

# TEST/EXAM PREPARATION

Student Counselling Unit



Mental Health Awareness Series

## Setting up a study area

Set up a study space so you can differentiate between work and downtime. You want to make sure that your study space is designed for you to learn. This can be accomplished by keeping it clutter-free and only having the necessary tools in reach. Turn off all electronic distractions and if you're studying online, you can use apps and plugins like Block Site to make sites like social media unavailable so you won't go off track.



## Set realistic timelines

You know how much you have to learn and how long it will actually take. Start preparing for your exams well ahead of time. Last-minute cramming will not be effective. If you are studying multiple subjects, give yourself enough time for all of them with reasonable breaks in between. Scheduling 10-hour study time a week before the exam is not realistic.



## Set study goals

For each study session, set yourself a goal to keep track of what you are studying or revising. You can note down your study goals as soon as you start with your study session or you can set them at the end of the session for the next one. Here are some examples of study goals you can set: I will work through at least five equations. I will go through and summarise chapters 5 and 6. I will understand and learn the key concepts that were taught in week 2 to 4 lectures.



## Create a study plan

Break down your portions into bite-sized pieces. With enough time before your exam, make a plan that balances all the subjects to be tested. This would be your everyday plan. Keep it real. You know how much you can actually learn in a day. Plan the number of days accordingly.



## Managing your priorities

It's likely that you will have multiple tests around the same time. You should set your schedule and break up your time accordingly. You can do this by working backwards from the test date and assessing how much time you will need for each subject and then allocating the right amount of time to each subject.



## Study methods or strategies

Start by skimming the first chapter and taking notes on headings. Formulate questions on the chapter's content 'what is this chapter about?' Begin reading the full chapter and look for answers to the formulated questions. Summarise in your own words what you just read. Quiz yourself on the formulated questions.

## Reward yourself

Positive reinforcement encourages healthy behaviours. It could be a sweet treat, a 15 minute break, or a 15 minute enjoyment of your favourite music (dance or play along!) The best reward for an adult is time to do the things you enjoy and spend time with the people you love.



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- For more info or self-help resources, check the Student Counselling Unit's website <https://www.up.ac.za/student-counselling>
- For 24 hr support, call the UP Careline 0800 747 747
- For academic support consult with your Faculty Student Advisor: <https://www.up.ac.za/teaching-and-learning/article/2494904/faculty-student-advisors-fsas>
- For therapy/counselling, email: [studentcounselling@up.ac.za](mailto:studentcounselling@up.ac.za)

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