

## SUCCESS CENTER: Preparing for Tests

Preparation for quizzes, exams, and papers **begins the first day of class**. Form a study group or connect with one or two study partners. **Work with tutors in the Success Center** to reinforce what is taught in class and/or answer questions. Cramming last minute is ineffective and creates stress.

**Begin with a positive attitude** toward preparing for tests. Procrastination, poor time management, and an unwillingness to take responsibility for your learning can lead to increased stress and anxiety. **A positive mindset and hard work is more important than talent or intelligence in determining one's success.**

Use your student planner to **create a test preparation plan**. Fill in 30-45 minute chunks with short breaks each day to study specific topics that will be covered on the test. **Remember, for each hour in class, schedule 2-3 hours of study and self-testing time OUTSIDE of class.**

**Complete your assignments every day**, even if they aren't graded. Read assignments prior to class.

Our brains are not made for information overload caused by the constant stimulation of technology. **Eat, sleep, exercise and set aside time away from screens and other distractions.**

**During Class: Listen attentively, take notes by hand.** Copy anything the instructor writes, repeats or emphasizes.

- **Attend every class. Be punctual.**
- Choose to **engage in the class** lecture and learning activities. Ask questions.

**Start memorizing key information** during and after the first class and regularly test yourself with notecards or study questions.

**At the end of every class, write down from memory everything you can remember**, including information about assignments; then double check against notes and the book. This is your first test of this material.

**Anticipate what will be on the test** from class and reading notes, study guides, chapter summaries, or handouts. Ask your instructor or other classmates what to expect. Use these to create potential practice test questions.

**Create a study checklist** of information that you anticipate will be on the test to prevent overlooking key material.

**Self-test for 15-30 minutes several times a day** rather than cramming it into one long session.

**Stay engaged when you study.** Self-monitor your study and reading sessions to prepare for tests. Recite in your own words what you read and memorize as you go. Ask and answer questions aloud. **Reflect** on what you understand and what you don't, and make connections to what you already know.

**Meet with a Success Center tutor** to learn engaging and effective strategies for organizing, processing, and memorizing information.

**Create a mock testing environment** with a practice test and use a timer. After completing the entire self-test, check your answers.

**Study in different locations.**

**Address test anxiety** early on. Frequently **visualize** yourself taking the test and calmly answering questions correctly.

**Keep all tests and quizzes if possible to review.** If keeping tests is not allowed, after class write down topics to review. Instructors are often willing to help you **identify error patterns or confusing concepts** to re-learn.

**Deliberate Practice Includes Striving and Failing.** Repeated attempts to solve problems builds new knowledge

#### Sources:

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