

How to "P.A.S.S"

P = Preparation
A = Assess sources of anxiety
S = Stress Management
S = Strategies for test taking

Preparation

Mechanics of Studying

Course:	
Date of the Exam:	
What (exam content, chapters being covered, important concepts)	
When (Indicate days and time available in your schedule)	
Where (study space is a strategy)	
With Who	

Prioritize Information

After identifying *what* will be on your exam, break down the information into smaller chunks. You can do this by chapter, concept, categorization, etc. The key here is to be specific. You can do this in the box below:

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After you divide the material, identify how confident you feel by giving it a comfortability/confidence level (red, yellow, green). As you sort information into three categories, start to consider what strategies you will use to review the information.

After you categorize the specific exam information by color based on comfortability with the material, schedule it into a 5-day plan. On day 1, choose information in your red category to prepare and study. On day 2, prepare and study new information and schedule time to review the information from the day before. Schedule the information from the red category first, and then yellow followed by red categories. Be sure to always review the material from the prior days. Returning to concepts over time will significantly improve recall ability. **Times are provided as suggestions – you can adjust as needed.**

Date:	1	2	3	4	5
	Prep and study material <i>(2 hours)</i>	Prep and study new material <i>(2 hours)</i> Review material from day 1 <i>(30 minutes)</i>	Prep and study new material <i>(1.5 hours)</i> Review material from day 1 <i>(15 minutes) and 2 (30 minutes)</i>	Prep and study new material <i>(1 hour)</i> Review material from day 1 <i>(15 minutes), 2 (15 minutes), and 3 (30 minutes)</i>	Focus on the most challenging material from prior days <i>(1 hour)</i> Recreate the testing environment and take a practice test. <i>(1 hour)</i>
Study Strategies:	Focused Material:	Focused Material:	Focused Material:	Focused Material:	Focused Material:

Addressing Anxiety

“Test anxiety is the combination of physical symptoms and emotional reactions that interfere with your ability to perform well on tests.” Often caused by fear of failure, lack of preparation, and high pressure. The Learning Center, UNC

Well before	Immediately before	During
<ul style="list-style-type: none"> • Be prepared • Study effectively • Engage in Self-care 	<ul style="list-style-type: none"> • Do not cram • Get good sleep • Stay hydrated • Arrive early with needed materials 	<ul style="list-style-type: none"> • Calm your body <ul style="list-style-type: none"> ○ Breathe deeply, tighten various muscle groups • Sit comfortably • Calm your thoughts and emotions <ul style="list-style-type: none"> ○ Close your eyes and count to ten

Stress Management & Motivation

- 1) **Don't do last minute cramming.** This is guaranteed to increase your anxiety.
- 2) Answer the **easiest questions** first. This will give you confidence and momentum.
- 3) If you run into a tough question, **mark it** so you know to come back to it.
 - Don't freak out - Take a second to tell yourself "*I can do this*" and to "*relax*", then resume work.
 - Once you have completed the other questions, go back to that question, and try your best to work through it.
- 4) **Focus on your work and your work only.** Do not pay attention to the classmates around you.

Strategies for Test Taking

Preview the Test	Take a moment to skim over the test. Make note of how many questions there are, the type of questions, and point value (if provided).	
Read directions carefully	Directions provide the information you need to get full credit and to choose the correct answers. Underline key terms and identify what you are being asked to do.	
Do a brain dump	Write down formulas, processes, key dates, categories, etc. as soon as possible. This allows you to clear your mind to help lower the stress of forgetting.	
Attempt every question	Memory blocks happen. If you don't know the answer, mark the question, and move on but make sure you return to it if time permits! Don't leave questions blank – make an educated guess!	
Multiple Choice	True/False	Matching
<ul style="list-style-type: none"> • Underline or highlight key words • Gather your thoughts before reading the options • Read ALL the choices • Watch for answers that mean the same thing 	<ul style="list-style-type: none"> • Be sure that the entire statement is true • Use the rest of the test information to help inform your answer • Consider qualifying language such as <i>always, never, once, seldom, etc.</i> • When in doubt, go with your intuition 	<ul style="list-style-type: none"> • Use the side with longer responses/definitions as the question • Use the shorter responses as the answers • Determine the relationship between the columns <p style="text-align: right;">Adopted from LSU Center for Academic Success, <i>Ace Tests</i></p>