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

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

B. Review Techniques Before the Exam

6. I start studying at least a week before the exam. ☐ ☐ ☐
7. I make a plan for my studying everyday. ☐ ☐ ☐
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. ☐ ☐ ☐
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. ☐ ☐ ☐

C. Just Before the Exam

10. I get sufficient sleep for at least two nights before the exam. ☐ ☐ ☐
11. I prepare all of the materials I’ll need for the exam. ☐ ☐ ☐
12. I arrive at the exam ahead of time. ☐ ☐ ☐
13. I don’t let myself be distracted by friends. ☐ ☐ ☐

D. Taking the Exam

14. I read through the exam to begin with, noting the marking scheme. ☐ ☐ ☐
15. I start with the easiest questions first. ☐ ☐ ☐
16. I try to stay calm by having realistic expectations of how well I can do. ☐ ☐ ☐
17. If I’m writing an essay question, I make a brief plan first. ☐ ☐ ☐
18. If I’m taking an objective exam, I try not to rush as
19. 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.