

CHECKLIST: THE TAKING OF EXAMS

Score yourself for each of the following.

RARELY or NEVER = 0

SOMETIMES = 3

OFTEN or ALWAYS = 5

A. Preparation Throughout the Term

- | | 0 | 3 | 5 |
|---|--------------------------|--------------------------|--------------------------|
| 1. I plan my studying according to a study schedule. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I keep satisfactory notes. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. When I read, I look for main ideas and underline them or write them down. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I periodically review my notes and what I have underlined in my texts throughout the term. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. I ask the teacher or a peer for help when I am not clear on a subject. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

B. Review Techniques Before the Exam

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 6. I start studying at least a week before the exam. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. I make a plan for my studying everyday. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. I study all notes dealing with one topic at the same time. try not to just study passively; I try to get involved in what I study. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. I do at least ONE of the following when I study:
a) Try to figure out which questions the teacher will ask
b) Keep a list of difficult definitions.
c) Keep track of questions that are puzzling and see the teacher about them. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

C. Just Before the Exam

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 10. I get sufficient sleep for at least two nights before the exam. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. I prepare all of the materials I'll need for the exam. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. I arrive at the exam ahead of time. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. I don't let myself be distracted by friends. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

D. Taking the Exam

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 14. I read through the exam to begin with, noting the marking scheme. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. I start with the easiest questions first. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. I try to stay calm by having realistic expectations of how well I can do. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. If I'm writing an essay question, I make a brief plan first. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. If I'm taking an objective exam, I try not to rush as | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

19. it's hard to detect incorrect answers afterwards.
- If I'm taking an objective exam, I do not hastily change any responses, as my instinctive first choice was probably correct.

Total Score: _____/100

Scoring:

0 - 50: Based on your results, your grades could be at risk. Come to The Learning Centre for tips on how you can improve.

51 - 70: Preparing for exams is a skill, just like any other, and your skills need just a little fine-tuning. Make a list of your weaknesses and drop by The Learning Centre for help.

71 - 100: Your exam-taking skills are good! Keep it up! If you feel that you're falling behind, come to The Learning Centre for advice.