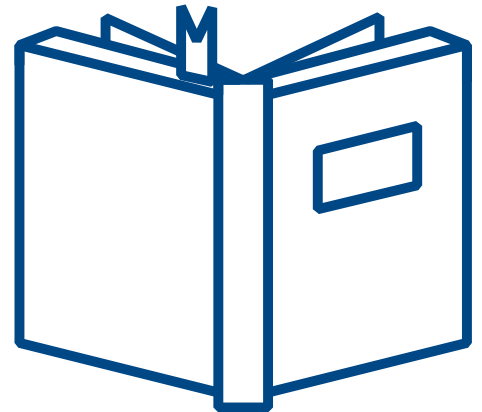


**Center for
Academic
Achievement**

FINAL EXAMS PREP KIT

**Get organized for finals and
learn a few helpful tips.**



Center for Academic Achievement
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Finals Prep - A Timeline

Two Weeks Before

Planning: Utilize the Finals Prep Kit to identify upcoming tasks, time needed, and length to completion.

Class: Go to class regularly. Pay close attention to summaries at the beginning and end of the lecture.

Study: Schedule time to study each day in an environment which is free from distractions.

The Week Before

Planning: Prioritize your assignments and schedule time to complete each task. Start with the most important tasks first.

Class: Go to class with questions prepared. Compare notes with fellow students to ensure they are complete.

Study: Begin studying early in the day to avoid procrastination. Predict questions you believe will be on the test and practice answering them.

Finals Week

Planning: Double check the time, date, and location of your finals. Be sure to arrive early with all required materials.

Class: Read each question carefully, and prioritize the order you answer questions. Be sure to review your work before turning in the exam.

Study: Review notes, your textbook, and old test. Allocate your time carefully between subjects.



End of the Semester Planning

List your courses. Write down all upcoming assignments and their due dates. Including your final exams with their date and time.

Course 1: _____

Course 2: _____

Course 3: _____

Course 4: _____

Course 5: _____





Top Tips for Finals Week

1. Don't Procrastinate!

- Plan ahead - Create a study plan and stick to it.
- Find your exam schedule and start studying for your first, or hardest exam now.

2. Find a Quiet Place to Study

- Identify a study space which will allow you to focus.
- Ensure it is quiet, comfortable, and free of distractions.

3. Study With a Partner

- Form a study group to help you prepare for you final exam.
- Compare notes, discuss difficult concepts, and identify correct answers from previous assignments.

4. Get Enough Sleep

- Staying up the night before an exam can reduce the information you retain.
- Well-rested students are more alert and relaxed.

5. Manage Your Stress

- Be positive - Monitor your inner speech.
- Exercise - Aim for 30 minutes each day.
- Talk to a friend - Sharing your feelings allows you to objectively evaluate your situation.



Scheduling for Finals

Create a schedule to study for your finals. Be sure to schedule breaks.

Two Weeks Before

Time	Monday	Tuesday	Wednesday	Thursday	Friday

One Week Before

Time	Monday	Tuesday	Wednesday	Thursday	Friday

Finals Week

Time	Monday	Tuesday	Wednesday	Thursday	Friday

