5 STEPS TO TEST PREPARATION

Step One: PLAN
- Read, underline, and annotate the assigned material.
- Predict possible issues on which questions might be asked.
- Identify sources such as:
  - The instructor’s syllabus. Ask the professor what to anticipate on the test if s/he does not volunteer the information.
  - Chapter questions or study guides-boldface headings or italicized words.
  - Ideas that the instructor stresses in his/her lectures.

Step Two: ORGANIZE
- Organize information to generate questions and answers.
- Create study checklists. Identify all of the material on which you will be tested:
  - list notes, formulas, diagrams, text assignments, semantic maps, review sheets, and charts. When you organize, make sure you do the following:
    - Know the format of the test and study, accordingly; multiple-choice, essay, or a combination.
    - Focus on large issues, while relating detailed information to general concepts.
    - Create summary notes and maps with important ideas and the relationships of these ideas. Create flashcards for definitions.
    - Create flashcards for definitions, formulas or lists you need to memorize.

Step Three: REHEARSE
- Begin by testing over key ideas. Study the most difficult material when you are most alert.
- Say out loud or write down the major parts of your outline. Go back to the first point and learn the details that belong to it.
- Repeat the key points and ideas plus the details out loud. Test yourself! Move on to the second key idea and its details.
- Repeat this process until you have memorized key ideas and details of your outline.
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Step Four: PRACTICE
♦ Generate a list of possible questions.
♦ Take the “mock test” in the classroom or a quiet room.
♦ FROM MEMORY, write answers to each question you expect to be difficult. Time yourself. “Grade” and compare with classmates.

Step Five: EVALUATE
♦ Evaluate the quality of your answer; are you ready for the exam or is there a need for further review.
♦ Examine organization again—did you leave out key ideas or details?
♦ Repair and go through PORPE steps—PLAN, ORGANIZE, REHEARSE, PRACTICE, AND EVALUATE.

For more test taking resources, visit http://libguides.geauga.kent.edu/c.php?g=90547 or the Library Services website.

Questions?
Contact Brandie Blankenship, Academic Services Coordinator at bblank10@kent.edu or 330-888-6314.

Complete the Checklist—How Prepared are You?
♦ Got a reasonable night’s sleep the night before the test
♦ Reviewed notes from class periodically before the test
♦ Studied a little bit on multiple days leading up to the test days instead of cramming right before
♦ Focused carefully during your study sessions, avoiding distractions
♦ Studied in different locations and at different times
♦ Read over textbook, study guides, or worksheets carefully
♦ Went over problems, making sure to find the answer for each one
♦ Discussed homework problems, formed a study group, or checked solutions with classmates
♦ Attempted and worked through every homework problem or example provided
♦ Talked with your professor when you were having trouble understanding a problem or concept
♦ Focused and worked harder on problems or material that was more difficult
♦ Utilized Blackboard or other online resources
♦ Took occasional breaks from studying
♦ Made a study guide or note cards to help study