PORPE: 5-Step Strategy for Test Preparation

P — Plan

Read, underline, and annotate the assigned material. Predict possible issues on which questions might be asked.

Identify sources such as:
- The instructor's syllabus. Ask the professor what to anticipate on the test if s/he does not volunteer the information.
- Chapter questions or study guides— boldface headings or italicized words.
- Ideas that the instructor stresses in his/her lectures.

O — Organize

Organize information to generate questions and answers. Create **study checklists**. Identify **all of the material** on which you will be tested - list notes, formulas, diagrams, text assignments, semantic maps, review sheets, and charts.

When you organize, make sure you do the following:
- Know the test format and study accordingly: multiple-choice, essay, or both.
- Focus on large issues, while relating detailed information to general concepts.
- Map or chart key issues first, then write an outline to organize answers or...
- Write outline first and chart or map ideas to help flesh out the outline.

R — Rehearse

- Begin by testing yourself on **key ideas**.
- Say out loud or write down the major parts of your **outline**.
- Go back to the first point and learn the **details** that belong to it.
- Repeat the **key points and ideas** plus the details out loud.
- Test yourself!
- Move on to the second key idea and its details.
- Repeat this process until you have memorized **key ideas** and details of your outline.

P — Practice

- Generate a list of possible questions. Take the "mock test" in the classroom or a quiet room.
- **From memory**, write answers to each question you expect to be difficult.
- Time yourself.
- "Grade" and compare with classmates.

E — Evaluate

- Evaluate the quality of your answers. Are you ready for the exam? Do you need to continue with further review?
- Examine organization again—did you leave out key ideas or details?
- Repair and go through PORPE steps—**PLAN, ORGANIZE, REHEARSE, PRACTICE, AND EVALUATE.**