

### **Pre-Exam Organizational Tips (starting ASAP)**

- Organize binders
  - Sort and file old handouts according to date
  - Make a tab for old tests and quizzes
- Correct old test questions
- Print out copies of missing notes or get copies from a “note buddy”
- Make an appointment with subject area teachers to discuss any topics that are still confusing you
- Find a designated study area – both at school and home
  - Library
  - Study Hall
  - Learning Center
  - Quiet room at home
  - Public library

### **Organizational Tips for Making a Study Calendar**

- Record exam days and times on weekly calendar
- Record “Reading Day” on your calendar – make a list of teachers with whom you need to meet
- Highlight the date and time of your most difficult exam(s)
- Record a deadline for completing all study guides
  - Suggestions include:
    - Attempting to complete all study guides on the evening they are received, so you’re ready for in-class review sessions
    - Completing study guides no later than the Thursday before exam week, so last minute questions could be answered with your teacher, in the learning center, or with a study partner
- Record teacher meetings – both during office hours and on reading day

### **Organizational Tips for Notes and Such**

- If you do not receive study guides, then review old tests and quizzes, complete chapter review questions in the text, or devise your own study guide
  - Note cards may be helpful in organizing related terms and/or concepts into “chunks” for review/memorization
- Highlight or color code areas in need of further clarification
  - Note cards can be coded using red, green, and yellow stickers
    - Place these stickers on the tops of your note cards for an easy way to identify problem areas
- Compare and contrast your notes/study guides with a reliable study partner
- Bring your notes/study guides to all teacher meetings and/or study group meetings
  - Make a condensed list of specific questions for your teacher; efficient use of your meeting time is imperative