

Preparing and Studying for an Exam

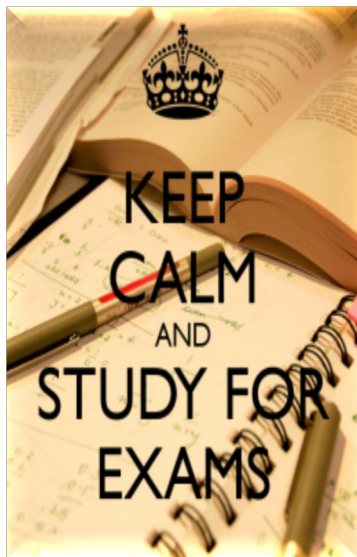
Begin budgeting your time as soon as you know about the exam. Make sure you have sufficient time to study so that you are well prepared for the exam.

Review Course Materials:

- Study and practice questions from your textbook.
- Spend the majority of your review time on the material that is least familiar and briefly review the most familiar material.
- Review old handouts, notes, quizzes, exams, and papers for clues and information you may have forgotten. If your instructor does not return old tests, ask if you can schedule a time to look at yours so you can analyze the mistakes you made.
- Put the main ideas/information/formulas onto a sheet that can be quickly reviewed many times, making it easier to retain the key concepts that will be on the test. Carry this with you to review when you have small bits of time, like standing in lines or waiting at the bus stop.

Attend Tutoring or Review Sessions:

- Build in individual and group tutoring as well as individual study time into your preparation schedule.
- Make sure not to miss the class right before the test; it's another prime time for the instructor to give out more hints or discuss the format of the test.
- Learn and study your instructor's "test technique" so that you will know what types of questions are likely to be asked, if long and detailed answers are favored over concise responses, etc.
- Attend any review sessions and pay attention to hints that the instructor may give about the test. Take notes and ask questions of the instructor or TA about items you may be confused about.

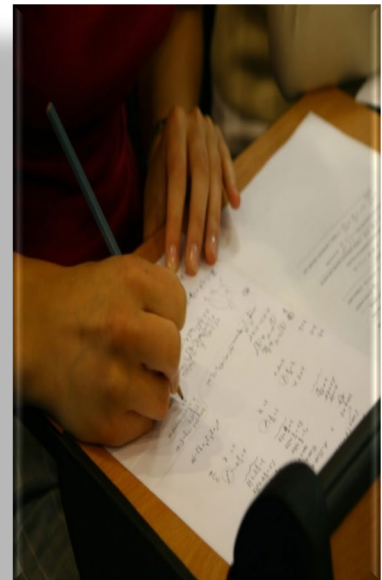


Coach Tip:

Take a break during intensive study times. 10-15 minutes will refresh you and keep your mind active.

Coach Tip:

Don't try to pull an all-nighter. We now know that sleeping well for TWO nights before the exam is important for consolidation and recall of information you study.

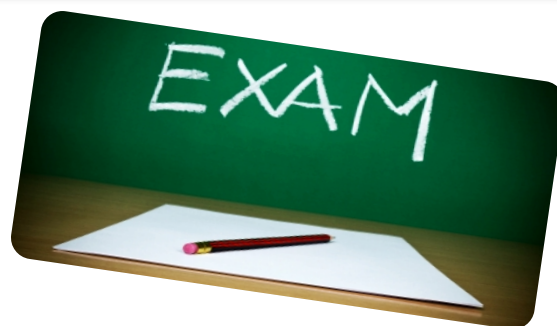


During the Exam

Instructors are usually not trying to trick you but rather want to know how thoroughly you have mastered the information. Remember that an exam is testing what you know, it is not an evaluation of you as a human being.

Exam Tips:

- Keep a positive attitude throughout the whole test and try to stay relaxed. If you start to feel nervous take a few deep breaths to relax.
- Keep your eyes on your own paper; you don't want to appear to be cheating and cause unnecessary trouble for yourself.
- When you first receive your test, do a quick survey of the entire test so that you know how to efficiently budget your time. Use a watch to better pace yourself.
- Do the easiest problems and the problems that have the greatest point values first.
- Always read the whole question carefully. Don't make assumptions about what the question might be asking.
- Do not linger too long on one question. If you do not know the answer or approach right away, then leave it and come back to it later. By doing this:
 - you will be less likely to miss points for questions that you can answer correctly.
 - you may build up your test-taking confidence and minimize undue test anxiety.
 - you may be prompted with answers to the more difficult questions
- Ask the instructor for clarification if you don't understand what is asked for on the test.
- Write legibly. If the grader can't read what you wrote it will most likely be marked wrong.
- Don't worry if others finish before you. Focus on the test in front of you.
- If you have time left when you are finished, look over your test:
 - Make sure that you have answered all the questions.
 - Change an answer if you misread or misinterpreted the question or if you found corrective information elsewhere in the exam but not out of uncertainty.
 - Watch out for careless mistakes (E.g. missed accents, dropped negatives, arithmetic errors), and proofread essay and/or short answer questions.
 - Double check to make sure that you put your full name on the test.



Petaluma:

Zoom ID: 7077783616

Text: 833-419-0362

Email: studentsuccess@santaros.a.edu

Phone: 707-778-3616



Santa Rosa:

Zoom ID: 7075274333

Text: 833-394-7841

Email: successcoach@santaros.a.edu

Phone: 707-527-4333