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CONTACT



CASE@baylor.edu



(254) 710 - 8696



www.baylor.edu/case/



West Wing Basement
Sid Richardson Building

CASE SERVICES

Let us know if you have questions about our services. All are free to students.

- Academic Consultations
- Academic Mentoring
- Course Instruction (STL 1200)
- Learning Lab
- Supplemental Instruction (SI)
- Tutoring Center (www.baylor.edu/tutoring)

Schedule an appointment with the Learning Lab to create a Finals Packet!

Schedule through Navigate Student App or call 254-710-8696.

THE ROAD TO FINALS

Center for Academic Success and Engagement FINALS PACKET SPRING 2023

How do I prepare for my finals?

Plan your TIME!

- Check each course syllabus for Final Exam date and time.
 - **Online Finals: Be sure you are aware of all due dates for online final exams.**
- Make a personalized study schedule with dates and times of final exams.
- Organize all materials needed to prepare for final exams:
 - Notes, handouts, reviews, old tests, flashcards, etc.

Schedule your STUDY TIME!

- Use the **Daily Study Guide** to help block out times for:
 - Courses, current studying, work, meals, sleeping, etc.
 - Find openings and fill in study times for each final.
 - Study for 45 to 50 minutes then take a short break.

Night before the EXAM.

- Get a full night of sleep so that you don't feel fatigued.
- Organize study materials. Charge laptop.
- Set 2 to 3 alarms.

Day of the EXAM.

- Eat a light breakfast.
- Get laptop ready, if needed, before exam time. Be sure to have laptop charger handy!
- *Only have materials allowed to use on exam in front of you.*
- Relax. Take deep breaths.
- Look over entire test, budget time, and answer questions you feel confident you know.
- Don't leave anything blank (unless told to do so).
- *Double check to be sure all questions are answered before submitting final.*



Baylor University®

CENTER FOR ACADEMIC SUCCESS & ENGAGEMENT

APRIL 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4	5	6
				Last day of classes	Study day	Finals start
7	8	9	10	11	12	13
	Finals	Finals	Finals	Finals End		

Check each course Syllabus and Final Exam Schedule from Registrar’s Office for information about when online final exams will occur or be due for each course.

<https://www.baylor.edu/registrar/>

Strategies for Different Study Plans

8 days before exam day	Organize Information:
To-Do:	<ul style="list-style-type: none"> ● Graded tests & quizzes ● Notes & handouts ● Flash cards & summaries
7 days before exam day	Study Plan of Action:
Goals:	<ul style="list-style-type: none"> ● Have broad sense of tested material ● Anticipate material on exam ● Make Study Guide
6 days before exam day	Read over all information:
Goals:	<ul style="list-style-type: none"> ● Understand big picture ● Work practice problems ● Predict and write test questions & practice answering them
5 & 4 days before exam day	Focus on specifics:
Goals:	<ul style="list-style-type: none"> ● Put: concepts, themes, and key ideas in own words ● Use: flow charts, diagrams and pictures in own words ● Meet with professor or tutor to clarify difficult material
3 & 2 days before exam day	Review everything:
Goals:	<ul style="list-style-type: none"> ● Be able to recall everything already working with ● Self-quiz ● Work practice exam
1 day before exam day	Final Review:
	<ul style="list-style-type: none"> ● Self-quiz again (not just mental check-off) ● Gather necessary test materials and charge laptop ● Set out clothes for tomorrow ● <i>Get a full night of sleep!</i>

5 days before exam day	Organize Information:
To-Do & Goals:	<ul style="list-style-type: none"> ● Graded tests & quizzes ● Notes & handouts ● Flash cards & summaries
	Read over all information:
	<ul style="list-style-type: none"> ● Have broad sense of tested material ● Understand big picture
	Other important to-dos:
	<ul style="list-style-type: none"> ● Anticipate material on exam ● List main topics, concepts, and/or chapters to be studied each day ● Start working practice problems
4 days before exam day	Connecting with Material:
Goals:	<ul style="list-style-type: none"> ● Put: concepts, themes, and key ideas in own words ● Meet with professor or tutor to clarify difficult material ● Predict and write test questions & practice answering them
3 days before exam day	Focus on specifics:
Goals:	<ul style="list-style-type: none"> ● Use: flow charts, diagrams and pictures in own words to help remember material
2 days before exam day	Review everything:
Goals:	<ul style="list-style-type: none"> ● Be able to recall everything already working with ● Work a practice exam
1 day before exam day	Final Review:
	<ul style="list-style-type: none"> ● Self-quiz again (not just mental check-off) ● Gather necessary test materials and charge laptop ● Set out clothes for tomorrow ● <i>Get a full night of sleep!</i>

Guiding Principles for Test Preparation:	Test Day Tips:
<ul style="list-style-type: none"> ● Start preparing for your exam(s) early. ● Have a plan (and stick to it!). ● Learn deeply (not rote memorization only). ● Repeat, Repeat, Repeat! ● Practice recalling information (ask/answer many questions). 	<ul style="list-style-type: none"> ● Eat breakfast & drink water. Don't overdo caffeine. ● Use relaxation & breathing to control test anxiety. ● Have laptop ready before start time. Keep charger handy! ● Scan entire exam. ● Read and follow all exam directions. ● Keep track of time. ● Answer easiest/shortest questions first. ● Tell yourself: "I can do this!" ● Reward yourself!

Use this page for up to 2 courses with finals. If you need more than included here, you may copy this page or print more from CASE's website: <http://www.baylor.edu/case/>

Comprehensive Study Plan		
Course:	Day/Date/Time of Final:	
% of Final Grade:	Current Course Grade:	
List of <u>Topics/Chapter Names</u> you will need to study	Time (hours) allotted to review	Day/Date for Review

Comprehensive Study Plan		
Course:	Day/Date/Time of Final:	
% of Final Grade:	Current Course Grade:	
List of <u>Topics/Chapter Names</u> you will need to study	Time (hours) allotted to review	Day/Date for Review

Use this Daily Study Guide to help you plan times to study for each final.

Block out times for regular studying, class, work, meals, etc.

Color Code!

Day/ Date	Daily Study Guide for Final Exams														Last Final		
Before 8am																	
8am																	
9am																	
10am																	
11am																	
12pm (noon)																	
1pm																	
2pm																	
3pm																	
4pm																	
5pm																	
6pm																	
7pm																	
8pm																	
9pm																	
10pm																	