

# FINAL EXAM PREPARATION

## (Ten Days Before Finals)

### Planning

1. Using the “End of the Semester Planning Sheets,” write down all of the assignments and tests you still have to complete in each course.
2. If necessary, go to each instructor to determine your status in the course. Take your book and notes and ask specific questions. Ask if you can examine your old tests to see the type of questions your instructor asks. Sometimes professors have old tests at the Library's Reserve Desk or on their web sites.
3. Take your list of tasks (see #1 above) and generously estimate the amount of time each one will take to complete.
4. Evaluate your probable (and possible) grades. Which courses have solid grades? Which are borderline? Are any hopeless? You only have a limited amount of time, so decide which course(s) you should invest it in.
5. On a daily schedule sheet, plan some specific times to complete 50% of the tasks.
6. Schedule regular study hours (if you haven't already) and put them into practice.
7. Find out what material is to be tested. Find out the format of the test and if possible the point value of each section: T/F? Matching? Multiple Choice? Essay? Short Answer (Our History Dept. often refers to these as IDs)?

### Class

1. Go to class regularly.
2. Listen carefully if the instructor summarizes at the beginning or end of the lecture. (He/she will probably be covering more material than earlier in the semester.)
3. Compare notes with other students to make sure that they are complete.
4. After class, rework your notes with a pen or highlighter—filling in important facts and marking items the instructor emphasized. (These may be possible test questions.) Write down as many main ideas of the lecture as you can.

### Study

1. Study some everyday (including weekends!). If you go home for the weekend, leave campus late or return early.
2. Provide yourself with a good study environment. Lock up TV's and stereos, clean off your desk, or study in a quiet place. Avoid studying in bed—z-z-z-z-z!!
3. Study during the day or early evening; then, choose your rewards carefully. (A movie or a short video game will leave you fit to study the next day, partying may not.)
4. If you have textbook chapters to read, divide the task into 5 or 6 parts. Then do one part per day. Keep track of what you're accomplishing on your “End of the Semester Planning Sheet.”
5. For each hour of concentrated reading you have planned, schedule a 15-minute break before you start your next hour of reading. You may be able to study material for 1 ½ - 2 hours before you need to take a break.
6. Finish projects before they are due instead of waiting until the last minute.

### You

1. Before the final:  
Keep up routine household chores. Prevent procrastination—the I-can't-study-when-my-room-desk-drawer is messy syndrome.  
Exercise regularly, eat well-balanced meals, and catch up on your sleep if you have time.
2. After finals:  
Treat yourself to something special—a party, an outdoor activity, a dinner out or a special movie.