3 SIMPLE STEPS TO PREPARE FOR EXAM WEEK

Don’t wait for review sheets your teachers may distribute before a test or exam. Start preparing now, with these three simple steps:

**STEP 1:** Get specific about **WHAT** to study by listing the **major topics** that will be on the test or exam. Organize quizzes, tests, and essays chronologically, and then create your list of topics from them.

**STEP 2:** Decide **HOW** you will study. Choose the study tools that will work best for you, but whichever tool you pick, remember that simply reading over your study sheets won’t help you memorize. Instead, cover up the answers and **quiz yourself**. Consider some of these department-recommended study tools:

- **English** – To study for passage IDs, make two quotation cards for every character (four for the protagonist): write a quotation on one side of an index card and on the other side write the character who says it (or the character it describes) and how the quotation is significant to the text.

- **History** – Combine and condense material from class notes and textbook highlights to create study sheets that address the 5Ws (who, what, when, where and why important). You can also check to see if your textbook has a website: these are full of study tools.

- **Science** – Quiz yourself on every test you’ve taken this term. Enter all the material you still don’t know into a study tool such as Quizlet.com, index cards, or a 5W chart.

- **Math** – If you’ve already corrected all your tests for the term, cover the corrections and quiz yourself. If you haven’t already corrected them, do so now, getting help from the teacher or a classmate as necessary.

- **Language** – For vocabulary, use Quizlet.com, index cards, or parallel columns in a notebook for vocabulary. Break lists of words up into groups of seven; learn the 1st group and then go to the 2nd.

When preparing for final exams, use the Exam Week Checklist to list the study tools you have decided to use for each class. This checklist should only include major study tasks (ex: make French vocab flashcards) and more general headings. You will break down large tasks into smaller ones (Chapter 5 flashcards) once you start filling out your weekly calendars.

**STEP 3:** Plan **WHEN** you will have time for review, and prioritize classes or topics that will require the most study. Use the Writing Lab’s weekly calendars to find time slots for when you will make and use your study tools. Be specific; don’t just write “study math.” Instead, write “20 min.: test myself, Chapter 2 quizzes.”