

Study Tips

1. Set clear breaks and stick to them. For example, study no more than 1 ½ hours at a time, then take a half hour break. Have a snack or watch TV.
2. Rotate subjects. It is better to spend one hour per subject for three hours than spend three hours on one subject.
3. Identify your weak areas in each subject. Spend more time on weak areas, less on things that you know well.
4. Write **specific** questions to ask teachers. Then, make sure to ask them!
5. Stay away from the computer and cell phone while studying. Leave an away message letting everyone know that you are studying.

Study Schedule The Week of Exams

	Sunday May 29	Monday May 30	Tuesday May 31	Wednesday June 1	Thursday June 2	Friday June 3
Hour 1						
Hour 2						
Hour 3						

Make-up exams will be on Monday, June 6.

Exam Tips

1. During exam week, eat and sleep well, get some exercise if possible.
2. Bring the right supplies to the test. Don't forget your calculator, pens, pencils, tissues, and water bottle.
3. Glance through the test to see format and length.
4. Read the directions carefully.
5. Answer easy questions first. Answer all questions. It is better to guess than to leave a question blank.
6. Underline key words to understand the question better.
7. Do not spend too much time on any one question. Pace yourself so that you are able to finish the entire test.
8. If you finish early, take time to review your answers. Only change an answer if you are certain. The answer that comes to mind first is often correct.

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EXAM STUDY SCHEDULE (Beginning with the weekend before the last week of classes)

Saturday, May 21

10-12 Organize and review English and foreign language

1-2 Organize and review notes for science

2-3 Organize and review notes for history and math

Sunday, May 22

10-11 English

11-12 break

12-1 Foreign language

1-2 Science

2-3 History

3-7 Break

7-8 math

During the week of May 23-27, once you have completed your homework, review your class notes, make and organize flashcards, and write down questions that you can ask in class.

Friday, May 27

6-8 English

8-9 break

9-10 Foreign language

Saturday, May 28

10-12 English

12-1 Break

1-3 Foreign language

3-4 Break

4-5 Science

5-6 History

6-7 Break

7-8 Math

Sunday, May 29

10-12 Foreign language

12-1 English

2-3 Science

3-4 break

4-5 History

5-6 Math

Monday, May 30

10-12 English

12-1 break

1-3 Foreign language
3-5 break
5-6:30 Foreign language
6:30-8 break
8-9:30 English

Tuesday, May 31

7:30-8 review English notes
8-10 **English exam**
8-11 **English exam for extended time**

Tuesday, May 31 (cont'd.)

10-12 Lunch and study break (study Foreign language 1 hour)
11-12:30 Lunch and study break for extended time (study Foreign language 1 hour)
12-2 **Foreign language exam**
12:30-3:30 **Foreign language exam for extended time**
3:30-5:30 break
5:30-7 Science
7-8 Break
8-9:30 Science

Wednesday, June 1

9-10 review Science notes
10-12 **Science exam**
10-1 **Science exam for extended time**
12-3 or 1-3 break
3-5 History
5-6:30 break
6:30-8 History
8-9 break
9-9:30 History

Thursday, June 2

9-10 History review
10-12 **History exam**
10-1 **History exam for extended time**
after exam until 3 break
3-5 Math
5-6:30 break
6:30-8 Math
8-9 break
9-9:30 Math

Friday, June 3

9-10 Math review
10-12 **Math exam**

10:30

~~10~~-1 Math exam for extended time

This schedule allows this much time for studying each subject:

English 12 hours

Foreign Language 11 hours

Science 9 hours

History 10 hours

Math 10 hours

No one schedule works for everyone. Use this as a guideline and adjust it to your needs.

Tips for Taking Tests

1. Arrive early and take a minute to relax and reduce anxiety if you have some. This can boost your confidence and help you go into the exam with a positive attitude, which will help your focus.
2. Listen attentively to last minute instructions given by the teachers/proctors. They will almost always give you some valuable information just before handing out your test.
3. Read the directions very carefully, looking for specific instructions on how to proceed. Watch for details. You may find that more than one answer may be possible on multiple-choice questions or that you only need to answer 3 out of 5 essay questions given.
4. Plan how you will use your time on the test. Estimate about how many minutes you might need to finish each section and try to stay on that time line so that you don't run out of time. Bring a watch or look for a clock when you enter the testing room. Most importantly, don't let the pace of others around you distract you. If you keep steadily working, you should be fine, as most tests are designed to be taken in the time allotted.
5. Determine which sections of a test should receive priority. It is generally best to do the section that is easiest for you, especially if it has a high point total. Regardless of the points, doing a section on which you can do well can give you confidence as you approach the more difficult sections. Conversely, starting with the most difficult part can make you anxious about the rest of the test.
6. Leaving essay questions for last can often be beneficial because you can sometimes find information on the objective questions that will help you. However, if you leave the essays for last, but sure to budget your time so that you can complete them. Making a chart or other graphic organizer on scrap paper can help you better answer your essay questions in a way that responds to the prompt or question, thus giving you a better chance to receive maximum points.
7. Keep a steady pace and do not let more difficult questions affect your attitude or use up too much of your time. Students often "cloud" their minds by lingering over difficult questions. Moving on and finding success with other questions is a better method.
8. Rely on your knowledge and don't look for patterns. Noticing that the last four answers are "C" is not a good reason to change an answer. The answer that first comes to mind is often correct.
9. When you have completed the test, use your remaining time effectively. Review the difficult questions you had. Proofread your essays. Check your grammar and spelling. Make sure you answered all the questions according to the directions.
10. Learn from you experience taking tests. These guidelines might suggest the best methods for you, or you might have other strategies that are helpful. Share those with friends who might benefit from them.

The Columbus Academy Advisory Program Stress Reduction Techniques

Stress Reduction Techniques

- Set priorities
- Set realistic expectations and goals
- Allow enough time for each activity
- Ask for help when needed – friends, parents, faculty
- Say “no” when necessary – and don’t feel guilty

Organizational Skills

- Start early and prepare
- Collect all notes and related materials for each class
- See exam planner for guide

Relaxation Techniques

- Deep breathing
- Imagery – visualizing a soothing image, etc
- Progressive muscle relaxation – muscle groups are tightened and relaxed in succession
- Listen to music
- Yoga

Proper Nutrition, Exercise, and Rest

- Eat plenty of vegetables – increase one’s serotonin levels which promote healthy sleep
- Choose sugars that are the complex carbohydrates – found in cereals, rice, pasta, and bread
- Keep blood sugar levels at a constant, avoiding the high’s and low’s by eating small frequent meals instead of fewer, larger meals
- Avoid cravings or binges – usually occurs with foods high in sugar and caffeine

Maintain a Sense of Humor

Avoid Equating Pace with Stress

Use Support Systems

- Spend time with friends and loved ones
- Get outside help when the stress is too much - faculty, counselor

Talk, talk and talk some more! Getting it out and 'off one's chest' is very helpful!

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