



# PREPARING FOR FINAL EXAMS



## Check your syllabus, consult your instructor

- Check Blackboard to see what topics will be covered on each test- this could be the start to your study guide!
- Check the syllabus or ask your professor if the test is cumulative, proctored, open-book or timed. Ensure you know how many attempts are allowed and the due date and time

## Get organized, start early!

- Ensure you have all your class resources (chapter summaries, handouts, class notes, etc)
- More than any other technique, the key to performing well on exams is starting early and using short, frequent study sessions
- If you have to cram, try to focus on remembering the information you do know, rather than trying to teach yourself new information. If you only have a few days, try the five-day study plan below!

## Location and Technical Requirements

- Find a comfortable spot at home where you can study and test without distractions. If you don't have reliable internet, please visit ACC's website for parking lot wi-fi access at destination campuses
- Download proctoring software if required. If unsure about software compatibility, please contact the Student's Help Desk via phone, chat or email at least 24 hours in advance (allow for more time if testing over the weekend)

## Wellness

- Try to sleep at least 7-9 hours a day and stay hydrated
- Keep yourself motivated and avoid engaging in stressful situations that will prevent you from focusing

## 5-DAY STUDY PLAN

### Day 1

- Prepare a list of the topics that will be on the exam. List them in order of importance so you can prioritize accordingly
- Reread textbook (chapter summaries), handouts, and class notes

### Day 2

- Create a study guide from your textbook and class notes. Document the gaps in your learning so you can follow-up
- Review your notes thoroughly, but don't just look at them. Explain them to yourself. Don't mistake familiarity for comprehension

### Day 3

- Rewrite the study guide using the fewest words possible. Use mnemonic strategies to review your rewritten notes
- Quiz yourself using your study guide - self-testing is one of the most effective methods of learning!

### Day 4

- Think of questions your professor might ask you on the test. What questions would you ask if you were the instructor? Write out each question and answer - practice possible essay answers

### Day 5

- Review questions and answers from Day 4. Review study guide before going to bed - studies show recent memories are stored in long-term memory while you sleep
- Just before the test, review any information you're having difficulty remembering