

# Test Preparation Checklist

A test preparation checklist laying out a multi-day study plan to get ready for a test.

## Gather what you need to know

- Confirm the test date, format and length.
- List every topic, chapter or unit that will be covered.
- Collect notes, the textbook, handouts and past papers.
- Note the question types, such as multiple choice or essay.
- Ask the teacher about the weighting or focus if unclear.

## Build your study plan

- Estimate how much time each topic will need.
- Map topics onto specific days leading up to the test.  
Front-load the hardest material early.
- Reserve the final day or two for review and practice tests.
- Schedule study in focused blocks with breaks between them.
- Mark which topics you already know versus need most work.

## Study each topic actively

- Rewrite or condense notes into your own summaries.
- Make flashcards for terms, formulas and key facts.
- Quiz yourself with active recall instead of rereading.
- Work through practice problems for each topic.
- Mark off each topic only once you can recall it unaided.
- Revisit earlier topics briefly to keep them fresh.

## Practice and self-test

- Take a full practice test under timed, realistic conditions.
- Work past papers or sample questions without notes.
- Grade your answers honestly against the mark scheme.
- Review every wrong answer to understand the gap.
- Re-study weak areas, then test them again.

## Final days before the test

- Do a light review of all topics rather than learning new ones.
- Focus extra time on your remaining weak spots.
- Run through summary sheets and flashcards one more time.
- Prepare your materials and confirm the test logistics.
- Wind down early and get a full night of sleep.