

Test Preparation Checklist

Before taking your next test, complete the following test preparation checklist. You do not have to do every item - do as many as you can or the ones that will prepare you the best!

- I began preparation long before the test (by taking notes in class, reading the textbook, reviewing notes).
- I know how it will be graded and what percentage it is of my final course grade.
- I know how many questions will be on the test.
- I know what kinds of questions will be on the test (multiple choice, essay, fill in the blank).
- I know how much time will be given to complete the test.
- I understand what material will be covered on the test.
- I reviewed my notes on a regular basis.
- I utilized mnemonics and visual aids (charts, diagrams, mind-mapping) when reviewing material.
- I made and used index cards.
- I used different and appropriate preparation strategies based on the types of questions and my preferred learning styles.
- I formed or participated in a study group.
- I have assessed my previous tests to see how the professor tests students.
- I have evaluated and modified my learning/studying to fit the course and professor.
- I received clarification and assistance with any topics by visiting the instructor during office hours and/or attending tutor sessions on campus.
- I obtained sample questions and/or previous tests (if available).
- I created and used a test like the real test (or self-tested in some other way).
- I composed some essay questions.
- I answered essay questions aloud.
- I ate well-balanced meals.
- I received a reasonable amount of sleep on a regular basis.