**Preparing for an Exam**

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**Part 1: The Set-Up**

Test/Subject: \_\_\_\_\_\_\_ Date/Time of Exam: \_\_\_\_\_\_\_\_\_\_\_\_ Available Prep Days: \_\_\_

List all topics, class dates, readings, assignments included on test (be specific and list all of them):

* Do I know which topics the test will cover?  Yes.  No. (Who can I ask?)
* What clarifications do I need from my professor? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Do I have all the necessary books, lecture notes, etc.?  Yes.  No. (Where do I go?)
* What do I need to collect? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Who do I know in my class that I can form a study group with? \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Do I have their contact information?  Yes.  No. (Who can I ask?)
* What reading do I still need to do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 2: Getting Organized to Study**

* What information seems most important? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Is there a study guide? (If not, make your own!)
* How can I break up each topic into sections to learn? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ How many sections are there total? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ How much time will I need to learn /test myself on each section \_\_\_\_\_\_\_\_
* What is the best location(s) for me to study? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What are the best methods for me to learn this information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_