

## 5 STEP COUNTDOWN

For each exam you will be taking, follow each step on the countdown. Use the attached Personal Exam Study Plan and the Week Before the Exams Calendar to document when you plan to complete each step.



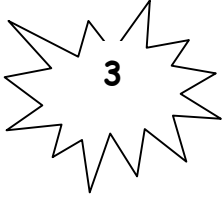
### GATHER MATERIAL: Day 7 & 6

- ✓ Using a teacher created study sheet (if provided) or the class syllabus, create a chronological outline of the topics and subtopics covered since the beginning of the school year.
- ✓ Gather all handouts, packets, classnotes, previous quizzes and tests. Organize these into the groups according to the outline you created.
  - *If you are missing any information, check with your teacher or a classmate. Do this early! People are going to be less willing to share as the time gets closer to exams.*
- ✓ Read your textbook notes that correspond to each of the topics in your outline. Note any overlap between textbook provided questions/notes and your classroom notes or previous test questions. \*Overlap can sometimes be a good indication of information that may be included on the exam.
- ✓ Highlight or mark the information in your notes and handouts that you must know and remember for the test.
- ✓ Using another symbol, mark the information for which you are going to need extra assistance or review time.



### ORGANIZE MATERIAL: Day 7 & 6

- ✓ Use remembering strategies to help you organize the information you identified in Step 5.
  - Create flashcards to test yourself on facts, vocabulary, verb forms, formulae, definitions, dates, etc.
  - Create mnemonic devices for remembering steps or processes (ie: Order of Operations: Please Excuse My Dear Aunt Sally (PEMDAS)
    - *Parentheses*
    - *Exponents*
    - *Multiplication and Division*
    - *Addition and Subtraction*
  - Using your textbook, answer the questions provided at the beginning or end of each important section or chapter.
  - Examine all previous tests and quizzes. Note how your teacher asks questions. What type of information is asked for (one word, true/false, completing a map or diagram, multiple choice, short or long essays)
  - When re-reading material, manually create diagrams, time lines, flow charts, Venn diagrams or any other visual methods to help you “own” and really understand the material.



### **STUDY: Days 5 - 2**

- ✓ Use the remembering strategies created in Step 4 to review the information.
- ✓ Ask someone to review with you (friends, Skills Center faculty, parents).
- ✓ Use a tape recorder to practice vocabulary or facts.
- ✓ Plan a study group with classmates.
- ✓ Review the material at least two different times on this day. Study – go for a run or visit with friends- come back and study the same material later in the day.

### **STUDY AGAIN.....Days 5 - 2**



- ✓ Make a practice test.
  - Think of questions your teacher might ask on the test
  - Practice by writing the questions and answering them.
- *Tip: Write the question in several ways...it may show up differently than you expect*

*When was the Gettysburg Address delivered? (November 19, 1863)*

*What speech was delivered on November 19, 1863 (The Gettysburg Address)*

- ✓ Predict, outline and answer possible essay questions.



### **REVIEW....Day 1**

- ✓ Review using the strategies created in Step 3
- ✓ Review using the questions and answers you prepared in Step 2
- ✓ Just before the test, go over any information you are having difficulty remembering.

### Test Taking Tips

- ❖ Be at the assigned room 5-10 minutes before the exam. Have your pens, sharpened pencils, erasers, calculators and any information the teacher has permitted. Being well prepared will help calm your nerves.
- ❖ Read the directions carefully. Circle, underline or *highlight* the parts you need to be aware of. Watch for specific instructions such as “*answer three of five*” or “*include four specific points.*”
- ❖ Skim the whole test first. Then, plan how much time you want to spend per section and jot it in the margin. This will help you manage your time efficiently.
- ❖ Answer the parts of the test you KNOW first. Mark the questions you do not know the answers to. As time allows, go back, reread and try to answer.
- ❖ Try to leave time at the end of the exam to check each question and your response. ONLY change an answer if you are ABSOLUTELY positive it should be changed.

### **How to Answer Essay Questions on a Test**

- ➔ Read the question very carefully, underlining or numbering essential points.
- ➔ Think and reflect for a few moments, collect your thoughts. Think about what you know about the question.
- ➔ Take a few minutes to jot a mini outline in the blue book or on the test sheet ( DO NOT WRITE ON THE TEST WITHOUT PERMISSION. )
- ➔ List points or sources you want to be sure to include.
- ➔ Organize your material by numbering the information in your mini outline so you incorporate it effectively.
- ➔ Write your essay, using the appropriate format (assertion proof, concession/assertion, etc.).
- ➔ Be logical, sequential, clear and concise. Use details and supporting evidence.
- ➔ Reread the question, then read your essay to be sure you have answered what was asked.
- ➔ Check your spelling, punctuation and sentence structure.

## Schedule the Week Before Exams

	Sun. 1/13	Mon. 1/14	Tues. 1/15	Wed. 1/16	Thurs. 1/17	Fri. 1/18	Sat. 1/19	Sun. 1/20	Mon. 1/21
9 AM									
12 PM									
3 PM									
5 PM									
8:30 PM									
10 PM									

**Have you arranged teacher meetings? When?**

**Where?**

**Do you have specific questions ready?**

**Use your time WELL during the weekends!!!**

**Schedule During Exam Week**  
**January 22<sup>nd</sup>-26<sup>th</sup> 2013**

	Tues. 1/22	Wed. 1/23	Thurs. 1/24	Fri. 1/25	Sat. 1/26
9 AM					
11 AM					
1:30 PM					
3:30 PM					
5 PM					
7 PM					
9 PM					