

Exam Preparation Tips

Objective: To maximize learning by incorporating effective strategies used in exam preparation

Be Prepared	<ul style="list-style-type: none"> <input type="checkbox"/> Ask the professor what information the exam will cover and whether it will be an objective or essay exam <input type="checkbox"/> Practice active learning strategies to review all lecture and reading materials <input type="checkbox"/> Keep rereading of texts to a minimum <input type="checkbox"/> Check your recall of facts by self-testing and reciting information aloud <input type="checkbox"/> Try to predict and answer possible test questions
<p>Study Strategies</p> <p>Incorporate these strategies into your exam preparation process to maximize your learning</p>	
How to use your time effectively	<ul style="list-style-type: none"> <input type="checkbox"/> Know your priorities – anticipate demands on your time and balance with academic responsibilities <input type="checkbox"/> Understand when you function best – when do you have the most energy? <input type="checkbox"/> Create a study schedule – include the specific task to be accomplished (e.g. read pages 1-20 and generate questions) and make it time bound (e.g. start at 1:00pm, complete by 3:00pm) <input type="checkbox"/> Monitor your progress <input type="checkbox"/> Modify your approach when it is just not working <input type="checkbox"/> Give yourself rewards as you complete your tasks (e.g. go for a walk, call a friend)
How to use your notes	<ul style="list-style-type: none"> <input type="checkbox"/> Fill in missing information within your notes by reaching out to your professor or classmates <input type="checkbox"/> Generate questions from your notes. Questions should reflect the content of your notes. Form questions that require you to analyze and evaluate the information rather than just reciting facts <input type="checkbox"/> Create a summary question that captures the overarching theme of the material <input type="checkbox"/> Note, if you cannot generate questions from your notes, reach out to your professor or classmates for clarification <input type="checkbox"/> Quiz yourself by answering the questions you formed out loud or on a separate piece of paper -- this helps move information into long-term memory and allows you to identify areas that need more attention
How to use your reading materials (textbook, articles, etc.)	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that you have surveyed and read the required chapters <input type="checkbox"/> Generate questions from your reading material (e.g. headings, sub-headings) – it is encouraged that you form questions prior to reading to help guide your focus <input type="checkbox"/> If your reading materials do not have headings, use the first sentence of each paragraph/section to generate questions – you can always adjust your question as needed <input type="checkbox"/> Quiz yourself by answering the questions you formed out loud or on a separate piece of paper <input type="checkbox"/> Use study guides and questions in the textbook to further assess your level of understanding <input type="checkbox"/> Self-quizzing helps move information into long-term memory and allows you to identify areas that need more attention

<p>How to learn new terms</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Identify the new terms you wish to learn <input type="checkbox"/> Ignore technical language and look for examples <input type="checkbox"/> Choose an example from the text that you like and jot it down next to the new term <input type="checkbox"/> Come up with your own example of the term <input type="checkbox"/> Come up with your own definition <input type="checkbox"/> Create a picture or symbol that represents the term to help you visualize its meaning <input type="checkbox"/> Quiz yourself – the important thing is to practice until you move the information into your long-term memory (use the list you created and cover up the answers, make flashcards and practice with those, or using other self-testing strategies you find useful)
<p>How to use mind maps and flowcharts</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Write the main concept or topic of your material at the center (mind map) or the top (flowchart) of the page and circle or box it <input type="checkbox"/> Write a relating main idea or heading near the main topic and connect the two ideas with a line or arrow – you can write words such as “leads to” or “created” on the line to identify the relationship <input type="checkbox"/> Write major details off of this main idea and draw lines and arrows to show connections <input type="checkbox"/> Write important minor details off of each major detail – instead of writing complete phrases, simplify by using select words or images that help generate specific thoughts <input type="checkbox"/> Repeat these steps until you have added all important information related to the main concept
<p>How to use a question chart</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Create a grid with 36, one inch boxes (6 boxes by 6 boxes) – number of boxes may vary based on your needs <input type="checkbox"/> In the top left box, write a title for your chart (e.g. types of therapy) <input type="checkbox"/> In the remaining top five boxes, list the different topics you are comparing and contrasting (e.g. psychoanalytical therapy, existential therapy, etc.) <input type="checkbox"/> In each of the boxes below the title box, write an open-ended question that can be answered for all or most topics (e.g. list the goals of this therapy) <input type="checkbox"/> Fill in the remainder of the chart with the correct answers <input type="checkbox"/> Quiz yourself by covering up the answers within your chart – you may also develop your own multiple choice quiz
<p>How to use memory techniques</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Develop an interest and an intent to remember <input type="checkbox"/> Build upon basic background knowledge <input type="checkbox"/> Determine what is important to remember through the process of selectivity <input type="checkbox"/> Categorize information based on commonalities <input type="checkbox"/> Continuously recite and practice throughout <input type="checkbox"/> Visualize – make a mental picture of what needs to be remembered <input type="checkbox"/> Associate what you are learning with things that are familiar to you <input type="checkbox"/> Create acronyms, mnemonics, rhymes, stories, drawings <input type="checkbox"/> Allow time to digest or consolidate information <input type="checkbox"/> Use distributed practice – study over several days rather than cramming and self-quiz to evaluate your level of understanding