Signet Test/Quiz/Exam Study Planner

Course Name: _______________________
Current Date: ________________________ Exam Date: ________________

Step 1: Understand the Exam

Your goal in this step is to get as clear as possible on what will be on the exam and how it will be presented.

Length (time & questions): ___________________________________________________
Specific content covered: _____________________________________________________
Course units covered: _______________________________________________________
Question format: ____________________________________________________________
Notes on instructor’s testing style (from past exams): _____________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Other notes: __________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Step 2: Identify and Assess Your Study Materials

Your goal in this step is to identify all materials you may need to study, and to identify which materials are most important. Materials may include your own notes from class; your teacher’s notes from the course; if it’s allowed, shared notes from other students or study group members; all past homework assignments or problem sets for the course; any relevant texts, including the textbook chapters you’ll be using; your notes from readings; any audio recordings of lectures (if they’re available/allowed).

<table>
<thead>
<tr>
<th>Material</th>
<th>Importance on exam:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 3: Create a Study Guide

Your goal in this step is to arrange your materials into a study guide that contains as few different documents as possible. This may mean consolidating problem sets, notes, or readings, or it may just mean printing your materials from above and organizing them in one place.

Step 4: Determine How to Review

Your goal in this step is to determine the specific techniques you’ll use to review and prepare the material in your study guide. Identify relevant techniques from this list, or create your own. Be specific, and reference specific material from your study guide, e.g. “redo practice problems for chapters 1, 2, and 3” or “generate 10 short-answer questions for chapters 2, 4, and 6.”

- rework prior problems
- do extra problems
- create a terms list
- make a study “cheat sheet”
- learn concepts again from scratch using your notes
- teach concepts to a study buddy (and be taught in return)
- create flashcards
- do practice exam questions (if they're legally available)
- generate your own practice exam questions
- generate questions for a friend (and do questions from a friend)
- use study materials from other courses (for example, exams from other courses that test the same material)
- verbally quiz a friend and be quizzed
- use memory maps or mnemonics to remember specific concepts

My list of specific things to review and how to review them:

• ______________________
• ______________________
• ______________________
• ______________________
• ______________________
• ______________________

Step 5: Create a Study Timeline

Your goal in this step is to break down the above list into specific, small assignments that you can schedule for yourself. As you’re scheduling, keep in mind your calendar and other commitments. A little studying over a lot of days is always better than a lot of studying over a few days.

Assignment: _______________ Due: ___ Assignment: _______________ Due: ___
Assignment: _______________ Due: ___ Assignment: _______________ Due: ___
Assignment: _______________ Due: ___ Assignment: _______________ Due: ___
Assignment: _______________ Due: ___ Assignment: _______________ Due: ___
Assignment: _______________ Due: ___ Assignment: _______________ Due: ___
Assignment: _______________ Due: ___ Assignment: _______________ Due: ___
Step 6: Review Your Performance

Your goal in this step is to identify how well your studying worked and to identify ways you can improve next time. Use these questions as a guide post-exam:

- What went well? What didn't?

- In what didn't go well, were there any distinct patterns? Were the concepts related or from a specific chapter? Was it a lack of familiarity, understanding, or meticulousness?

- Did I study enough?

- Could I have done just as well and studied less?

- How did the exam material relate to my class? Were some sources of information (textbooks, notes, assignments) prioritized more on the exam than others?
• Did my teacher change the presentation of the material on the exam? If so, how?

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

• What specifically can I do on a day to day basis to learn the material better?

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

• What specifically should I do to prepare for upcoming exams, either in this class or similar classes in the future?

• ______________________
• ______________________
• ______________________
• ______________________
• ______________________
• ______________________
• ______________________
• ______________________
• ______________________
• ______________________