

## MY PLANNING FOR EXAMS

To prepare for exams optimally, it is very important that you consider how to cope with this period in advance. To draw up a good planning for the pre-exam study period and the exam period itself, take into account :

- a. Make an **overview** of the entire pre-exam study period and the exam weeks. Here you should note the start of the study period and also when you have which exam, where the exam is taking place, what kind of exam it is (multiple choice, open questions, oral...).
- b. Determine **how much time** you will need for every exam (every course in the exam period). Look at the gaps between exams and how difficult a course is to you. Very difficult exams that are located right after each other should be prepared well in advance.
- c. Determine on **which day** you will study which course. Work with big chunks (a couple of days of study on the same course instead of different courses in one day) and in logical unities (e.g. take a break after every chapter you studied instead of every hour or every 15 pages)
- d. Plan the moments you **will not study** (e.g. Christmas Eve, New Year, your football training...)

Mind as well :

- Take enough **extra time** in the planning. Build in a margin to anticipate unexpected circumstances.
- Ensure your courses are **'ready to start studying'** in time BEFORE the pre-exam study period. In this way you can still ask questions about (what you don't understand, problem areas) before you start studying for the exam.
- Ensure enough time for **revising**. Studying a course for the first time the day before the exam is not a good idea!
- Have enough **variation**. It won't help your study effort if you study all the easy courses first and postpone the difficult ones. You should alternate them and start with the more difficult courses (at the start of the study period you are less tired)
- Have some concrete **deadlines you impose** on yourself. Can't make them? No problem, you have planned in spare additional time in which you can catch-up on what you could not complete. During the study period it might be necessary to finetune your planning based on your actual pace.