

Preparing for Finals: Tip Sheet

HOW TO PREPARE

Create a study schedule for final exams:

- Find out your Finals Exam times at: <https://students.asu.edu/final-exam-schedule>

Tips for studying:

- **Start now!** Do everything you can to prevent any last-minute cramming.
- Review in chunks separating the course work from the semester by each chapter or main concept.
- Prioritize courses based off need; check your current grades and **calculate your desired grade** so you know what kind of score you need going into the exams
- Go over past quizzes, exams, and assignments. Some material might be reused or referenced on a cumulative final.
- **Organize all your notes** in whatever way that makes it easier for you to study, whether that be **color coding** info, **highlighting** important details, or **underlining**, **boxing**, or **circling** key terms.



Preparing exam day materials:

- Check if your exams require any additional materials going in such as a scantron. It's also essential that you have extras of basic things such as: paper, pencils, pens, a calculator, etc.

Take advantage of resources:

- Go to your professors' **office hours**. You still have time to get your questions answered!
- If **Supplemental Instruction** is available for your course, attend as many sessions and/or upcoming Review Sessions as possible.

Locations & times may vary, visit our website for details.

- Visit the **Tutoring Center**. The tutoring center provides in-person small group support on a walk-in basis. There are also many resources available, such as formula sheets, textbooks, etc. for you to use while you are there.
- Make a writing appointment at the **Writing Center**. Meet with a writing tutor for a one on one appointment to help you explore, plan, and develop ideas for your writing assignment. Walk-ins may be available, appointments are highly recommended.
- Use **Online Tutoring**, if you are unable to attend an SI Session, visit the Tutoring Center, or make an appointment at the Writing Center. Visit our website tutoring.asu.edu for more details.



HOW TO TEST

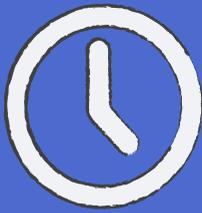
Be healthy:

- Make sure you get enough sleep the night before and you eat a good breakfast the morning of!



As soon as you get the test:

- Read all the directions all the way through. Also, make sure you writing your name, the date, and any other important information that is needed.



During the test:

- **Develop a plan** for how much time to spend on each question.
- **Don't get stuck** on difficult questions. Mark the question you are unsure of, move on and come back later.
- **Double-check your answer** to catch possible mistakes.

Types of test questions:

- For **essay questions**, make sure you read over all the available questions before answering. Create an outline for how you want to write your essay, so you don't get stuck half way in.
- For **True/False questions**, look for key words that hint at whether a question is correct or not.
- Extreme modifiers (i.e. always, all, never, worst, etc.) tend to make a question false.
- Qualifying modifiers (i.e. usually, some,



often, most, much, etc.) tend to make a question true

- For **multiple choice questions**, start by reading over all choices and eliminating obvious incorrect options. If you're down to two choices and still not sure, it's okay to make an educated guess.



DEALING WITH TEST ANXIETY

Reducing anxiety:

- A little anxiety can be beneficial as it's shown to aid in concentration. A lot however has the opposite effect, diminishing your ability to retain and recall information.
- Mentally going over the extremes can help you rationalize your experiences. Think about the worst possible scenario



and then focus on the best case and associating that with your preparation for the exam.

- Reduce cramming as much as you can. Take breaks in between study sessions as it helps consolidate all the info you have been going over. Try to keep these breaks to under 30 minutes!

The importance of self-care:

- Get enough sleep! Keeping a good and consistent sleep schedule is key to your health and your learning.
- Make sure you're eating well. Skipping a meal and even resorting to cheap fast food causes you to become lethargic



and doesn't give you the energy you need to push you through finals.

- Take a moment and just breathe. You might get caught up in all the stress in this last month so it's good to take a step back and catch your breath.

