

## Exam Checklist

### Preparing Class Content

#### Step 1:

- ☐ Revise each class' notes every week underlining what seems important, such as main quotes and concepts (every week)

#### Step 2:

- ☐ Exercise the concepts you learnt and how they're applied by re-reading notes and making a small summary out of them (every two weeks)

#### Step 3:

- ☐ Check examples of past exams or exercises that you might be asked and practice (every month)

#### Step 4:

- ☐ Create a summary of your notes (gradually three weeks before a test)

#### Step 5:

- ☐ Conceptualize flashcards with a summary of your notes (two weeks before the test)

#### Step 6:

- ☐ Study and Memorize flashcards (two weeks before the test)

#### Step 7:

- ☐ Create mock-up exams with questions/prompts you think will be on the exam and practice condensing the information you learnt into short, concise sentences (one week before the test)

### Preparing Class Texts

#### Step 1:

- ☐ Read the texts gradually and constantly throughout the semester (a little every week)

#### Step 2:

- ☐ Bookmark the passages read in class and important themes mentioned (at least two weeks before the exams)

#### Step 3:

- ☐ Underline any crucial elements that might be useful for the exam (a little every week)

#### Step 4:

- ☐ Annotate, as much as you can, all significant concepts on post-its throughout the book (a little every week)

#### Step 5:

- ☐ After finishing the book, create a mental outline of the entire story, plot, order of events and study it (at least a week before the exam)

#### Official Sign-Ups

- ☐ Register for your (Annual or Fall) courses (10 days at the end of September)
- ☐ Fill in the department's form regarding Fall exams (25 days during the month of October)
- ☐ Register for your January exams (10 days in the middle of October)
- ☐ Register for your courses (Spring) (10 days in the middle of February)
- ☐ Fill in the department's form regarding Spring exams (20 days at the end of February)
- ☐ Register for your May-June exams (10 days at the beginning of March)
- ☐ Fill in the department's form regarding the August exams (7 days at the end of June)
- ☐ Register for your August- September exams (7 days at the end of June)

Tips: You can access the academic calendar here ->

<https://www.unige.ch/lettres/infos/calendrier>