

# ***PREPARING FOR AND TAKING EXAMS***

## **Use Three Types of Review:**

### ○ **Same-day Review**

Take a little time after every class to “plant the seeds” for long-term retention. Reread and edit your notes, read summaries and skim questions/problems in the text, try to get answers/clarification for questions, review new terminology.

### ○ **Regular Weekly Review**

Spend time with each class every week to begin to “consolidate” information. Reformat and reduce your notes, create study questions and summaries, create study aids such as vocabulary lists, formula sheets, problem sets, and graphic organizers.

### ○ **Final Review**

Use 1-2 days before the exam to check your ability to recall the information. Take pre-tests, redo homework problems, use study guides, time yourself, do problems out of order, retry old quizzes, and do practice examples.

## **Use Strategies to Remember Better:**

### ○ **Visualization**

Use flow charts, graphs, networks, pyramids, ladders, diagrams, etc. to translate information into a visual form. This will help you to form connections between pieces of information in a non-linear way.

### ○ **Rehearsal**

Rehearse and review information in a multitude of ways. The more variety in the ways you practice and the more senses you use, the more likely you are to be able to retrieve the information effectively during an examination.

### ○ **Mnemonics**

For pure memorization of lists, formulas, dates, and facts use mnemonic strategies such as catch phrases, acronyms, and rhyming. Pure repetition with flashcards will also help consolidate information you need to memorize.



**Follow these basics:**

- **Do a “Data Dump” before beginning the test.** Write down ASAP what you fear you will forget or feel will take too much energy to hold in your head.
  
- **Read over the entire test before you begin.**  
Earn the most points in the least time and do what you know first to build your confidence.
  
- **Use guessing strategies when necessary.** (But don't rely on them! T/F questions are most often true because it is more difficult to make up a plausible false question.) Studying is your best defense against test anxiety!
  
- **If you feel you are beginning to panic,** take a deep breath, stretch your arms out, or look up to try to visualize your notes. Don't “beat yourself up”...remind yourself of what you did to prepare and return to what you don't know later.
  
- **Always leave time to go back over your test** to check for “little” or “stupid” mistakes. Usually minor mistakes are associated with not reading a question thoroughly, jumping ahead of your thinking, or rushing to complete an answer.

**Questions? Contact:**  
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For more help with ***Preparing For and Taking Examinations...***

- ✓ Check out the **Academic Success Workshops** offered each quarter at the ASC