PORPE: Five-Step Strategy For Test Preparation

Step One: PLAN

Read, underline, and annotate the assigned material. Predict possible issues on which questions might be asked. Identify sources such as:

- The instructor's syllabus. Ask the professor what to anticipate on the test if s/he does not volunteer the information.
- Chapter questions or study guides— boldface headings or italicized words.
- Ideas that the instructor stresses in his/her lectures.

Step Two: ORGANIZE

Organize information to generate questions and answers. Create study checklists. Identify all of the material on which you will be tested - - list notes, formulas, diagrams, text assignments, semantic maps, review sheets, and charts. When you organize, make sure you do the following:

- Know the format of the test and study, accordingly; multiple-choice, essay, or a combination.
- Focus on large issues, while relating detailed information to general concepts.
- Map or chart key issues first, and then write an outline to organize their answer or...
- Write outline first and chart or map ideas to help flesh out the outline.

Step Three: REHEARSE

- Begin by testing over key ideas.
- Say out loud or write down the major parts of your outline.
- Go back to the first point and learn the details that belong to it.
- Repeat the key points and ideas plus the details out loud.
- Test yourself!
- Move on to the second key idea and its details.
- Repeat this process until you have memorized key ideas and details of your outline.

Step Four: PRACTICE

- Generate a list of possible questions. Take the "mock test" in the classroom or a quiet room.
- FROM MEMORY, write answers to each question you expect to be difficult.
- Time yourself.
- "Grade" and compare with classmates.

Step Five: EVALUATE

- Evaluate the quality of your answer; are you ready for the exam or is there a need for further review.
- Examine organization again—did you leave out key ideas or details?
- Repair and go through PORPE steps—PLAN, ORGANIZE, REHEARSE, PRACTICE, AND EVALUATE.

Adapted from: The Study Guides and Strategies web site, created and maintained by Joe Landsberger, academic web site developer at the University of St. Thomas (UST), St. Paul, Minnesota. http://www.studygs.net/lrnstudy.htm.