

Organize for Final Exams





The end of the semester can be very stressful with multiple projects, papers, and other exams that might occur. We hope you try hard to finish the semester in a strong and successful way!

WHEN ARE YOUR FINALS?

One of the first things to do in preparing for your final exams is to know when your final exams will occur. Finals week schedule is different than your normal weekly class schedule so your final exam for a course may be on a different day and time than your normal class time. To see when your finals occur, you could look at your syllabus from each class. On it should be the day and time that your final exam will be administered. Another option is to copy and paste the link below that contains the final exam schedule for the entire week: http://cms.bsu.edu/About/AdministrativeOffices/AcademicSystems/UniversityCalendars.aspx

To find your exam times in this schedule, look for the days and time of your class and the block where this appears is when your exam is scheduled to be given.

** The only exceptions are for students enrolled in MATHS 108, HSC 160, or BIO 100. These courses have group finals that are given and blocks are assigned for those group exams in the schedule.

Fill in the chart below so you will know when your exams will be given:

<u>Course</u>	Day of Exam	<u>Time of Exam</u>
1)		
2)		
3)		
4)		
5)		
6)		
7)		
/)		

WHAT TYPES OF EXAMS DO YOU HAVE?

It is important to know the type of exam your instructor plans to give as the final exam. If the instructor is giving a **COMPREHENSIVE** or **CUMULATIVE** exam, then this means that the exam will cover material that has been discussed throughout the semester. Some instructors will give a final exam that covers material that was just recently covered and not over all the material of the semester. Knowing the type of exam will help in organizing how you will study for the exam. If you are unsure which type of exam your instructor will give, contact the instructor and ask!!

TIPS TO DO "NOW" TO HELP FOR YOUR FINAL EXAMS

1) MAKE SURE THERE ARE NO SURPRISES IN THE REMAINING WEEKS!!!

Manage your remaining weeks of class and finals week with a calendar so nothing comes up that will be a surprise to you:

Place in this calendar:

- Any papers/projects that are going to be due
- Any remaining quizzes or test that might occur
- The days and times of your final exams from the finals exam schedule from the above information
- -Any homework assignments that are going to be due

2) MANAGE YOUR REVIEW TIMES

When thinking about your remaining weeks of courses, place in your calendar blocks of time devoted to studying and working on your class work. When organizing these review times, consider the following:

DAILY - For each class, use some of your review times for short, daily reviews of class notes and reading materials. If you place some daily time doing this, the material may not seem as overwhelming once finals week is here.

WEEKLY – For each class, take about an hour in the remaining two weeks to devote to reviewing material that you believe will be covered on the final exam. This time could be to: organize your notes (ex. Typing out your notes so they are organized when you will use them to review for your final exam), re-reading textbook material that may be on the exam, getting a tutor to sit down and just discuss the material that will be on the exam, or finding a classmate that will meet with you to help go over the material and compare notes.

MAJOR REVIEW/HARD STUDYING – When getting closer to the time of your exam, schedule into your review times long blocks of time that are devoted to your exam. Make sure the blocks of time are punctuated with sufficient breaks. The hard studying (reading, memorizing, concepts learning) should be completed at least 48 hours before your exam. The last 2 days prior to the exam should be "walk-through" review times.

3) CREATE REVIEW MATERIALS

In preparing for your exam week, you can use your review times to create review materials that will help you in preparing for the exams. These may include:

- Vocabulary Sheets: specific definitions, terminologies, and meanings of important words from your class.
- Lists: Dates and events, authors and books, characters from literature, important people from the class material, processes/procedures, formulas, etc.
- Flashcards: Formulas, definitions, theories, dates, people, places, foreign phrases, sample problems, possible test questions, etc.

4) PLAN A STRATEGY:

- Know what the instructor is emphasizing and what you are expected to know for the exam.

- Watch for test questions in lecture, by observing what the instructor says and how he/she says it.
- Predict practice test questions before your exam. Predict the level of the questions (some may require memorizing facts; others may require application of the material).
- Prepare for the types of questions. Example: If an instructor is giving an essay question on the exam, prepare for that type of question. (Tips for these types of exam questions and others will be given in next week's study tips.)
- Utilize resources that are available. If instructors devote a day of class to review for the final exam, make sure you attend to know the expectations for the exam. If your class has an SI (Supplemental Instruction) leader, try to attend the review that he/she will be conducting for the exam. If you need a tutor to answer any questions or to review over the materials and cover concepts where you are struggling, make sure to call the Learning Center to set up that appointment.
- Form a study group with your classmates.

5) EAT WELL AND GET PLENTY OF REST:

Your brain and body needs healthy nutrients and rest in order to function properly. During long study sessions, study the most difficult subjects when you are most alert. Make sure to have embedded short breaks during your study times to get up and walk around, grab a snack, or to just relax. Get this energy boost from the break and then refocus back on the studying. AVOID THE ALL-NIGHTER!!