

Doing well on semester exams is not luck; it is **the result of knowledge and effort.**

Here are a few tips on preparing for semester exams:

1 – Manage your time efficiently

- Use a final exam planning calendar listing all assignments, projects and exams that must be completed before the semester ends
- List realistically the amount of time needed to complete any outstanding work
- Begin reading and working on your reviews; schedule time to do this on your planning calendar

2 – Make Academics Your Top Priority

- Don't make the mistake of resting up before finals, putting things off to the last moment; this is the time to push hard
- Break down tasks, switch subjects, plan rewards (study 30 minutes, do something for 10) to maintain motivation
- Decide what you can postpone in your life until after finals (really, really consider a social media break until you complete exams. This is a distraction you really don't need at this time)

3 – Set Priorities for Exams

- Reevaluate academic goals – where are you, where do you need to be academically?
- Look closely at where you stand in each class; determine which exams need more effort
- Know what score you need on the exam to achieve – do not settle for just passing. GPAs matter. Always do your best to achieve the best you possibly can.
- Never give up on any class!! You are in each class for a reason and what you do matters!
- Setting priorities can improve your GPA

4 – Make a Final Exam Study Schedule

- Set up a Study Schedule; be specific – use a calendar. Look at the Exam Schedule and PLAN!
- **A Five-Day Study Plan** is proven to work well; studying too early is inefficient; too late means too little retention
- Space your studying out

- Study one “chunk” of material per study session; include a review of the previous section studied during that session – use a method to WRITE notes down – notebook? Index cards? Physically writing down notes helps in retention of material.
- Cramming 15 chapters into one long session will cause partial knowledge of the material. **NOT GOOD!** 😞
- Multiple sessions = repetition = increased retention 😊
- Split your day to prepare for multiple exams
 - Use your study schedule
 - Prepare for more than one exam at a time
 - Cover one subject for a period of time; take a break; study another subject for a period of time; change subjects again; go back to the first subject, etc.
 - Make sure to schedule breaks for a **reasonable** amount of time; remembering to keep on schedule
 - Study sessions are best at 30-45 minutes or less per subject; take a 10 minute break in-between sessions

5 – Know the breakdown of new versus old material that will be on the exam – UNDERSTAND the TEST

- If the exam is 25% comprehensive (25% over old material and 75% new material) then spend 25% of your time on the previous material and 75% on recent material
- If the exam is 50% comprehensive, split your time 50-50 by spending 50% of your time on the older material and 50% of your time on the new material
- And so on for any other percentage breakdowns.

REMINDER – Make a plan and stick with the plan. If you get off course, it is never too late to get back on track.