

# HOW TO PREPARE FOR EXAMS

- S**URVEY Collect all textbook, lecture, and T.A. notes plus handouts. Review and create a 1 page (max.) list of major topics.
- C**OLLATE Rearrange all of your notes according to these major topics. Eliminate duplications; combine similar data.
- O**BJECTIVES Create your own knowledge goals by devising a set of test questions based on your understanding of the professor's expectations. Do not try to answer them at this time.
- R**EVIEW Study by reciting and verifying, using all of your learning senses, creating summaries, grids, mind maps, etc.
- E**VALUATE Test your learning by answering your questions, recording the important points on your original list of major topics, or asking someone else to test you.

**Good Luck !**

## SUGGESTIONS ON EXAM TAKING

### A. PREPARING FOR EXAMS

1. Schedule activities - allow for some leisure time and enough time for sleep. Several study sessions are better than one long session with the same number of hours.
2. Concentrate on areas that have been emphasized in lecture and/or in your text, especially on those you don't know too well.
3. Try to predict questions. This can be done by noting emphasized areas. Then write out answers to formulated questions.
4. Use your previous exams - see what kinds of errors you tend to make in your exams, for example, misreading the questions.

### B. TAKING THE EXAM

1. Quickly look over the whole exam. If some questions are given more points than other, plan to spend more time on them.
2. Look for key words in the question.
  - a. In true-false items, look for words such as "all", "every", "none", "entirely", "completely", etc. These items tend to be false.
  - b. In essay questions, note words such as "compare", etc. Also note other phrases which limit the scope of the question, for example, "discuss the cause of", "from 1850-1900", etc. Also for essays, jot down a short outline of how you plan to answer the question. Begin the essay by restating the question.
  - c. For multiple choice exams, read directions carefully. Ascertain whether or not you are to pick the one best answer or all correct answers. Treat each choice as a true-false item; eliminate the obviously false choices; and pick among the "not obviously false" item.
  - d. For completions-type questions, don't leave any blank spaces, depending on information given about the scoring. If you know the answer, but can't remember it, go on to the other items and come back to it later.
3. Use your test time efficiently. Finish all the short and easy questions first; spend more time on the longer questions which count more points. Guess and put something down for all questions depending on the scoring. Go over the exam after finishing it and make all changes you are fairly sure of and that will improve your score.