Preparation for tests is most effective when done over the course of your term through daily study sessions with varied active learning activities. Then, as you near the test, it can be helpful to make a more intentional test-prep 7-day-countdown plan.

### Day 7
**Goal:** Evaluate & analyze, plan & organize (see other side to do this):
- What do you need to know & what do you know already?
- How much time do you have & how much time will you spend?

**How to do it:**
- Look to midterm/test grades—identify what content was challenging
- Identify material you have & what you need
- Create a study checklist (topics, formulas, etc.)
- Create a study schedule for the week

### Day 6
**Goal:** Create study materials.
- Focus 1st on what you don’t know
- As you make materials, learn as you go & then continue to study with them

**How to do it:**
- Create flashcards & study guides
- Find end of chapter questions/problems to answer
- Visit office hours with questions

*Still creating study materials? Keep at it! You can engage with the goals of days 5 through 3 as you make your study materials, or finish your materials & then combine the goals within the days you have left.*

### Day 5
**Goal:** Make links and find differences.
- Keep working on what’s challenging
- Introduce material you feel okay about
- Make connections & Use what you know to learn what you don’t.

**How to do it:**
- Write/draw content in your own words—Summarize key points
- Write term definitions in your own words
- Draw figure from memory
- Synthesize lecture/reading/lab/recitation notes

### Day 4
**Goal:** Teach the material
- Use the 80/20 rule—Spend 80% of your time on new material and 20% of time on old.
- Practice saying content aloud—where are your gaps? What to focus on next?
- Use study partners/groups

**How to do it:**
- Teach flashcard terms/definitions
- Solve problems & explain the steps you took to get there.
- Assign concepts to study group participants & everyone teaches/questions

### Day 3
**Goal:** Test yourself
- Wait to look at the answers
- Vary your testing activities
- Avoid familiarity traps—ask questions on ALL you’ve learned, in no pattern.
- Teach your brain to find pathways back to the information.

**How to do it:**
- Take practice tests & re-take challenging problems from prior tests
- Write & exchange test questions with your classmates—what will your instructor want to know you know?
- Mix old content with new content
- Visit office hours with any questions

### Day 2
**Goal:** Reflect & test more.
- Use yesterday’s challenge(s) to decide what to revisit & practice more
- Remember to test what you know well
- Explain processes & connections—know the steps to reaching answers

**How to do it:**
- Make concept maps connecting different sections/concepts from the term
- Continue to take & make tests/answer questions from memory; try to replicate your test environment
- Recite aloud, draw from memory, re-present information in new ways

### Day 1
**Goal:** Bring it all together.
- Continue to make connections/identify similarities & differences between all of the content
- Prioritize sleep & meals
- Do something relaxing

**How to do it:**
- Continue to replicate the test environment—the length of time you get, the room, etc.
- Keep thinking about what your instructor might ask & be sure you can answer
- Get good rest, be sure to eat & try to relax

### Day 0
**Test Day!**
- Keep to your normal routine
- Have everything you need
- Arrive early to choose your seat & get settled

**How to do it:**
- Believe in yourself—you’ve got this
- Take a minute before the test to write what you’re anxious about & then throw it away
- Deep breath
Use this space to catalogue what you know and to learn what you don’t know yet. This kind of preparation will provide you with a strong foundation as you head into your exam preparation.

Test/Subject:_______  Date/Time of Exam:_________  Available Prep Days:_______

WHAT I KNOW:

☐ _______________________

☐ _______________________

☐ _______________________

☐ _______________________

☐ _______________________

WHAT I NEED TO KNOW:

☐ _______________________

☐ _______________________

☐ _______________________

☐ _______________________

☐ _______________________

MATERIALS TO COLLECT:

☐ _______________________

☐ _______________________

☐ _______________________

☐ _______________________

☐ _______________________

3 PLACES I STUDY WELL:

☐ _______________________

☐ _______________________

☐ _______________________

☐ _______________________

☐ _______________________

MATERIALS TO CREATE:

☐ _______________________

☐ _______________________

☐ _______________________

☐ _______________________

☐ _______________________

STUDY ACTIVITIES:

☐ _______________________

☐ _______________________

☐ _______________________

☐ _______________________

☐ _______________________

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