**STEPS FOR TACKLING THE BIG TEST**

**One Week Before the Test**

**1. Become Familiar with the Test**

* *What is the format of the test?*
* *How much time will I have to take the test?*
* *What material will be covered?*
* *How much is each question or section worth?*

**2. Develop a Study Schedule and Plan**

* *Create a checklist: What do you need to do in order to be prepared? (Ex: Read chapters 1-8, Review Lecture Notes, Meet with Professor)*
* *Estimate how much time each item will take*
* *Break up these tasks into manageable pieces and fit them into your schedule. Be as specific as possible!*

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| --- | --- | --- | --- | --- |
| Weekend | Monday | Tuesday | Wednesday | Thursday |
| Gather materials (old exams, notes, and homework)  Study chpts. 1 & 2 | Review chpts. 1 & 2  Study chpt. 3 & notes | Review chpts. 1-3  Study chpt. 4 & Notes | Put hard to remember material on a master study guide or note cards | Final review of study guide/note cards  Create exam day plan |

**7 Days-1Day Before the Test**

**3. Stick with your Study Plan**

*If possible, schedule short study periods for yourself (an hour or less and take breaks)*

**Day Before the Test**

**4. Develop your Day of the Test Strategy**

* *How much time do you want to spend on each question or section*
* *Which questions do you want to tackle first and last?*

**5. If you are experiencing test anxiety, practice developing coping statements, such as “I am going to do well**

**on this test because I prepared well”**

**6. Get a good night’s sleep.**

**Test Day**

**7. Eat Breakfast**

**8. Warm Up**

* *If your test is first thing in the morning, try to give yourself 10-15 minutes to “warm up” mentally. Read a magazine or online news article.*
* *If you are experiencing anxiety, repeat your positive coping statement to yourself or write it down.*

**9. During the Test**

* *Write your coping statement at the top of your test and refer to it frequently*
* *Split up the test per your exam plan. Write down the time that you will begin each section so that you stay on track.*
* *Move on if you get stuck. You can always return to a question later.*
* *Stay calm. If you need a break, take a moment to close your eyes and breathe deeply. Repeat this three times.*