

Sample Study Plan for an Exam

Effective studying is not just about quantity (how much time you spend studying) but also about quality (how you study). Test Preparations should take place well before the test and should involve more than just reading over material. Below is a sample breakdown of how students can effectively prepare for a test from day one and a sample study plan timeline to guide your exam preparation!

For additional information about these tips, please view the other handouts available on SARC Online.

IMMEDIATELY AFTER LAST EXAM IS GRADED	<ul style="list-style-type: none"> Post-Test Survey: reflect on past exam(s) and determine how to study (where did answers come from, what types of questions - memorization, understanding, and/or application).
DAYS IN WHICH NEW CONTENT IS COVERED IN CLASS	<ul style="list-style-type: none"> Attend class every day and take notes Review and rewrite lecture notes (paraphrase and incorporate mnemonics, charts, diagrams, or other visuals) Read/Review all chapters – add notes from the reading to lecture notes Make flashcards for key terms and concepts Work on extra practice problems (if applicable to class) Utilize campus resources such as SARC Tutoring and SI
WEEK PRIOR TO TEST DATE	<ul style="list-style-type: none"> Complete the Study Guide Review, Review, and Review! Engage with material (paraphrase, recall, rewrite, etc.) Self-Test (ex: flashcards, study guide, practice questions, study groups)
DAY OF EXAM	<ul style="list-style-type: none"> Do a quick review and self-test (if time permits) Take a break and relax right before the exam Arrive to class early with all materials needed Tell yourself you have prepared and you will do well! Positive self-talk works!
POST-EXAM	<ul style="list-style-type: none"> Do a Post-Test Survey and game plan for the next exam

Other Tips/To Do Items:

- Ask your instructor, TA, tutor and/or SI Leader if you have any questions
- Study in an environment that will allow you to focus (desk/table, library – not in bed!)
- Take breaks – allow your mind time to rest
- Get a good night's sleep
- Eat well balanced meals

Exam Study Plan

Weeks

Weeks of ___/___ through ___/___

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
To Do Outside Of Class							
In-Class Materials (Lectures, Labs, etc.)							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
To Do Outside Of Class							
In-Class Materials (Lectures, Labs, etc.)							
Notes							

PLANNING AHEAD

Daily Task List

Week of _____

Monday

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Test Preparation Checklist

Before taking your next test, complete the following test preparation checklist. You do not have to do every item - do as many as you can or the ones that will prepare you the best!

- ☐ I began preparation long before the test (e.g. by taking notes in class, reading the textbook, reviewing notes).
- ☐ I checked whether it's a quiz, test, or exam.
- ☐ I know how it will be graded and what percentage it is of my final course grade.
- ☐ I know how many questions will be on the test.
- ☐ I know what kinds of questions will be on the test (e.g. multiple-choice, essay, fill in the blank).
- ☐ I know how much time will be given to complete the test.
- ☐ I understand what material will be covered on the test.
- ☐ I reviewed my notes on a regular basis.
- ☐ I recited my class notes aloud and paraphrased them in my own words.
- ☐ I utilized mnemonics and visual aids (charts, diagrams, mind-mapping) when reviewing material.
- ☐ I actively memorized facts and details.
- ☐ I made and used index cards.
- ☐ I used different & appropriate preparation strategies based on the types of questions and my preferred learning styles.
- ☐ I formed or participated in a study group.
- ☐ I have assessed my previous exams to see how the instructor tests students.
- ☐ I have evaluated & modified my learning/studying to fit the course & instructor.
- ☐ I received clarification and assistance with any topics by visiting the instructor during office hours and/or attending SI/tutor sessions on campus.
- ☐ I obtained sample questions and/or previous tests (if available).
- ☐ I created and used a test like the real test (or self-tested in some other way).
- ☐ I composed some essay questions.
- ☐ I answered essay questions aloud.
- ☐ I ate well-balanced meals.
- ☐ I received a reasonable amount of sleep on a regular basis.