

Create your Finals Game Plan

Step 1: Get Organized

The first step in getting prepared for finals is figuring out what finals you have. Use the space below to list which classes have a final and what type of final (exam or project) it is.

Which of your classes have finals? (List Below)	Exam or Project? (Circle or Highlight)
	Exam or Project
	Exam or Project
	Exam or Project
	Exam or Project
	Exam or Project
	Exam or Project
	Exam or Project

Next, it is important to know what is expected of you for each of these final exams or projects. In the section below, indicate the date, time, and location of your finals. Use your syllabus, myPurdue and other course materials to determine if the exam is cumulative, what percent of your grade the final counts for, and what material will be covered. It's also worth noting the location (online or in-person).

Final #1:		Cumulative? Yes or No
Date:	Time:	Location:
Format: Multiple Choice True/False Essay/Short Answer Problem Solving Paper/Project (circle all that apply)		
Material Covered on Final: (List topics or chapters below)		
Current Grade in Class:		Final Counts for what % of Grade?

Final #2:				Cumulative? Yes or No	
Date:		Time:		Location:	
Format:		Multiple Choice	True/False	Essay/Short Answer	Problem Solving
(circle all that apply)					Paper/Project
Material Covered on Final: (List topics or chapters below)					
Current Grade in Class:			Final Counts for what % of Grade?		

Final #3:				Cumulative? Yes or No	
Date:		Time:		Location:	
Format:		Multiple Choice	True/False	Essay/Short Answer	Problem Solving
(circle all that apply)					Paper/Project
Material Covered on Final: (List topics or chapters below)					
Current Grade in Class:			Final Counts for what % of Grade?		



Final #4:				Cumulative? Yes or No	
Date:		Time:		Location:	
Format:		Multiple Choice	True/False	Essay/Short Answer	Problem Solving
(circle all that apply)					Paper/Project
Material Covered on Final: (List topics or chapters below)					
<div style="border: 1px solid black; height: 250px; width: 100%;"></div>					
Current Grade in Class:			Final Counts for what % of Grade?		

Final #5:				Cumulative? Yes or No	
Date:		Time:		Location:	
Format:		Multiple Choice	True/False	Essay/Short Answer	Problem Solving
(circle all that apply)					Paper/Project
Material Covered on Final: (List topics or chapters below)					
<div style="border: 1px solid black; height: 250px; width: 100%;"></div>					
Current Grade in Class:			Final Counts for what % of Grade?		



Final #6:				Cumulative? Yes or No	
Date:		Time:		Location:	
Format:		Multiple Choice	True/False	Essay/Short Answer	Problem Solving
(circle all that apply)					Paper/Project
Material Covered on Final: (List topics or chapters below)					
Current Grade in Class:			Final Counts for what % of Grade?		

Final #7:				Cumulative? Yes or No	
Date:		Time:		Location:	
Format:		Multiple Choice	True/False	Essay/Short Answer	Problem Solving
(circle all that apply)					Paper/Project
Material Covered on Final: (List topics or chapters below)					
Current Grade in Class:			Final Counts for what % of Grade?		



Step 2: Prioritize

All of your finals are important, but it can be helpful to prioritize your finals before you create a study plan. There might be some classes that have higher stakes for the final, and there may be some classes that you feel more confident in. This is not an exact science and there is no “right” way to go about prioritizing, but here are some things to consider:

- Difficulty level of class or final
- Percentage of your grade your final counts for
- Your current grade in the class
- Your knowledge level/comfortability with content

Use the space below to list your finals by priority. The final that will require the most time or effort should be your #1 priority. In the space next to each final, indicate when you want to start studying for this exam.

Finals Priority List	When will you start studying?
#1	
#2	
#3	
#4	
#5	
#6	
#7	

Some additional prioritizing tips:

- Often, students gravitate toward studying material that they already know or feel comfortable with. Do your best to consider the finals that you feel the *least* confident in and that will require the *most* study time
- Consider the order or sequence of your final exams. For example, you may have an exam scheduled later in the week. It sometimes makes sense to prioritize earlier finals first because you will have additional time to study for your later final

Step 3: Create your Finals study plan

It is important to note that there is no “right” way to create a finals study plan. Everyone has different schedules and preferences which may require different strategies or processes. This section suggests several tools and strategies you can utilize to help you get started in creating your finals study plan.

- Divide material into smaller chunks- [ASC's 5-Day Study Plan](#)
- Schedule your time throughout the week- [Weekly Schedule](#)
- Create your Finals To-Do List- [Due & To-Do](#)
- Organize & prioritize using the “ABC Method” – [Weekly To-Do List with “ABC Method”](#)
- Plan your study sessions

You have options, find one that works for you!

It is important to intentionally plan your study sessions to make sure your studying is efficient and effective. Find a strategy that works for you! Once you plan out *when* you are going to study, you should consider *what, where, and how* you are going to study.

Day 1	Day 2	Day 3	Day 4	Day 5
Date:				
Time:				
Location:	Choose a productive study space			
Goal:				
				Set specific goals to focus your attention (By the end of this sessions I will...)
Strategies:				
				Use active study strategies

Some Active Study Strategies to Try:

Adapted from Georgetown University ARC

- **Take Notes from Memory** – review short sections of material at a time and periodically stop and write down what you remember
- **Test Yourself** – utilize practice tests. Create one for yourself if there isn't one provided. After taking the practice test, review and focus on the information that you missed
- **Create Concept Maps** – organize information visually to help reinforce relationships between concepts (flow charts, Venn Diagrams, timelines, etc.)
- **Become a Teacher** – explain the info aloud to yourself or to a friend as if you were the one teaching
- **Simplify the Content** – use mnemonic devices such as acronyms, music, rhyming and images
- **Make Connections** – relate material to something from your personal experience or something you've learned in another class



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Additional Resources and Tips

Motivation/Concentration

- **Pomodoro Technique** – Use a timer to break down work into short intervals. Break your work into 25-minute chunks separated by 5 minute breaks
 - You can learn more here: <https://francescocirillo.com/pages/pomodoro-technique>
 - Try it here: [PomoFocus.io/app](https://pomofocus.io/app)
- **Power Hour** – Focus your studying to target a specific goal for a set time limit (50 min. max)
 - Check out the [ASC's Create a Study Schedule Handout](#) for more info
- **Productive Study Environment** – Before you start studying, make sure to consider your study environment. When we study in a productive environment, we are more likely to stay on task and eliminate distractions. Consider your ideal time of day, location, noise level, distractions, etc.
- **Reward Yourself** – Reward yourself after finishing a study session. Some examples include getting a coffee, watching a TV show, visit with friends, going for a walk, etc.

Study Strategies

- **Study Cycle** – Remember that studying is a continuous process. Use the Study Cycle to reinforce new content and build confidence. Preview → Attend → Review → Study → Test
 - Check out the [ASC's Study Cycle Handout](#) for more information
- **SQ3R** – Make reading an active learning activity with this reading method. Survey, Question, Read, Recite, Review
 - Check out the [ASC's SQ3R Handout](#) for more information
- **Concept Cards** – Provide more information than a flashcard. Write the definition, explanation, and example and diagram (if applicable)

Time Management

- **Shovel** – This app holds your class schedule, to-do list, work times, and scheduled study sessions all in one place. It is free to all Purdue students and is available on the desktop and as a mobile app.
 - Learn more about Shovel here: <https://www.purdue.edu/asc/resources/tutoring.html>

ASC Resources

- [GPA Calculator](#) – Input your courses, credit hours, and predicted grades
- [PSC Drop-in Hours](#) – Meet with a Peer Success Coach to discuss your finals study plan
- Additional ASC Programs and Resources: <https://www.purdue.edu/asc/index.html>

Self-Care Tips

Finals can be an extremely stressful time for students. It is VERY important to take care of yourself

- Try your best to keep your normal routine
- Eat Well – Don't skip meals and do your best to eat nutritiously
- Sleep – Try your best to keep your regular sleep schedule and get an adequate amount of rest
- Be active – Try to exercise or get your body moving
- Mindfulness – Try some exercises to recharge and refocus
- Be Kind to Yourself – Remind yourself of the things you are doing well and how far you've come



Finals Week Terms and Guidelines

How to Find Your Finals Schedule

The steps below outline how to find your final exam schedule.

1. Open “myPurdue” and login like usual with your career account information
2. Open the menu in the top left and select the “Academics” page
3. Find the “Student Schedule” card and scroll to the bottom of it
4. Open “Evening and Final Exams” and select the correct academic term in the input box

Note that this method only applies for final exams that are in person during finals week. For all other types of final exams, reach out to your professor directly or check the syllabus for specific information.

Quiet Period and Finals Week Guidelines

- **Rescheduling Final Exams** – You may reschedule your final exam if one of the following conditions is met:
 - You have more than two final exams in one calendar day
 - You have two final exams that directly conflict with one another

If either of these conditions are met, it is your responsibility to reach out to your professors to reschedule your final exams before the last week of regularly scheduled classes. More detailed information can be found in University Senate Documents 84-12 and 90-22.

- **Quiet Period Attendance** – Class attendance can still be required by professors during Quiet Period. More detailed information can be found in University Senate Document 20-59.
- **Quiet Period Assignments** – No assignment/assessments may be due during Quiet Period for any course that has any assessment due during Finals Week. Assessments do not include class participation during normal class time. More detailed information can be found in University Senate Document 20-59.

[Find the University Senate Document guidelines here.](#)

Important Terminology

- **Cumulative** – A cumulative exam covers the entire course rather than the most recent unit.
- **Quiet Period** – The week before Finals Week, when there are fewer assignments to allow time to study.
- **Grade Cutoff** – Minimum/maximum numerical grades typically outlined in a syllabus to indicate what letter grade you are expected to receive.
- **Grade Curve** – A professor's adjustment of grade cutoffs to modify the class grade distribution, often to raise the class average. It can apply to specific assignments or overall semester grades.
- **Open Book/Closed Book Exam** – An open book exam allows the use of notes and resources during exams, whereas a closed book/closed notes exam does not allow the use of notes during the exam. Clarify with your professor ahead of time on which resources are allowed during the exam and practice using them as part of your studying.
- **Lockdown Browser** – A software on your computer, such as Respondus, that does not allow you to look at online resources during your test and sometimes proctors you via your webcam.
- **Exam Accommodations** – Typically provided by the Disability Resource Center (DRC), students with accommodations should schedule their final exams through the Purdue Testing Service. For more information on different Exam Accommodations, please reach out to the DRC.