



Academic Advising & Support Office

Test Preparation

Get Organized

- Determine a realistic schedule - where, when, and what you will study
 - Give yourself at least five days to study
 - 5 Days Before Test - Organize yourself
 - 4 Days Before Test - Review and Recall Information
 - 3 Days Before Test - Rewrite your notes
 - 2 Days Before Test - Predict, create, and answer questions
 - 1 Day Before Test - Review notes and rewritten notes
 - Day of Test – Relax and review a few hours before (do not cram)
- Focus your studying on main principles and concepts first, then study supporting information and examples
- Closely study information that the professor has focused on during class discussions and appears in homework assignments and/or past quizzes
 - If information shows up in more than one form, focus on that material

Review and Rewrite Your Notes

- Identify and memorize information for identification or short-answer questions
- Try to predict questions based on the main ideas of the content
- Determine your weaknesses - focus on these and get help from the professor if needed
- Rewrite important information in your own words - sometimes your own words are easier to recall

Use Study Aids

- **Study Checklists** - make a list of all important ideas, concepts, or principles you will be tested on
 - This will help you break your studying into organized, manageable chunks and make sure you cover all of the material in your review
- **Flashcards** - for recall of vocabulary, key terms, or formulas
- **Reading Summaries** - use lists or bullets to summarize the main points of class texts
- **Lists** - principles, concepts, or ideas rewritten in your own words for easier recall
- **Old exams and assignments** - review material and the format of the exam/assignment
- **Mnemonic devices** - sayings, actions, or visuals that help you remember information
 - Colors of the rainbow - ROY G BIV (Red, Orange, Yellow, Green, Blue, Indigo, Violet)
- **Mind Maps** - diagram of important concepts and how they connect
- **Teach it** - explain the information to someone else
 - Studies suggest we are able to recall 90% of the material we are able to teach

Right Before the Exam

- Do not cram for the exam - studies show that it leads to higher stress and lower scores
- Get a good night of sleep - it is more helpful than a late night of last minute cramming
- Relax before the exam by focusing your thoughts on unimportant, small details to eliminate anxiety
- As soon as you receive the exam write reminders on the back or in the margins if you are afraid you might blank out during the test (lists, difficult definitions, peoples' names, dates, etc.)

Using Study Groups

- Forming a study group
 - Sign up for an **AASO Group Tutor** – you will be put into a 2-8 person study group led by a trained peer tutor who has experience with the course
 - Apply online at www.potsdam.edu/support/ASOTutoring
 - Find other students who are serious about studying and are at or above your level
- Study groups can be a good resource for staying on schedule and getting the study support you need
 - Be prepared - study groups work best if everyone comes with their work complete and questions to be answered
 - Plan ahead - your group will not be able to work on all of the problems so pick the difficult ones to focus on
 - Set an agenda for each meeting and at the end of a session set goals for the next one
 - Review, compare/contrast, and ask questions about class notes
 - Quiz and test each other on a regular basis
 - Go over as many problems as possible, but do not leave a problem until you can do it on your own
 - If no one understands the material get outside help from the professor, teaching assistant, or a tutor