

# What to do before a test...

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## ❖ **Manage Review Time**

A key to successful test preparation is managing review time. Review time can be broken down into three segments: Daily Reviews, Weekly Reviews, and Major Reviews.

## ❖ **Daily Reviews**

Daily reviews include the short pre- and post-class reviews of lecture notes. Research indicates that this is an effective tool for moving ideas from short-term to long-term memory.

## ❖ **Weekly Reviews**

Weekly reviews are longer and more structured than the short daily reviews. Review each subject at least once a week, but avoid skipping from subject to subject too quickly. Weekly sessions include reviews of assigned reading and lecture notes.

## ❖ **Major Reviews**

Major reviews are usually conducted the week before finals or other major exams. They integrate concepts and deepen understanding of the material presented throughout the term. These are longer review periods, two to five hours at a stretch, punctuated by sufficient breaks. Remember that the effectiveness of your review begins to drop after an hour or so unless you give yourself a short rest. Learn your limits by being conscious of the quality of your concentration. During long sessions study the most difficult subjects when you are most alert; at the beginning of the session.

## ❖ **Create Review Tools**

Checklists and flash cards take the guesswork and much of the worry out of studying. They divide a big job into smaller parts.

## ❖ **Study Checklists**

Make a list for each subject. List reading assignments by chapters or page numbers. List dates of lecture notes. Write down various types of problems you will need to solve, and any other skills you need to master. Include major ideas, definitions, theories, formulas, and equations. A study checklist is not a review sheet; it is a to-do list. Checklists contain the briefest possible description of each item to study.

❖ **Flash Cards**

Flash cards are like portable test questions. Take them with you everywhere and use them anytime. On one side of the card write the question, and on the other side write the answer. Create flash cards regularly as the term progresses.

**ARC/EOP Student Success Series**

Information gathered from *Becoming A Master Student*, by Dave Ellis. Tenth Edition.

For additional information set up an appointment. Contact us at:

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