

Spring 2024 Final Exam Preparation Packet

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	
<small>(circle all that apply)</small>		
Material Covered on Final: <small>(List topics or chapters below)</small>		
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	
(circle all that apply)		Problem Solving		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	
(circle all that apply)		Problem Solving		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	Paper/Project
<small>(circle all that apply)</small>						
Material Covered on Final: (List topics or chapters below)						
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	Paper/Project
<small>(circle all that apply)</small>						
Material Covered on Final: (List topics or chapters below)						
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	
(circle all that apply)		Problem Solving		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	
(circle all that apply)		Problem Solving		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 outlines several tools and strategies you can utilize to help you get started in creating your finals study plan.

Divide Study Material into Smaller Chunks:

When studying, we highly recommend breaking down your study material into smaller chunks. To do this, look at what course material will be covered on the exam and divide the material into subunits. The number of subunits will depend on how many days in advance you choose to study. For example, if your final covers Chapters 1-20, and you want to study 5 days in advance, you might group chapters 1-4, 5-8, 9-12, 13-16, and 17-20. Check out the [ASC's 5-Day Study Plan](#) for more information on this strategy.

Plan Your Study Sessions:

It is important to intentionally plan your study sessions to make sure your studying is efficient and effective. 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

Plan Your Weeks Leading Up to Finals:

You can utilize the end-of-semester calendar to help give you a bird's-eye view of your weeks leading up to finals week. This calendar can help you stay organized and create a longer study plan for your upcoming finals. To avoid the calendar getting too cluttered, we recommend only including important things (i.e. deadlines, finals, study plans, important personal dates, etc.). **We have included a copy of this calendar on the next page.**

Schedule Your Time Throughout the Week:

This resource can be used to schedule and allocate your time while you are studying for finals. To fill it out, we suggest starting with your non-negotiables (e.g., classes, meetings, work). Then, fill in time to eat, sleep, and take care of yourself. Finals can be a stressful time. It is important to schedule breaks and time to practice self-care. Finally, you will fill in the gaps with study time. This will give you a detailed plan of when and how long you will be studying each day. **We have included a copy of this schedule on the following pages.**

Create Your Finals To-Do List:

You may prefer utilizing to-do lists instead of scheduling your time hour-by-hour. Creating a to-do list for each day leading up to finals week can help you stay organized and on-track with your study schedule. We recommend utilizing the [ASC's Do and To-Do handout](#). You can see an overview of the format below:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Due:						
To-Do:						
Events:						

Weekly Schedule (Quiet Period, April 22 – April 28)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:30 – 7:30							
7:30 – 8:30							
8:30 – 9:30							
9:30 – 10:30							
10:30 – 11:30							
11:30 – 12:30							
12:30 – 1:30							
1:30 – 2:30							
2:30 – 3:30							
3:30 – 4:30							
4:30 – 5:30							
5:30 – 6:30							
6:30 – 7:30							
7:30 – 8:30							
8:30 – 9:30							
9:30 – 10:30							
10:30 – 11:30							

Weekly Schedule (Finals Week, April 29 – May 5)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:30 – 7:30							
7:30 – 8:30							
8:30 – 9:30							
9:30 – 10:30							
10:30 – 11:30							
11:30 – 12:30							
12:30 – 1:30							
1:30 – 2:30							
2:30 – 3:30							
3:30 – 4:30							
4:30 – 5:30							
5:30 – 6:30							
6:30 – 7:30							
7:30 – 8:30							
8:30 – 9:30							
9:30 – 10:30							
10:30 – 11:30							

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 information
- **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.