eliminate distractions
- Break material into manageable chunks

5. Did you meet your goal?

"No"

Go back to step 2.
Repeat using a different strategy or approach with the same material.

6. Self Check

"Yes I think I know it"

(Now Prove it!)

Self Tests, Practice Exams, Teaching the material to someone, rewriting it a different way from memory, creating your own questions to answer, and more are all good ways to prove to yourself you know the material.

"Yes I know it!"

(Now Remember it!)

- Review before the test
- Continue to practice problems
- Teach it to someone

7. Take Test!

- Get a good night sleep!
- Visualize your success beforehand!
- Stick to your test strategy! (Ex. Essay questions first, skip hard questions return later)
- Pay attention to time limits