

Tips for Test Preparation



Ideally, you should study approximately two to three hours per credit hour each week. For example, if you are enrolled in three classes which are three credits each (nine credits total), you should ideally spend 18-27 hours studying per week. If you are enrolled in five three-credit classes (15 credits total), you should spend approximately 30-45 hours per week studying outside of class.

If you continually review your class notes and reading assignments, in order to process the information and gain a familiarity with the material, then you should only need a few extra hours to study for an exam. Of course, we recommend that you keep up with your coursework. However, if you have fallen behind on the reading assignments, you may have no choice but to cram. In that case, it is recommended that you follow these guidelines:

- Only study exactly the material that is needed for the exam, according to the course syllabus, lecture notes, and your professor's instructions.
- When you review the textbook chapters being tested, start with the headings and summarize the first and last sentences of each paragraph in your notes.
- Think of examples that would support the ideas being explored in the text to better process and gain an understanding of the information.
- When possible, try to map out or diagram the information to better visualize the processes or events being reviewed.
- Repeat the information you need to know, even aloud to yourself (as long as you are not in the library).

No matter how much time you have to prepare for an exam, it is important that you **reduce test anxiety**. In addition to preparation and knowledge of the material, successful test performance often stems from a positive attitude and a confidence in your abilities.

Try the following:

- ⇒ Get at least eight hours of sleep the night before the exam and eat a balanced meal that morning
- ⇒ Take deep breaths if you feel anxious
- ⇒ Read the directions carefully
- ⇒ Keep track of time and pace yourself
- ⇒ Allot a certain amount of time for each section
- ⇒ Skip questions you don't know and come back to them later
- ⇒ Go with your gut instincts


~~ *PERSIST A Comprehensive Guide for Student Success in Higher Education*

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Always bear in mind that your own resolution to succeed is more important than any other.

~ Abraham Lincoln

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Student Services Closed Today My Money (Workshop) 3-4pm Kenosha A107	2 12 Tips for Success for 2012 (Workshop) 10-11:30am Kenosha A107	3
4	5 TAG Racine 3-4pm R214 Research Skills (Workshop) 1-2pm Elkhorn E229	6 TAG Kenosha 3-4pm S139 Test Taking Strategies Workshop 10-11am Burlington 100 2-3pm Kenosha A221	7 TAG Burlington 9-10am 106A Take Action in You (Workshop) 2-3pm Kenosha A102	8 TAG Elkhorn 3:30-4:30pm E229 Research Skills 4-5pm Racine 104 (Huron) Test Taking Strategies Workshop 10-11am Elkhorn E229	9	10
~~~Spring Break March 12-16~~~						
18	19 <b>TAG</b> Elkhorn 11-12pm E229 <b>TAG</b> Racine 3-4pm R214 <b>Need Relief?</b> (Workshop) 3-4pm Burlington 122	20 <b>TAG</b> Kenosha 3-4pm S139 <b>Workshops:</b> <b>My Money</b> 12-1pm Elkhorn 112 <b>Research Skills</b> 10-11am Burlington 100 <b>Service Learning</b> 5-6pm Kenosha A112	21 <b>Workshops:</b> <b>Research Skills</b> 10-11am Kenosha A107 <b>Service Learning</b> 12-1pm Elkhorn N219	22 <b>Workshops:</b> <b>12 Tips for Success for 2012</b> 11-12:30am Elkhorn E229 <b>Service Learning</b> 5-6pm Racine R205	23 <b>TRiO Transfer Field Trip to Marquette</b> <i>Contact your TRiO Specialist for details</i>	24
25  <i>Academic Advising Begins on Monday</i>	26 <b>Resume &amp; Cover Letter Writing</b> (Workshop) 4-5pm Kenosha A104	27 <b>Resume &amp; Cover Letter Writing</b> (Workshop) 4-5pm Elkhorn N219 & 4-5pm Racine L123	28 <b>TAG</b> Burlington 9-10am 106A <b>You are your Own CEO</b> (Workshop) 3-4pm Kenosha A107	29 <b>TAG</b> Elkhorn 3:30-4:30pm E229 <b>Take Action in You</b> 2-3pm Kenosha A102 <b>Test Taking Strategies</b> 4-5pm Racine R214	30	31 <i>Deadline to apply for SPRING graduation</i>

**FOR MORE INFORMATION PLEASE CONTACT:**

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