

Exam Preparation Checklist

Adapted from Athabasca University, "Improving Your Study Skills: Exams"

Test yourself on how well you prepare for exams by checking those items on this checklist which you usually do or have done. Before any exam go through this checklist again to remind yourself of what you need to do.

1. Do an overview of the material, bit by bit or section by section as well as overall.
 Read the material carefully for understanding.
 Ask myself questions about the material.
 Recall and recite what I read.
 Make notes on the concepts and key points.
 Make sure I understand the course terminology.
 Review the material frequently.

2. Review my notes. Make sure:
 they are in order,
 they are complete,
 they make sense,
 and I understand them.
 Allow adequate time leading up to the exam to review at spaced intervals—perhaps forty-five minutes a day. (see last item in #2)
 Do a final review of my notes - complete review the day before the exam.
 In Math or Science, do lots of problems. Use old tests, worksheets, textbook review exercises, or review assignments provided by the teacher. **In these courses this is the most important review you can do.**

3. Decide what information needs memorizing.
 Practise recalling information. Do this by:
 reciting aloud,
 telling another person,
 or writing the information down.
 Check to be sure that what I recall and recite is correct.

4. Try to predict what will be on the exam by noting:
 what has been stressed by the course objectives,
 what concepts or issues have been repeated during the course,
 how much time has been devoted to different topics,
 what the teacher has stressed.

5. Find out as much as I can about the exam.
 Ask my teacher about the exam.
 Find out the time limit.
 Ask if it is multiple choice, true/false, short answer and/or essay.
 Find out what I can take into the exam.
 Ask if the exam format will be the same as the course quizzes/tests.
 Find out what parts of the course will be covered on the exam.
 Make sure of the date and time of the exam.
 Try to **get a good night's rest** every night, but especially just before the exam.

Adapt this checklist for your own purpose. Any items which do not fit your particular learning style, which you may have tried and discarded, you can just cross off. Highlight ones you think are especially important for you. Post the list where you can refer to it frequently.