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PREPARING FOR EXAMS

1. **Generate Questions** – Turn information that you have to learn into questions that you need to answer. Generate questions from your lecture notes, readings, supplementary assignments, previous tests and quizzes, etc. This will help you to be more set up for review. If you can't generate questions, you most likely don't understand the material.
2. **Concept Mapping** – Take the information that you need to learn and put it into a picture format instead of simply reading the material. You want to be able to SEE the whole picture, how it all fits together, and not see things as random.
3. **Create Mock Exams** – You need to predict the questions the teacher is trying to ask you. Therefore, you want to use test preparation that will allow you to practice the kind of questions that you will see on the test.

Ideas for Creating Mock Exams:

- Find out the kind of exam that you are going to be asked to take. Is it essay, multiple choice, etc.? You want to prepare in the same format and with the same length that you will receive for the test.
 - Generate and predict test questions. Think from the teacher's point of view and put yourself in the mindset of the teacher. Use the questions from your notes and text.
 - Practice the test. Time yourself. Make the conditions the same as what you will be given the day of your exam. If you experience test anxiety, try to put yourself in the same room where you will take the test and practice it.
 - Make sure you have an answer key for the test. Make a separate answer key to practice. Find out what you don't know. Look up answers in your notes, texts, etc.
 - Go to the professor with **SPECIFIC QUESTIONS**. For example, be able to say "I understand this section, but this other section is where I am confused" or "this is an example of where I am stuck."
4. Study with friends, especially with a friend who loves the class. You can also make mock exams and exchange them with other students for repetition and review.
 5. Review your mock exams daily and multiple days before your tests. Repetition helps memory and reduces anxiety. Nothing helps decrease stress as much as **BEING PREPARED**.
 6. Use previous exams. Use passed tests as tools for future tests. Why did you make mistakes? You want to make sure that you do not confuse familiarity with understanding the material. For example, maybe you did well on the first biology class because you already knew much of the material on chemistry, covered on the first test. Do not let that lull you into complacency for the second test.
 7. Follow your instructor's emphases. Notice the topics the instructor emphasizes in lectures, spends a great deal of time discussing, or seems interested in or excited about; these are likely to be important. Talk with other students who have taken the course. They may be able to tell you what kinds of information your instructor emphasizes.
 8. See your professor if you do poorly on a test.