

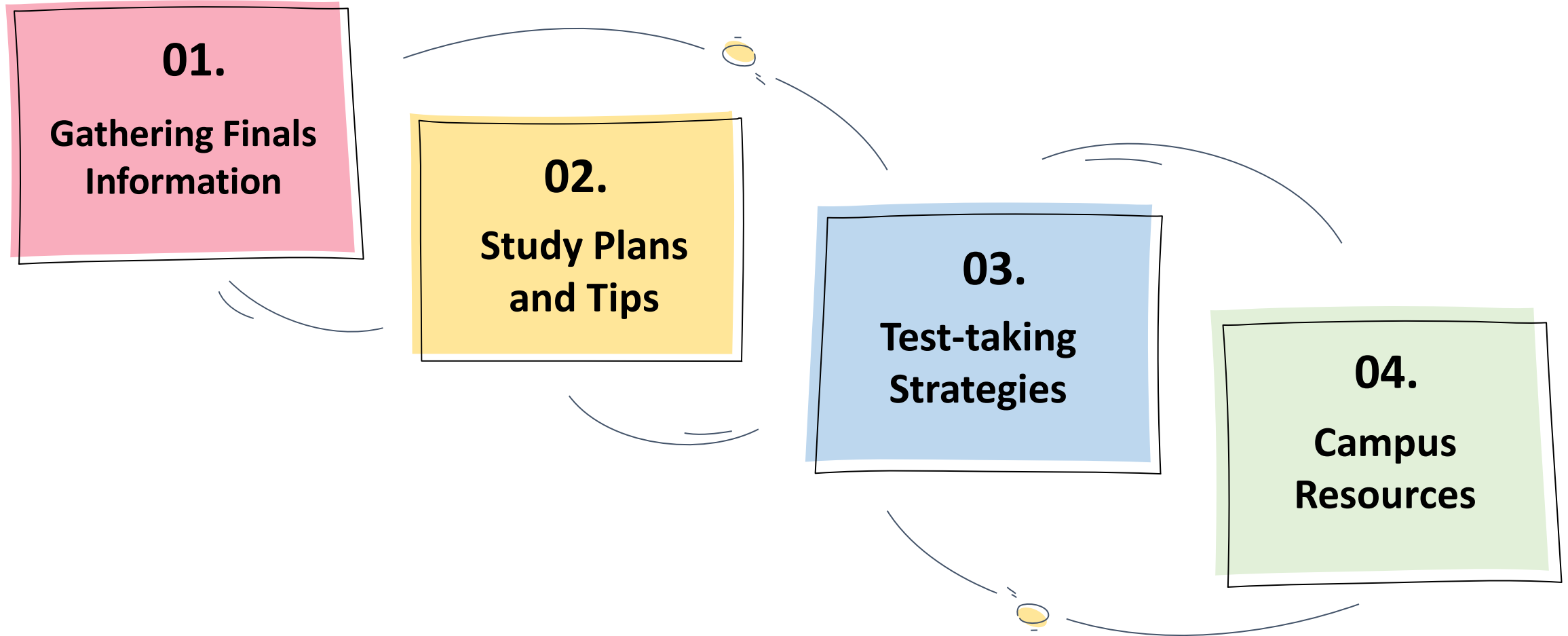


# **Finals Preparation and Test-Taking Strategies**

# Why is Finals Preparation important?

- Helps identify and fill gaps in understanding
- Builds confidence and focus
- Reduces stress/anxiety
- Cultivates healthy time management habits
- Greater overall success

# Workshop Overview



# Gathering Finals Information

- Review all prompts/handouts for each of your finals
- For each final, note down important information:
  - Time, Date, Location of Final or Submission Deadline
  - Type of Final (e.g. essay, multiple choice, in-class, take home etc.)
  - Content covered in the Final (is it cumulative?) and how familiar you are with it
  - Weightage of Final grade in relation to overall course grade
  - Relevant class materials to revise
- Go over faculty feedback on past assignments throughout the semester for all courses
  - Identify common themes, areas for improvement, challenging topics etc.
- After reviewing feedback, prepare questions to ask during [Office Hours](#)

# Gathering Finals Information

**Finals Planning Worksheet**

---

**CLASS:** \_\_\_\_\_ **WEIGHTAGE (%):** \_\_\_\_\_

<b>DATE:</b> _____	<b>TIME:</b> _____	<b>LOCATION:</b> _____
--------------------	--------------------	------------------------

**EXAM FORMAT:**  IN-CLASS  TAKE-HOME  ESSAY  
\*Check all that apply  SHORT ANSWER  MULTIPLE-CHOICE

**CUMULATIVE?**  YES  NO

**FAMILIARITY WITH CONTENT:** ☆☆☆☆☆

**WHAT MATERIALS AND STRATEGIES WILL YOU USE TO PREPARE FOR THIS FINAL?**  
e.g. lecture slides, notes, flashcards, concept maps, creating practice problems, essay outlines etc.

\_\_\_\_\_

\_\_\_\_\_

---

**CLASS:** \_\_\_\_\_ **WEIGHTAGE (%):** \_\_\_\_\_

<b>DATE:</b> _____	<b>TIME:</b> _____	<b>LOCATION:</b> _____
--------------------	--------------------	------------------------

**EXAM FORMAT:**  IN-CLASS  TAKE-HOME  ESSAY  
\*Check all that apply  SHORT ANSWER  MULTIPLE-CHOICE

**CUMULATIVE?**  YES  NO

**FAMILIARITY WITH CONTENT:** ☆☆☆☆☆

**WHAT MATERIALS AND STRATEGIES WILL YOU USE TO PREPARE FOR THIS FINAL?**  
e.g. lecture slides, notes, flashcards, concept maps, creating practice problems, essay outlines etc.

\_\_\_\_\_

- Utilize BCLA Advising's [Finals Prep Worksheet](#) to get a sense of the different types of finals you need to prepare for
- After completing the worksheet, review and determine which finals to prioritize first in your study schedule
- The finals of highest priority could be the most content-heavy ones, the ones with the highest weightage etc.

# Study Plans and Tips

**Plan ahead** so you know how much time you can allocate to study for each final

Consider **working backwards** from finals deadlines/dates to scaffold a study schedule:

E.g. if it is currently April 2<sup>nd</sup>,

- PHIL 1800 Final (take home essay) → due **April 30<sup>th</sup> (in 28 days)**
- MATH 120 Final (in-class exam) → due **May 2<sup>nd</sup> (in 30 days)**

Based on these deadlines, you could get started on PHIL 1800 final preparation first and alternate with MATH 120 exam revision → see sample study plan

# Study Plans

Sample Study Plan: **PHIL 1800** due Apr 30<sup>th</sup>, **MATH 120** due May 2<sup>nd</sup>

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
15	<ul style="list-style-type: none"> <li>Review <b>PHIL 1800</b> final prompt</li> <li>Brainstorm <b>PHIL 1800</b> essay content</li> </ul>	<ul style="list-style-type: none"> <li>Review <b>PHIL 1800</b> past assignments and feedback</li> </ul>	<ul style="list-style-type: none"> <li>Review <b>MATH 120</b> final prompt</li> <li>Note down key concepts to revise</li> </ul>	<ul style="list-style-type: none"> <li>Work on <b>PHIL 1800</b> essay outline</li> </ul>	<ul style="list-style-type: none"> <li>Revisit <b>MATH 120</b> past assignments and feedback</li> </ul>		
16	<ul style="list-style-type: none"> <li>Attend <b>ARC Math Course Tutoring</b> session</li> <li>Work on <b>MATH 120</b> practice questions</li> </ul>	<ul style="list-style-type: none"> <li>Visit <b>ARC Writing Center</b> to workshop <b>PHIL 1800</b> essay draft</li> </ul>	<ul style="list-style-type: none"> <li><u>Prepare questions</u> and visit <b>MATH 120 Office Hours</b></li> </ul>	<ul style="list-style-type: none"> <li><u>Prepare questions</u> and visit <b>PHIL 1800 Office Hours</b></li> </ul>	<ul style="list-style-type: none"> <li>Review Office Hours notes</li> <li>Edit <b>PHIL 1800</b> essay accordingly</li> </ul>		
FINALS		<ul style="list-style-type: none"> <li>Proofread <b>PHIL 1800</b> final essay and submit</li> </ul> <p><b>*FINAL DUE*</b></p>		<ul style="list-style-type: none"> <li>Take <b>MATH 120</b> final</li> </ul> <p><b>*FINAL DUE*</b></p>			

# Study Plans

 **FINALS STUDY PLAN** 




WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
15							
16							
FINALS							

- Utilize BCLA Advising's [Finals Study Plan Worksheet](#) to help you craft your study schedule
- Start by filling out Finals dates and working backwards to create a balanced study plan
- Estimate how many hours you need to set aside per week for each subject and divide days accordingly
- Try to alternate between different subjects throughout the week to avoid burnout



# Study Plans

**DAILY STUDY PLAN** 

DATE : \_\_\_\_\_

S M T W T F S

**TODAY'S SCHEDULE**

9-10 AM	
10-11 AM	
11-12 PM	
12-1 PM	
1-2 PM	
2-3 PM	
3-4 PM	
4-5 PM	
5-6 PM	
6-7 PM	
7-8 PM	
8-9 PM	
9-10 PM	

**TOP PRIORITIES/GOALS**

- 
- 
- 
- 

**STUDY STRATEGIES**

- making flashcards
- reorganizing notes
- drawing diagrams, concept maps etc
- creating practice questions/prompts
- reviewing lecture slides and instructor feedback
- retaking past quizzes
- creating essay outlines
- revisiting key topics, concepts, theories etc

- Plan out how many hours you want to set aside for each subject per day
- List out your main study goals for the day to help you stay motivated
- Split study time up into smaller chunks (e.g. 30min, 1hour)
- Schedule in breaks/meals for self care in between study time

# Study Tips

## Active Learning Strategies

- Retaking past exams or quizzes for practice
- Using diagrams and mindmaps to revise concepts
- Collaborate in Study Groups to teach each other and compare notes
- Utilizing different study materials e.g. flashcards, whiteboards, videos

# Study Tips

## Active Learning Strategies

- **For short response and multiple choice-based finals:** work through previous assignments, look out for patterns and similar problem-solving techniques, time yourself
- **For essay-based finals:** identify textual evidence and examples you can use, create essay outlines for practice prompts, revise essay formatting
- Visit [Office Hours](#) to clarify any questions/course content

# Test-taking Strategies

## Before the Test

- Get enough rest the night before
- Eat a balanced meal to keep you energized
- Review notes as needed
- Pack your bag beforehand with all the necessary materials
  - If it is an online final, set up your electronic devices and check connection
- Arrive a few minutes early, find a seat and calm your thoughts

# Test-taking Strategies

## During the Test

### For short response and multiple choice-based finals:

- Flip through the test to get a general sense of the different components
- Read over question prompts at least twice
- Identify what the question is asking and which course topic(s) the question is centered around

# Test-taking Strategies

**For short response and multiple choice-based finals:**

- **Pace yourself**

- Try not to spend too much time on one question or section, if you get stuck, make a note to come back to it before moving on
- Don't rush through the test, give yourself enough time to read questions thoroughly, answer carefully and check your work
- Leave time to review your answers and ensure you've answered all sections

# Test-taking Strategies

## During the Test

### For essay-based finals:

- Read the prompt carefully, making note of key words/themes
- Brainstorm content points, drawing upon course topics/discussions
- Create an essay outline to help organize your ideas, include key components  
e.g. thesis, topic sentences, evidence, elaboration

# Test-taking Strategies

## For essay-based finals:

- **Pace yourself (especially for in-class, timed essays)**
  - Using your essay outline, estimate how much time you should take to write each section of your essay
  - Leave some time before the end of the final to proofread your essay and check for any grammar, punctuation, or spelling errors



# Test-taking Strategies

## Be Kind to Yourself!

- Give yourself grace as you work through the test
- Remember: it's okay if you don't have all the answers right away
- Avoid negative self-talk: reframe test-taking as an opportunity for learning/growth, not a reflection of your self-worth
- Take deep breaths to help calm yourself down as needed

# Campus Resources

- [Faculty Office Hours Video](#) and [Guide](#): Enables students to clarify concerns and receive academic mentorship from course instructors and/or faculty advisors
- [BCLA Advising Center](#): Provides advising support for course planning, interpreting degree audits, understanding core and major requirements etc.
- [Academic Resource Center \(ARC\)](#): Offers course tutoring, writing tutoring, and specialized support for first-generation college students

# Campus Resources

- [Katz Family Academic Skills Program](#): Connects students with learning specialists and academic coaches for support with study skills, time management, test-taking strategies etc.
- [Hannon Library](#): Provides computer labs and study rooms that students can reserve as needed
- [Student Psychological Services \(SPS\)](#): Offers virtual and in-person mental health support, hosts wellness events and group therapy sessions
- [Student Health Services \(SHS\)](#): Provides general healthcare services by appointment