

PORPE: Five-Step Test

Preparation

Step One: Plan

Read and underline the assigned materials. Try to predict possible test questions based on:

- The Syllabus and class objectives. Ask the professor what to expect for the test.
- Chapter questions, home works, and study guides. Look for **bolded** and *italicized* words.
- Ideas and concepts that the professors may have stressed in lectures.

Step Two: Organize

Organize your class material so you know where things are. Know what material is on the test and what is not.

- Create questions, study check lists, and practice tests.
- Know the format of the exam (multiple choice, essay, combination) and study accordingly.
- Create outlines with general ideas and concepts on them.
- Create flash cards formatted as questions with answers on back. Learn them both ways.

Step Three: Rehearse

- Say out loud or write out key points from your outline.
- Begin filling in the general ideas with more detailed explanations and examples.
- Repeat this key ideas and details out loud.
- Test yourself from memory.

Step Four: Practice

- Take practice tests in similar testing conditions as the test. Try timing yourself
- Write out answers that you find the most difficult and work on those.
- “Grade” your test to see how you did and highlight weak areas.

Step Five: Evaluate

- Evaluate the quality of you answers to see if you are ready for the exam or if you need further review.
- Look through class material again to make sure no important ideas or concepts were left out.

