



# TEST TAKING THE FIVE-DAY STUDY PLAN

## LEVELS OF COMPREHENSION

*College exams test on six levels of comprehension. Test preparation must be tailored to the depth of the knowledge presented on your exam.*

- **Knowledge:** memorizing and repeating the given information
- **Comprehension:** understanding the material when presented in multiple contexts
- **Application:** applying the given information
- **Analysis:** deconstructing complex concepts
- **Synthesis:** combining several concepts into a whole
- **Evaluation:** judging the value of an idea and providing support for your conclusion

## GETTING READY TO STUDY

- Talk to your professor about what type of exam you will be taking.
- Ask your professor what will be on the exam.
- READ YOUR SYLLABUS.

## SET UP A PLAN

*Step 1: 1 week before the exam*

**Break the material into study-ready chunks.** Try readings and notes by lecture and/or topic.

Review the **oldest material first!**

Note what's important, and by all means, **write questions down.** Now is the time to ask your professor—not the night before the exam.

*Step 2: 5-0 days before the exam*

Use the Five Day Study Plan with strategies included below. Here's a sample plan to get you started:

### SUNDAY

Prepare Ch. 1 2 hrs.

### MONDAY

Prepare Ch. 2 2 hrs.

Review Ch. 1 30 min.

### TUESDAY

Prepare Ch. 3 1.5 hrs.

Review Ch. 2 30 min.

Review Ch. 1 15 min.

### WEDNESDAY

Prepare Ch. 4 1 hr.

Review Ch. 3 30 min.

Review Ch. 2 15 min.

Review Ch. 1 10 min.

*Meet with study group*

### THURSDAY

Review Ch. 4 30 min.

Review Ch. 3 20 min.

Review Ch. 2 10 min.

Review Ch. 1 1 min.

*Self Test 1 hr.*

## STUDY STRATEGIES

*Reread and Remark:*

Highlight (use another color), rewrite notes in the margin.

*Make Word Cards/Question Cards:*

Can be used to help memorize formulas and technical terms (theories, etc.).

*Make Study Sheets:*

Try this in outline form, to summarize text and lecture notes.

*Make Self-Tests:*

Create questions similar to those that will be on the exam.

Make sure that you know what you know.

*Study in Groups:*

After studying alone, review all material in study groups.

Explain concepts to each other to test your knowledge.

## Additional Test Preparation Strategies

Meet with your professor. Ask what the test will be like. How long will it be? What will the format be? What material will it cover? Will there be a penalty for incorrect answers?

Make a list of important points: theories, events, important dates. List key vocabulary with short definitions in your own words.

Use your syllabus to make an outline of material and class and assigned readings.

Predict questions the professor will ask and answer them. Have someone quiz you from your notes or outline.

Make sure you get plenty of rest, recreation and nutrition. Sleep 7 to 9 hours the day or two before the test. Cramming should only be a last resort. It is not good for learning new material.

## Taking the Test

Arrive early to the classroom/testing site. Sit in your regular seat and get your pens, pencils, and calculator, or whatever supplies you need in order. Dress comfortably. If you are nervous – do some deep breathing exercises.

Skim the test before you begin. This should give you an idea of how the test is organized and will allow you to budget your time so you can complete all of the questions and review your answers at the end. Use all of the time allotted.

Read the directions carefully. Are complete sentences required? Can more than one answer be marked in a multiple choice question? If questions are weighted, you might answer the questions with the most credit first. Circle questions you are unsure of, move along and come back and answer them at the end.

## ESSAY QUESTIONS:

Read essay questions carefully, underlining or highlighting key words: compare, contrast, summarize, evaluate, etc. Make sure you use good paragraph structure (topic sentence, supporting material, conclusion) and **always proofread**.

**OBJECTIVE QUESTIONS:**

For multiple choice questions, use the process of elimination. Cross out the answers you know are incorrect first. This will help narrow down the correct answers.

Your personal notes:

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