5 Days Before
- Look over all the material (text, lecture notes, handouts) and get organized.
- Isolate the difficult areas that give you problems.
- Section off the remaining material into organized, easy-to-handle amounts.
- Decide which study tools you can create to organize and improve your review:
  - Flash cards or master lists
  - Summary sheets
  - Time lines
  - Diagrams or flow charts
  - Speed-study diagram
  - Mind maps (visual outlines)
  - Formal outlines
  - Mnemonic devices
  - Audio tapes of important concepts NOTE: color-code ideas to improve recall

4 Days Before
Begin with difficult, problem areas.
- Study intensively – reread a section, combine the information with lecture notes on the topic, and really put your mind to understanding it. It’s not enough to recognize material: you need to be able to produce it. Test yourself by reciting information aloud in your own words. Explain concepts, define terms, ask and answer questions.
- If you can’t say it, you don’t know it! Go back and study it again.
- If you still have problems after this study session, you’ll still have time to get help from professor, tutor, or classmate before the test.

3 Days Before
Study all the remaining, easier material.
- Again, use recitation for thorough understanding and retention.

2 Days Before
Study all the material thoroughly from beginning to end, as if the test were the next day. Put the most time and effort into studying on this day. Review the parts you know well; put more effort into the difficult areas. To simulate the test, ask yourself possible test questions or have someone else quiz you.
For essay exams, try this step-by-step process:
- Come up with about ten possible essay questions, using your notes and text as sources.
- Outline a brief answer to each, covering the key points you would need to make to earn full credit. Use your notes and text as if this were an open-book test.
- Reduce the outlined answer to key words that will trigger your memory. Memorize those key words, using mnemonic devices like acronyms, peg words, or loci.
- Even if you don’t encounter those exact questions, you will have categorized and organized the course content. You will have processed the information in terms of being tested, putting it at your command and better preparing you to answer related questions.

1 Day Before
Review briefly and get a good night’s sleep!
- Over the course of five days, you will have studied all of the material three times. Sleep will help you recall and use all that you have learned.

ADAPTED FROM: ALTSHULER LEARNING ENHANCEMENT CENTER
## 5 Day Test Prep

<table>
<thead>
<tr>
<th>Course &amp; Exam</th>
<th>Target Grade</th>
<th>5 Days Before</th>
<th>4 Days Before</th>
<th>3 Days Before</th>
<th>2 Days Before</th>
<th>1 Day Before</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philosophy Exam</td>
<td>B</td>
<td>Saturday</td>
<td>Sunday</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Thursday, (Date)</td>
<td></td>
<td>Organize all material</td>
<td>Study most difficult areas</td>
<td>Study rest of material</td>
<td>Study all material</td>
<td>Review briefly</td>
</tr>
<tr>
<td>25 multiple choice questions</td>
<td></td>
<td>Determine most difficult areas</td>
<td>Read out loud</td>
<td>Go to review session</td>
<td>Go to review session</td>
<td>Confirm any final questions</td>
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<tr>
<td>Details important</td>
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<td></td>
<td>Make note cards</td>
<td>Review note cards</td>
<td>Review note cards</td>
<td>questions</td>
</tr>
<tr>
<td>Use practice test</td>
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<td></td>
<td>Define terms</td>
<td>Listen to tapes</td>
<td>Listen to tapes</td>
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<td>Make audio tapes</td>
<td>Tutor available for questions</td>
<td>Tutor available for questions</td>
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<td>SEE TUTOR</td>
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</tbody>
</table>

**Notes:**
- Go to bed early.