

A CHECKLIST FOR TESTS, MIDTERMS AND FINALS

Look through the following checklist to determine your study approach. Check off the suggestions that feel best for you.

First: Talk with your teacher.

- Speak with your teacher to see if they have any recommended study approaches.
- Show your teacher your study materials to make sure you are not missing any content.

Second: Start studying as soon as the test is announced. Estimate how much time it will take to prepare for the test.

- Divide the total time by the number of days that you have to prepare for the test and record your study time in your planner for each day.

Third: Consider creating a Test Preparation Portfolio.

- Instead of beginning the study process when the test is announced, study each night.
- Each evening, or once a week, go through any new materials, organize them and create study materials.
- If you prepare all study materials as you go, then any confusing content can be clarified with the teacher in a timely manner.

Fourth: Uncover important terms and vocabulary.

- Highlight terms, people, and concepts from the text, your notes and other important handouts.
- Use different colored pens or paper for different units, chapters or ideas.

Fifth: Begin to organize and create a study approach.

- Organize all the materials that are going to be on the test.
- If you are a tactile learner, try rewriting the parts of your notes that you do not remember.
- Map the terms into colorful flow charts or diagrams to note connections.
- Create index cards with the questions on one side and the answers on the other. Use different colored index cards, colored pencils or magic markers for different units, chapters or main ideas.
- Use Quizlet.com or a similar website and enter in your vocabulary or concepts so that you can play games, create index cards and take practice tests.

- Create a study guide with questions and answers.
- Create a colorful outline.
- Create Cornell Notes or Three Column Notes - see under Note-Taking Strategies.
- If you are a visual learner find flowcharts, diagrams and pictures of the concepts or vocabulary on the Internet and review the images. Print out key images and paste them into a notebook or onto index cards.

Sixth: Add memory strategies to Step 5 (See the Memory Strategies section of this book for more ideas, descriptions and examples).

- When memorizing lists, use acronyms - take the first letter of each word, or the first letter of the most important word in a phrase and shuffle the letters into a memorable sequence or word.
- Use acrostics - write a sentence with the most important words or with words that start with the first letter of the most important words you have to learn.
- Create visual strategies by associating the concept you need to learn with an image.
- Link the question to the answer by using hooking methods. This method allows you to see the question in the answer.

Seventh: Decide whether it is better to study with others or alone.

- Create a study group (this is great for verbal and interactive organizers).
- Students can share their respective study approach and/or materials.
- Students can play games, quiz one another and/or create practice tests with their friends using the study material.
- Students can share their memory strategies with their peers.
- Study with a family member, tutor, teacher or friend.
- Have this person test you verbally on the information compiled.
- Review material on your own.
- Use Quizlet.com as a way to test yourself.
- Review your index cards and/or study materials.

Eighth: Now that you have finished studying do not forget to:

- Collect all the needed materials for the test.
- Get a good night's sleep.
- Eat a healthy breakfast on the morning of the test.
- Breathe - Take deep breaths to relax your body.
- Stretch.
- Think positively, and visualize that the test will be easy.

TEST PREP SHEET

Subject:	Date of test:
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Chapters/Topics to be Covered (check them off when they are studied):

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

What I Need to Review:

<input type="checkbox"/> Text Readings:
<input type="checkbox"/> Handouts:
<input type="checkbox"/> Past Quizzes:
<input type="checkbox"/> Past Tests:
<input type="checkbox"/> Maps/Charts:
<input type="checkbox"/> Labs:
<input type="checkbox"/> Other:

What is the Test Format?

<input type="checkbox"/> Short Answer	<input type="checkbox"/> Matching
<input type="checkbox"/> True/False	<input type="checkbox"/> Essay
<input type="checkbox"/> Multiple Choice	<input type="checkbox"/> Labeling a Picture, Diagram or Map
<input type="checkbox"/> Fill-in	<input type="checkbox"/> Other: _____

Days I Will Study (fill in the dates):

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Active Study Strategies I Plan to Use:

<input type="checkbox"/> Write summary sheets for readings	<input type="checkbox"/> Recite main ideas
<input type="checkbox"/> Create a study sheet for each topic	<input type="checkbox"/> Draft a map or diagram
<input type="checkbox"/> Connect information to what you know	<input type="checkbox"/> Devise a memory strategy
<input type="checkbox"/> Make flashcards and Rehearse them	<input type="checkbox"/> List related information
<input type="checkbox"/> Design a concept map	<input type="checkbox"/> Practice math problems
<input type="checkbox"/> Draw a time line	<input type="checkbox"/> Review old exams or tests
<input type="checkbox"/> Outline a difficult chapter	<input type="checkbox"/> Organize a study group
<input type="checkbox"/> Predict essay questions	<input type="checkbox"/> Annotate text or handouts
<input type="checkbox"/> Rewrite notes	<input type="checkbox"/> Other: _____