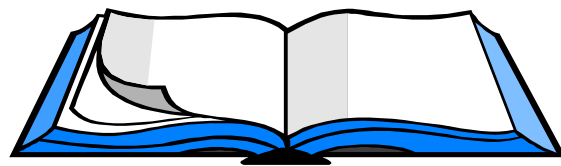


How to Prepare for Exams



The purpose of a written examination is to provide the instructor with evidence regarding the amount of knowledge the student has acquired in the course. The student's ability to meet the requirements of the instructor depends primarily upon the effectiveness of study methods utilized during the term.

- 1) **Make a schedule for review.** Consider when examinations are to take place and how much time you need to allocate for each course. In planning a schedule remember several short periods of one to two hours are more effective than long study periods.
- 2) **Use lecture notes and textbooks to prepare an outline of main topics.** An outline binds together the details of the course. You will find that you will recall these details more readily and will use them in their proper context.
- 3) **Review course materials.** Highlight important facts such as: laws, principles, theories, ideas, formulas, illustrations, definitions and events.
- 4) **As you are doing the above, try to anticipate questions that may be asked by the professor.** Use lecture notes and previous examinations (if available) to get an idea of the types of questions and the content areas stressed. If some of the details must be memorized it is helpful to put these on 3 x 5 cards. Carry the cards with you and study them throughout the pre-exam period.
- 5) **Review quizzes, tests or papers that have been returned to you during the term.** Be sure you can answer all questions perfectly.