

# TEST AND EXAM STUDY PLANNER

## Study Strategies:

1. Make flash cards to test yourself – or ask a friend to test you.
2. Do practice questions – make your own or use ones given out by your teacher.
3. Teach the material to someone else.
4. Make a visual representation of your topics – a mind-map, diagram, timeline or colour-coded notes.
5. Recite information out loud.
6. Reduce your class notes and readings to key headings and points – select the most important theories, terms and concepts.
7. Tell yourself a story involving the theories, terms or concepts you need to know.
8. Record yourself describing what you have learnt – listen back to it when you don't have room for notebooks (like on the train).
9. Work out answers to a range of possible test or exam questions.
10. Sit your own 'mock' test or exam and actively check your own learning.
11. Build up your writing speed and accuracy by rewriting your notes.
12. Make note cards of important information and stick it in places where you will look at it often (like the fridge door or bathroom mirror).
13. Turn the objectives or topics from your unit outline/overview into test or exam questions and try to answer them.

## More Tips:

1. Change your study venue – escape the distractions at home by going to a library or park.
2. Create a study group with classmates – you could allocate each person one topic to teach the group.
3. Link new ideas to what you already know.
4. Cottrell (2008) suggests writing and checking THREE times to build up your memory.
5. Like most things, test and exam performance improves with practice.
6. Time yourself writing your notes or answers to 'mock' tests or exams and learn to pace yourself.

**Instructions:** Fill out the table below (one for each test or exam)

1. Put in the type of test or exam – multiple choice, open book, calculator/no calculator, long answer etc.
2. Note the test or exam date – ideally you’ll have at least a week or two to study beforehand
3. Write down all the topics you’ll need to study, using the notes, unit outline or practice test provided by your teacher or lecturer
4. Choose four strategies from the list on page 1 and put their numbers in the four boxes under ‘Strategies’ – or make up your own
5. Each time you study a topic, tick off the strategy used, then think about how much of the material you know or how close you are to being ready for the test or exam and mark that in the ‘Progress’ section

Table 1: Unit name and number \_\_\_\_\_

Type of exam	Date of Exam	Topics	Strategies				Progress				
							¼	½	¾	DONE!	
							¼	½	¾	DONE!	
							¼	½	¾	DONE!	
							¼	½	¾	DONE!	
							¼	½	¾	DONE!	
							¼	½	¾	DONE!	
							¼	½	¾	DONE!	
							¼	½	¾	DONE!	
							¼	½	¾	DONE!	
						<b>Reward for studying</b>					