

# Worksheet for Final Exam Preparation

Divide a piece of paper into blocks, one for each course you are taking. In each block, fill in the following for each of your courses:

- The course name and the grade you currently have in that course (be realistic, not hopeful)
- The date of the final exam
- Identify;
  - Type of final exam: comprehensive, partial, etc.
  - Format: multiple-choice, essay, short answer, in-class, take-home, etc.
  - Level of thinking: memory, restatement, reorganization and synthesis, application, evaluation, etc.
- Rank your finals based on their impact; what percentage of your grade is each worth? Rank them from most critical (exam affecting your grade the most) to the least critical.
- List everything the final will cover
  - Handouts
  - Chapters
  - Lectures
  - Discussions
  - Notes
  - Additional Readings
- List what you need to do
  - Annotate chapters
  - Summarize lectures
  - list questions
  - Turn in any work
  - Write papers
  - Make flashcards
- List test preparation strategies
  - Study groups or partners
  - Class reviews, or self-made reviews
  - Study old tests and quizzes
  - Flash cards (can also be made for free online <http://www.flashcardmachine.com/>)

After you know what you need to do for each class, make a study calendar and get to work:

- Mark all exam, finals, and paper due dates on your calendar
- Do *something* from your plan every day
- Study and review for finals at least two hours each day
- Use all of your available time, including time between classes that may usually be wasted

# Sample Worksheet

Class: ED 255  
Grade: B  
Date of Exam: May 4  
Partial  
All multiple choice  
Memory & application  
200 points (20% of grade)  
Critical – 3  
Chapters 10 – 13  
Blooms Taxonomy & Dale's Cone

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What to do: flash cards, review sheets

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Flashcards, Bloom's Taxonomy, study old quizzes, glance over readings  
2 – 5 days to prepare

Class: ED 265  
Grade: A  
Date of Exam: May 3  
Partial  
All multiple choice  
Application  
20% of grade  
Critical – 4  
Chapters 10 – 13

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What to do: online practice tests, review sheets

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Look at quizzes, study online assessments, flashcards, read highlights  
2 – 5 days to prepare

Class: ED 270  
Grade: B  
Date of Exam: May 7  
Comprehensive  
Multiple choice & 2 essays  
Memory, application, problem solving  
25% of grade  
Critical – 2

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What to do: review sheets, handouts, index cards

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Flashcards, glance at situations, create dilemmas as practice  
2 – 5 days to prepare

Class: SH 101  
Grade: A (exempt from exam if 95% +)  
Date of Exam: May 5  
Comprehensive  
Combination  
Memory, application, reorganization  
40% of grade  
Critical – 1

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What to do: vocabulary, flashcards, book, handouts, workbook, lab, video

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Study group, flashcards, video, handouts, books  
5-10 days of constant practice and preparation