

5 - Day Test Prep Plan

Follow these instructions to create a 5 - day test preparation plan. Have more than 5 days to study? (Good for you planning ahead!) Adjust this plan to fit your time frame.

5 Days Before the Test: Organize Your Approach & Begin Studying

- Look over all the materials for the class and gather all the things you will need to prepare for the test including the textbook, lecture notes, handouts, returned homework and quizzes, etc.
- Find the material you have the most difficulty with and section that off to study first.
- Section the remaining material into three organized, easy-to-handle amounts, based on level of difficulty or the order in which subjects were covered in class.
 - You will have four sections total. Your first section is the most difficult and the remaining three sections are organized as you see fit.
- Today, review all of the materials for the most difficult information. Study intensively: re-read a section, combine the information with lecture notes, explain concepts aloud, define terms, ask and answer questions. If you can't say it, you don't know it! Go back and study it again.
- For the remaining three sections, decide which study tools you can create to organize and improve your review.
 - Examples include formal outlines, flash cards, concept maps, mnemonic devices
- Choose which study strategies to use for improved concentration, comprehension and recall.
 - Examples include self-test on all lecture notes, answer chapter or study guide questions, etc.

4 Days Before the Test:

- Briefly review the first section, which you studied thoroughly yesterday.
- Then study the second and third sections, following the same intensive procedure to unite reading with notes/handouts/homework/quizzes. Again, if you can't say it, you don't know it. Work more on that topic or concept.
- It's not enough to recognize material; you need to be able to produce it. Test yourself by reciting information aloud in your own words. Explain concepts, define terms, ask and answer questions.
- If you still have areas of difficulty after this study session, you'll still have time to get help from your professor, tutor, or classmate before the test. (Do this as soon as possible!)

3 Days Before the Test:

- Quickly review the first, second, and third sections of your material.
- Then study the fourth section intensively
- Use recitation for thorough understanding and retention.

(continued...)

2 Days Before the Test:

Study all the material thoroughly from beginning to end, as if the test were the next day. Put the most time and effort into studying on this day. Review parts you know well and pug in those problem parts where they belong. Simulate the test to get into the habit of test-taking.

1 Day Before the Test:

Reassemble all four sections and review all the material briefly. Get a good night's sleep! Sleep will help you recall and use all that you have learned.

Simulate the Test

- For a problem solving exam, work tough problems that were not assigned; work against a timer to increase your speed.
- For an objective test, try to predict and answer multiple choice, true/false, or identification questions; answer any sample questions in the text or study guide.
- For an essay exam, come up with possible questions, outline a brief answer to each, and reduce the outlined answers to key words that will trigger your memory, using mnemonic devices such as acronyms, peg words, loci or memorize key words.

Exam Details & Goal Grade	5 Days Before	4 Days Before	3 Days Before	2 Days Before	1 Day Before	Day of Test
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Exam Details & Goal Grade	5 Days Before	4 Days Before	3 Days Before	2 Days Before	1 Day Before	Day of Test
Philosophy Exam Thursday 25 Multiple Choice ?s Details are important! Use prior quizzes as examples Goal: B	Saturday Organize all materials Determine & study most difficult material (section 1) Re-write section 1 notes into Cornell notes and create a speed-study diagram Review past quizzes Plan strategies for sections 2,3,4	Sunday Review most difficult, read aloud, notecards, define terms TUTORING Study sections 2&3 Create speed-study diagrams for sections 2,3 Review past quizzes Office hours to ask questions!	Monday Review sections 1,2,3 Study section 4 Create speed-study diagram and concept map for section 4 Recite all sections aloud Review past quizzes	Tuesday Review all 4 sections Ask & answer all remaining ?s Simulate the test	Wednesday Review all 4 sections briefly Reorganize all notes & materials Confirm final ?s Go to bed early!	Thursday Eat a good breakfast Anxiety-reducing techniques (muscle relaxation; self script) Arrive early to test

5 DAY TEST PREP

Semester Fall
Year 2022

Goal GPA: 3.61

Exam Details & Goal Grade

5 Days Before

4 Days Before

3 Days Before

2 Days Before

1 Day Before

Day of Test

Exam Details & Goal Grade	5 Days Before	4 Days Before	3 Days Before	2 Days Before	1 Day Before	Day of Test
Philosophy Exam	<u>Saturday</u>	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>
Thursday	Organize all materials	Review most difficult, read aloud, notecards, define terms	Review sections 1,2,3	Review all 4 sections	Review all 4 sections briefly	Eat a good breakfast
25 Multiple Choice ?s	Determine & study most difficult material (section 1)	TUTORING	Study section 4	Ask & answer all remaining ?s	Reorganize all notes & materials	Anxiety-reducing techniques (muscle relaxation; self script)
Details are important!	Re-write section 1 notes into Cornell notes and create a speed-study diagram	Study sections 2&3	Create speed-study diagram and concept map for section 4	Simulate the test	Confirm final ?s	Go to bed early!
Use prior quizzes as examples	Review past quizzes	Create speed-study diagrams for sections 2,3	Recite all sections aloud			Arrive early to test
Goal: B	Plan strategies for sections 2,3,4	Review past quizzes	Review past quizzes			
		Office hours to ask questions!				

5 DAY TEST PREP

Semester _____
Year _____

Goal GPA: _____

Use this sheet to plan when you will accomplish all needed tasks to prepare for your test. Plan to use at least 5 days leading up to the test day to prepare, if not more depending on your schedule. Be sure to write in when you'll get help (professor, TA, tutor, etc.), and be sure to write in the appropriate dates!

**Exam Details &
Goal Grade**

5 Days Before

4 Days Before

3 Days Before

2 Days Before

1 Day Before

Day of Test

	Date:	Date:	Date:	Date:	Date:	Date:

Remember: find tools, (with instructions and examples), tips, and tricks at smu.edu/ASD

5-10 DAY ASSESSMENT PREP

Semester _____
Year _____

Goal GPA: _____

Use this sheet to plan when you will accomplish all needed tasks to prepare for each final assessment. Use one sheet per assessment so you have room to fill everything in. For tests, plan to use at least 5 days leading up to the test day to prepare, if not more. For essays and projects, break down what parts you want completed by when. For all assessments, be sure to write in when you'll get help (professor, TA, tutor, Writing Center, Librarian, etc.), and be sure to write in the appropriate dates!

Details, Date,
& Goal Grade

10 Days Before

9 Days Before

8 Days Before

7 Days Before

6 Day Before

	Date:	Date:	Date:	Date:	Date:
	5 Days Before	4 Days Before	3 Days Before	2 Days Before	1 Day Before
	Date:	Date:	Date:	Date:	Date:

Remember: find tools, (with instructions and examples), tips, and tricks at smu.edu/ASD