Five days before the test: Organize
Organize and review your class notes and text notes carefully. Prepare a list of all topics that will be on the exam. List them in order of importance so you can focus your attention accordingly.

Four days before: Review and Recall
Review your notes thoroughly, but don’t just look at them. Explain them to yourself. Don’t mistake familiarity for comprehension. Concentrate on the topics that are more difficult for you to understand. Use mnemonic devices or visualization to organize the material as a “breadcrumb trail” back to the big ideas.

Three days before: Rewrite
Briefly rewrite all important information. Review these notes repeatedly. Trying to recall your own explanations will be more effective than trying to recall what the text and your professors have said.

Two days before: Question
Make a list of questions that might be on the exam and answer them in as much detail as possible.

One day before: Prepare
Review your notes and rewritten notes a few hours before the exam. Take time to relax before the exam. If you are afraid you will forget information or "blank out" when you receive the exam, write reminders on the back that you can come back to during the exam.