

# 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.

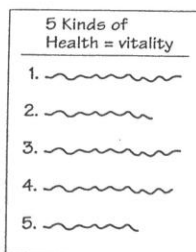
TIP: Use mnemonic devices and visualization to help recall information.

## 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:

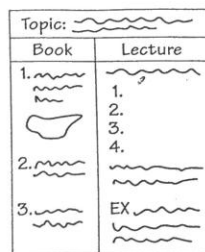
PART FIVE Strengthening Your Test-Taking Skills



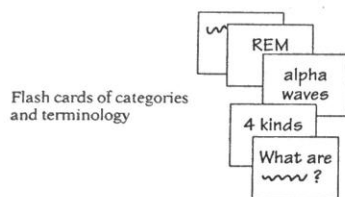
Lists/Categories of information to remember

Psy. Theory	Who	Type	Char.
~	~	~	~
~	~	~	~
~	~	~	~
~	~	~	~

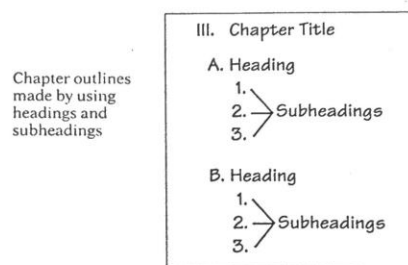
Comparison charts to compare or contrast different subjects studied



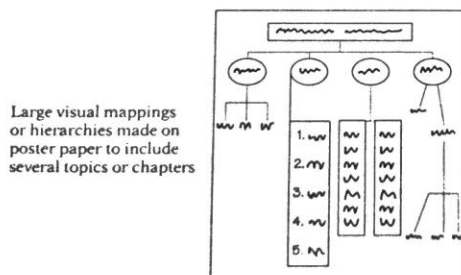
Notes based on topics that include textbook and lecture information



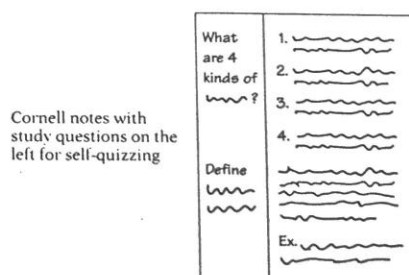
Flash cards of categories and terminology



Chapter outlines made by using headings and subheadings



Large visual mappings or hierarchies made on poster paper to include several topics or chapters



Cornell notes with study questions on the left for self-quizzing

## Day 4: Questions

*Predict test questions and practice writing test questions.*

Kind of Question	Level of Difficulty	Includes	Study This Kind of Information	Practice May Include
<b>Recognition (Objective)</b>	Easiest	True- False, Multiple-Choice, Matching	-Definition of key terms - Category flash cards - Details: names, dates, theories, rules, events	- Writing true-false questions - Writing multiple-choice questions -Writing matching questions -Working with a study partner to exchange practice questions
<b>Recall</b>	More demanding	Fill-in-the-Blanks, Listings, Definitions, Short Answers	-Information presented in lists -Definition cards -Category cards -Summaries at the end of chapters	-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
<b>Essay</b>	Most Difficult	Essays	-Identify “big Picture” ideas or concepts	- Creating summary notes for an essay question

## 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

Center for Teaching and Learning. Five Day Test Prep Plan. Retrieved from

[http://www.stanford.edu/dept/undergrad/cgi-bin/drupal\\_ual/Printables.html](http://www.stanford.edu/dept/undergrad/cgi-bin/drupal_ual/Printables.html)