**Exam Preparation Worksheet**

1. **Exam Information**
   - Course name and section
   - Day, date, time and place of exam
   - Kind of exam: Essay, Multiple choice, True/False, Short answer, Problem Solving, Other
   - Amount of time allowed for exam
   - Weight of exam in total grade for course (if known) %
   - Textbook chapter(s) or pages covered on exam
   - Lecture of discussion topics covered on exam
   - Other material or activities on exam (films or videotapes, lab experiments or demonstrations, etc.)

2. **Study Completion Schedule**
   - STUDY ACTIVITY
   - DEADLINE
   - Textbook chapter(s) or pages to read
   - Lecture or discussion notes to correct, expand, or (if missing) copy from a classmate
   - Other materials or activities to finish

3. **Review Schedule**
   - REVIEW ACTIVITY
   - DEADLINE
   - Review textbook chapter(s) on pages
   - Review lecture or discussion notes
   - Compare textbook material with class notes
   - Review other materials or activities
   - Review with small group or other students (optional)

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*Taken from: Building Better Study Skills; Practical Methods for Succeeding in College*  
The American College Testing Program, Iowa City, Iowa, 1989*