



HOW TO **PREP** FOR FINALS

The Freshman Academy

Just a thought before we begin...



"Failing to Prepare is
Preparing to Fail"
- John Wooden

Study Strategies

Time Management

- Learn to say NO! Balance your time
- Do not study for more than 2 hours at a time
- Try to study during daylight hours
- Use Two Schedules
 - block out specific times each day for study and other obligations
 - Create a semester schedule showing midterms, finals, and due dates.
 - Weekly, review both schedules
- Prioritize: List what you need to study each day and set aside time and stick to it
- Use the 30-3-2 Schedule
 - Study for 30 minutes
 - Take a 3 minute break
 - Upon returning, take an extra 2 minutes to mentally review what you just studied and do a quick preview of what is coming next

Study, Study, Study!

- Attend as many academic support workshops/tutorials as possible
- Tutoring is not a bad thing! Get help early, before the academic damage is irreversible
 - NHS tutors for free Mon thru Thur in the Library from 3:00pm to 4:30pm.
- Use a quiet and comfortable study space that gives you access to everything you need - text & reference books, paper, pencils, etc.
 - Get rid of clutter; clear the desk or table of all materials not relating to the task at hand
- Studying in bed or a cushy chair is not a good idea - Active learning may require walking around the room or sitting on the edge of a chair
- Perhaps soothing music may enhance your concentration
- Study! Take the time to do it

Finals Schedule

*Semester ends on
Dec. 23, 2016

*Finals occur on Dec.
20, 21, 22, 2016

*There are 2 Finals
each day

December 20

December 21

December 22

**Regular Schedule on
Dec. 19 and Dec. 23**

Period 1 Final

Period 2 Final

Period 3 Final

9:01-10:52

9:01-10:52

9:01-10:52

Period 4 Final

Period 6 Final

Period 7 Final

12:48-2:40

12:48-2:40

12:48-2:40

*Final Reviews occur

1st hour and

hour prior to lunch

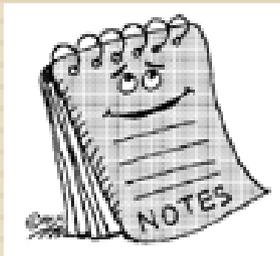
What happens if I'm absent?

- Clovis West Finals Policy states **NO** early finals for any reason!
- Students have **six weeks** to make up the final exam or their grade automatically turns into an "F" grade.
- If a student does not take the final exam, teachers have the choice to either **a) issue an INCOMPLETE grade OR b) record a final grade without the final exam thereby lowering the student's overall final grade.**

Preparation for Exams



- ❑ Learn the exam format: objective (true/false or multiple) or subjective (essay)
- ❑ Review course outline, notes and text
- ❑ Review previous quizzes and/or tests
- ❑ Summarize highlights on single sheet
- ❑ Memory Dump
 - At the beginning of the test, write down on a piece of paper everything you remember – formulas, facts, names, etc., scan the test questions; then do a second memory dump and begin the test



Mathematics I

Common Core



Mathematics II

Common Core



<http://www.pearsonsuccessnet.com>

Log in

User name: FirstLast001

Password: CUSD_____

(CW student id #)

Objective Exams

- ▣ Scan the exam to determine types of questions
- ▣ Always read and follow directions!
- ▣ Don't guess unless you can reduce the choices to two

- ▣ Answer easy questions first
- ▣ Mark difficult questions and return to them later
- ▣ **True/False** Questions:
 - Pick out key words or those on which the meaning of a statement hinges
 - If any clause in a statement is false, the statement is false
- ▣ **Multiple-choice** questions are essentially true/false questions arranged in groups
 - Usually only one alternative is totally correct
 - Eliminate obvious false choices
 - Of the remainder, pick the alternative that answers most fully all aspects of the question

Essay Questions



- ❑ Planning your time when answering essay questions is more important than in objective type tests!
- ❑ Read through the entire examination first
 - Get a feel for the questions you are expected to answer
 - If the exam allows you to choose from a number of questions, be sure to number your answers exactly to match the questions
- ❑ Follow directions carefully
 - Pay attention to key words in the question: Words such as "list", "describe", "compare and contrast", and "outline" require different types of answers
 - Don't "write around" the question, but answer it directly and concisely
- ❑ Outlining
 - After scanning the list of questions, choose those about which you know the most
 - On scratch paper, quickly prepare an outline of ideas and facts to include in your response
 - Your opening statement summarizes what you are going to write; the next sentence should support the opening statement
 - Your conclusion should show how your body text supported your opening statement
- ❑ It is absolutely essential that your ideas can be read and understood: Print neatly and use correct grammar, punctuation, and spelling

Brain Power - Can you Recall?

- Memorize from general to specific: study the big picture, then learn the details
- Cramming does not work! It only commits the information to short term memory
- Keys to Remembering:
 - Be interested: consciously choose to remember; establish a need to remember
 - Visualize: Picture in your mind what you wish to remember
 - Relate: Form associations between the new ideas and information you wish to remember and those that you already know
- Key ideas: Highlight them in your notes
 - Give extra attention to bolded words or phrases
- Mapping: Make a mental image of your notes, outlines, perhaps color coded to recall during tests



Coping with Test Anxiety

- **Prior** to the exam:
 - Set an achievable goal - successful students and athletes write down their goals.
 - Create a positive trigger in your brain - perhaps review and practice with a "lucky pencil" and take that lucky pencil to use on the test.
 - Envision success. *Remember the basketball team!
 - Arrive early, and give yourself time to focus.
 - Do not think about fear. Think only about what you have to do on the test - one step at a time.
- **During** the exam:
 - Smile and be positive. It will help you think. Negative thoughts only increase the anxiety.
 - Believe in yourself. Before you get the test, envision success on the test.
 - Think of the test as a competition or game.
 - Begin with the easiest problems to build confidence.
- If you start to panic:
 - Take 3-5 breaths and slowly let the air out.
 - Turn your paper over and doodle or put your pencil down and refocus. Do not allow yourself to begin negative self-talks. Look at an area in the room and relate it to something you just learned in a class.
 - Smile and center your thoughts back to the exam.

After the Exam

- Think about what worked and what did not.
- Celebrate any successes.
- Every exam has a pattern. Try to figure out the test "key." Are they vocabulary words? Events? Study materials you have seen?



Conclusion



- Develop Study Strategies
 - Time Management
- Study!
 - Take advantage of tutorials
- Study - Break - Review - Preview - Study
- Prepare for Exam Strategies
- Objective Exams
- Essay Exams
- Reduce Testing Anxiety
 - Stay positive and envision success