Test Preparation

Create a five-day time management plan to prepare for major tests.

Day 1: Organize

Find out as much as you can about the upcoming test.
- Kinds of questions (multiple choice, matching, essay, etc)
- How many questions
- Areas of emphasis

Day 2: Review/Recall

Review notes thoroughly until you can recall all of the important information. Concentrate on the topics that are more difficult for you to remember.
TIP: Use mnemonic devices and visualization to help recall information.

Day 3: Rewrite/ Create Summary notes

These are a special set of notes that you create specifically to study for tests.
Examples of summary notes:
Day 4: Questions

*Predict test questions and practice writing test questions.*

<table>
<thead>
<tr>
<th>Kind of Question</th>
<th>Level of Difficulty</th>
<th>Includes</th>
<th>Study This Kind of Information</th>
<th>Practice May Include</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition (Objective)</td>
<td>Easiest</td>
<td>True-False, Multiple-Choice, Matching</td>
<td>- Definition of key terms, Category flash cards, Details: names, dates, theories, rules, events</td>
<td>- Writing true-false questions, Writing multiple-choice questions, Writing matching questions, Working with a study partner to exchange practice questions</td>
</tr>
<tr>
<td>Recall</td>
<td>More demanding</td>
<td>Fill-in-the-Blanks, Listings, Definitions, Short Answers</td>
<td>- Information presented in lists, Definition cards, Summaries at the end of chapters</td>
<td>- Reciting information in full sentences and in your own words, Short summary writing to practice expressing ideas on paper, Writing your own questions for fill-in-the-blank questions, listings, words to define and short answers, Working with a study partner to exchange practice questions</td>
</tr>
<tr>
<td>Essay</td>
<td>Most Difficult</td>
<td>Essays</td>
<td>- Identify “big Picture” ideas or concepts</td>
<td>- Creating summary notes for an essay question</td>
</tr>
</tbody>
</table>

Day 5: Review summary notes

**During the Test:**

- Write down any important information as soon as you receive the test
- Read all directions carefully

**Survey the Test**

*Look for:*

- *The types of questions*
- *If questions are printed on the back of tests*
- *Where to place answers*
- *The point value of questions*
- *The length of test*

**Budget your time**

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