

4 Steps to Exam Prep

Step #1: Get Organized

Start by writing down your exam information so you know what to prepare for:

- Course Name:
- Exam Date:
- Exam Time:
- Exam Location:
- Material Covered on Exam:

Step #2: Divide Material

Next, you should divide the material you need to study into 4 equal parts: A, B, C, & D. (Part A should be the oldest material and Part D should be the most recent material covered).

Example: If your exam covers Chapter 1-8 of your Biology Textbook, you can divide them as follows: A=Chapters 1-2, B=Chapters 3-4, C=Chapters 5-6, and D=Chapters 7-8.

A:

B:

C:

D:

After you divide the material identify what you should focus your time on. As you sort information into three categories, start to consider what strategies you will use to review the information.

Step #3: Schedule your Sessions

Day 1	Day 2	Day 3	Day 4	Day 5
Date:				
Time:				
Location:				
Goal:				
Strategies:				

Step #4: Reward and Reflect
I will reward myself for my hard work
with....

To improve my performance on the next exam, I
will....