

Preparing for tests is most effective when done over the course of your term through daily study sessions with varied active learning activities. Then, as you near the test, it can be helpful to make a more intentional test-prep 7-day-countdown plan.

**READY FOR EXAMS**

**MAKE A 7 DAY STUDY PLAN**

DAY:	WHAT TO DO:	HOW TO DO IT:
7	<b>GOAL: Evaluate &amp; analyze, plan &amp; organize (see other side to do this):</b> ✦ What do you need to know & what do you know already? ✦ How much time do you have & how much time will you spend?	<input checked="" type="checkbox"/> Look to midterm/test grades—identify what content was challenging <input checked="" type="checkbox"/> Identify material you have & what you need <input checked="" type="checkbox"/> Create a study checklist (topics, formulas, etc.) <input checked="" type="checkbox"/> Create a study schedule for the week
6	<b>GOAL: Create study materials.</b> ✦ Focus 1st on what you don't know ✦ As you make materials, learn as you go & then continue to study with them	<input type="checkbox"/> Create flashcards & study guide/s <input type="checkbox"/> Find end-of-chapter questions/problems to answer <input type="checkbox"/> Visit office hours with questions
<i>Still creating study materials? Keep at it! You can engage with the goals of days 5 through 3 as you make your study materials, or finish your materials &amp; then combine the goals within the days you have left.</i>		
5	<b>GOAL: Make links, find differences.</b> ✦ Keep working on what's challenging ✦ Introduce material you feel okay about ✦ Make connections & use what you know to learn what you don't	<input type="checkbox"/> Write/draw content in your own words—summarize key points <input type="checkbox"/> Write term definitions in your own words <input type="checkbox"/> Draw figures from memory <input type="checkbox"/> Synthesize lecture/reading/lab/recitation notes
4	<b>GOAL: Teach the material.</b> ✦ Use the 80/20 rule—spend 80% of your time on new material, and 20% on old ✦ Practice saying content aloud—where are your gaps? What to focus on next? ✦ Use study partners/groups	<input type="checkbox"/> Teach flashcard terms/definitions <input type="checkbox"/> Solve problems & explain the steps you took to get there <input type="checkbox"/> Assign concepts to study group participants & everyone teaches/questions
3	<b>GOAL: Test yourself.</b> ✦ Wait to look at answers ✦ Vary your testing activities ✦ Avoid familiarity traps—ask questions on ALL you've learned, in no pattern ✦ Teach your brain to find pathways back to the information	<input type="checkbox"/> Take practice tests & re-take challenging problems from prior tests <input type="checkbox"/> Write & exchange test questions with your classmates—what will your instructor want to know you know? <input type="checkbox"/> Mix old content with new content <input type="checkbox"/> Visit office hours with any questions
2	<b>GOAL: Reflect &amp; test more.</b> ✦ Use yesterday's challenge(s) to decide what to revisit & practice more ✦ Remember to test what you know well ✦ Explain processes & connections—know the steps to reaching answers	<input type="checkbox"/> Make concept maps connecting different sections/concepts from the term <input type="checkbox"/> Continue to take & make tests/answer questions from memory; <i>try to replicate your test environment</i> <input type="checkbox"/> Recite aloud, draw from memory, re-present information in new ways
1	<b>GOAL: Bring it all together.</b> ✦ Continue to make connections/identify similarities & differences between all of the content ✦ Prioritize sleep & meals ✦ Do something relaxing	<input type="checkbox"/> Continue to replicate the test environment—the length of time you get, the room, etc. <input type="checkbox"/> Keep thinking about what your instructor might ask & be sure you can answer <input type="checkbox"/> Get good rest, be sure to eat & try to relax
0	<b>TEST DAY!</b> ✦ Keep to your normal routine ✦ Have everything you need ✦ Arrive early to choose your seat & get settled	<input type="checkbox"/> Believe in yourself—you've got this <input type="checkbox"/> Take a minute before the test to write what you're anxious about & then throw it away <input type="checkbox"/> Deep breaths

Use this space to catalogue what you know and to learn what you don't know yet. This kind of preparation will provide you with a strong foundation as you head into your exam preparation.

Test/Subject: \_\_\_\_\_ Date/Time of Exam: \_\_\_\_\_ Available Prep Days: \_\_\_\_\_

**WHAT I KNOW:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**WHAT I NEED TO KNOW:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



**MATERIALS TO COLLECT:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**3 PLACES I STUDY WELL:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**MATERIALS TO CREATE:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**STUDY ACTIVITIES:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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