

Preparing for Culminating Tasks & Stress Management

January 16, 2024



Why Can Studying for Tests and Exams Be A Challenging Task?



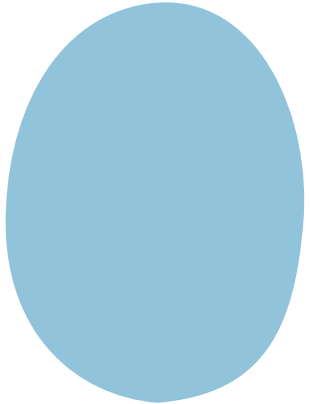
- It can be overwhelming to study an entire unit (not to mention 5 months worth of material for exams)
- Sometimes students are **exhausted** by the end of the semester (re: exams)
- The test/exam can be worth a fairly high percentage of a **final mark** in the course
- Students often have 1–3 other tests/exams that you also need to be studying for...where do you find the **time**?

How Do Students Make Exam Studying Even MORE Stressful?

If they...



- have **disorganized** and/or **incomplete notes** from the course
- have **not been asking questions** along the way to ensure understanding, or taking advantage of offers for **extra help**
- don't **budget your time wisely** or start studying far enough ahead of time
- don't consider ways to make the most of your studying time
- don't recognize the **time and effort** that will be required to be adequately prepared for the test/exam
- don't **adjust other priorities** during test/exam time to make the tests/exams your primary focus



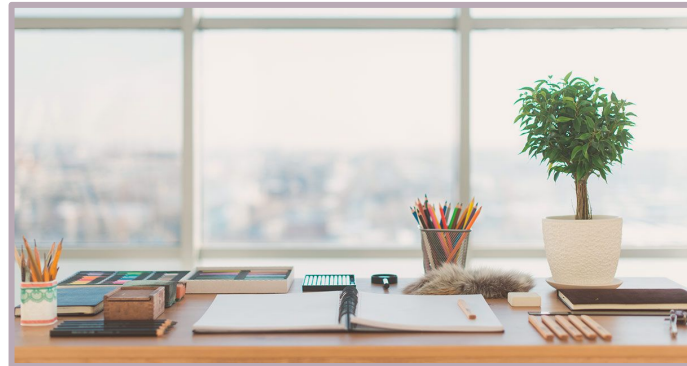
01

Preparing to study



Prepare a study space

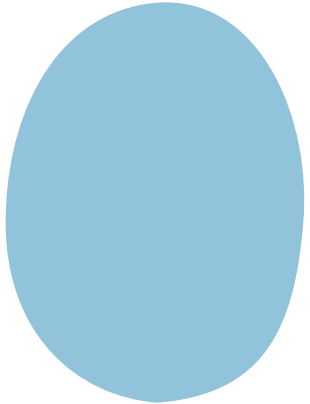
1. Find a good location/place to study to focus & work in a way that's most convenient for your family
2. Make sure the desk/area is tidy to help you feel less cluttered and get work done more efficiently
3. Organize the workspace to a way that's personalized to fit the student's needs and helps them work efficiently



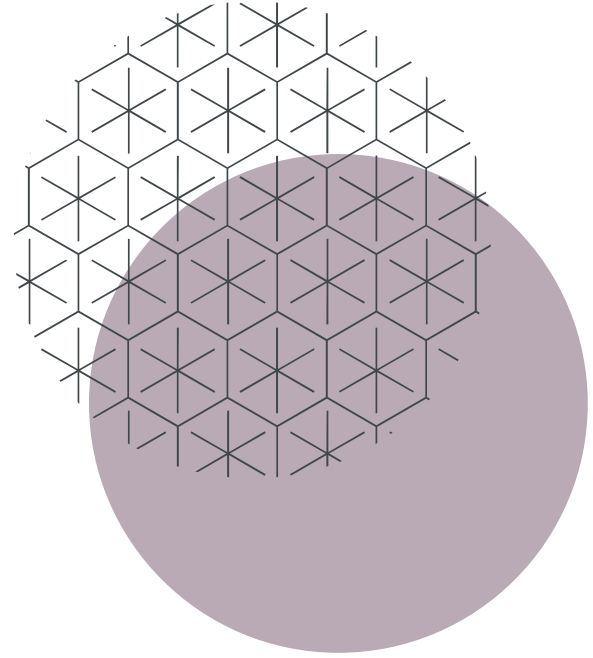
Organize your study materials

- **Using Binders with dividers**
 - Separate binders for each class/subject
 - Use divider to split up classes or subjects
- **Sticky notes in notes/notebook**
 - Use to make notes of something
 - Use to refer back to specific topics
 - Easier to find notes & more time-efficient
- **Folders**
 - Used to organize worksheets/notes
- **Labeling worksheets**
 - Writing the date on worksheets
 - helps designate worksheet to a specific time & order

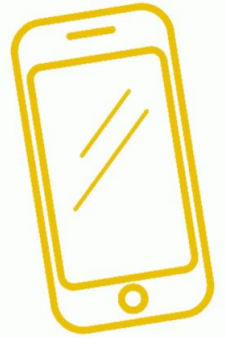




02
**Tips for
Success!**



IMPORTANT!



REMOVE phones from the study area....

AND...

TURN OFF any messaging, Instagram, Snapchat, etc. on all of devices UNTIL your BREAK TIME (notifications pop up on Macbooks, too!)

“Study time” is **extended** SIGNIFICANTLY when students try to **multitask** studying and social media!

Every time we switch their focus from one thing to another, there’s something called the “**switch-cost**”. Our brain stumbles a bit and it requires time to get back to where it was before it was distracted.

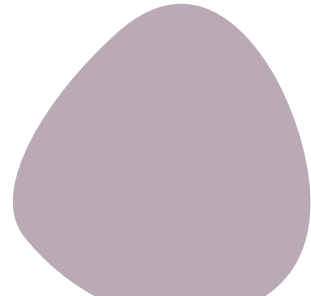
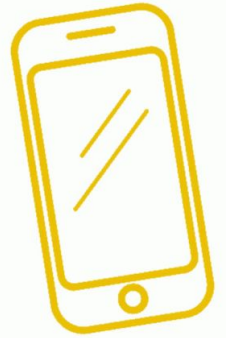
Music

Music when doing homework isn't an issue for most students – in fact, many like it to drown out other distractions.

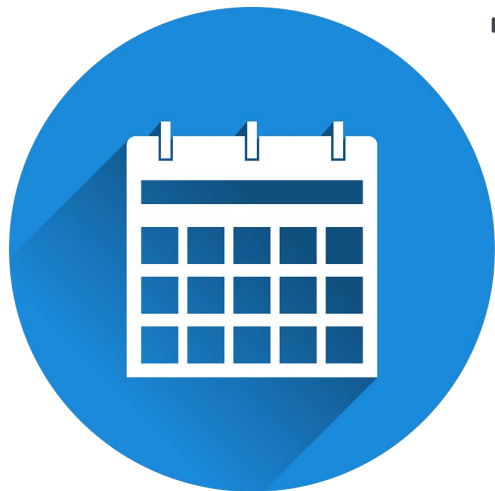
BUT!

Music while studying can be detrimental as you are forced to multitask. This can be especially hard when trying to memorize.

If a student really needs to listen to music, consider music without lyrics!



The value of a study schedule



- Making a schedule **keeps students focused and realistic** about what they need to accomplish
- Creating a schedule **saves students a lot of time** that could have been lost to disorganization, stress, and poor planning
- A **PLAN reduces stress** and increases the chance for greater success



Super Simple Daily Planner

Daily Planner

Month

2024

Day

Start Time:

8:00

Interval, min:

30



Things to Remember

edit the start and/or interval time above to adjust this planner to better suit your needs

Schedule

8:00 AM

8:30 AM

9:00 AM

9:30 AM

10:00 AM

10:30 AM

11:00 AM

11:30 AM

12:00 PM

12:30 PM

1:00 PM

1:30 PM

To Do Today

People to Contact

Time

Seneca

Assignment Planner

Seneca
POLYTECHNIC

Assignment Planner

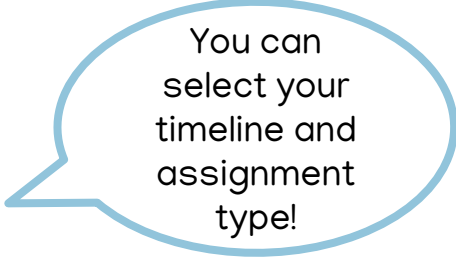
This Planner will help you break down your assignment or project into manageable steps and guide you to useful services and tools from the Library and Learning Centre. Follow the guidelines for the assignment as discussed in class and consult with your Professor/Instructor if you have any specific questions about the assignment dates.

Date you will begin the assignment:

Date the assignment is due:

Type of assignment:

- Annotated Bibliography
- Business Report
- Exam
- Infographic
- Lab Report
- Literature Review
- Presentations
- Reflection Paper
- Research Essay
- Video Project



You can
select your
timeline and
assignment
type!

Brought to you by
Seneca LIBRARIES
and [Learning Centres](#)

Seneca

Assignment Planner

It will even
send you
reminders!

Assignment: Infographic

Starting on: Tuesday December 12, 2023

Ending on: Tuesday December 19, 2023

According to the dates you have entered, you have 7 days to finish.

Brought to you by
Seneca LIBRARIES
and Learning
Centres

Printer-friendly Version

Send me reminders

■ Step 1 - By Tue Dec 12, 2023: Understand your assignment

- Read your assignment and ask your instructor for clarification if you have any questions.
- Note: Media project assignments can be very different depending on your class, instructor and assignment goals. Make sure you are clear on what your instructor expects. The steps given here may differ for your assignment.
- Creating Infographics link changed to [Creating Infographics\(google.com\)](#)
- Use of Generative AI may not be permitted in every course or assignment. Remember to always ask your instructor before using [Generative AI tools](#).

■ Step 2 - By Wed Dec 13, 2023: Brainstorm ideas. Do some background reading and research

- [Brainstorm](#) topics.
- Do any necessary [background research](#).
- [Learn how and where to find statistics](#).

Provides
step-by-step
instructions
for each day
of your
timeline!

Schedule Breaks!

Consider using the Pomodoro Technique



Select a single task to focus on



Set a timer and work continuously for 25 minutes



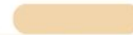
Take a productive 5 minute break

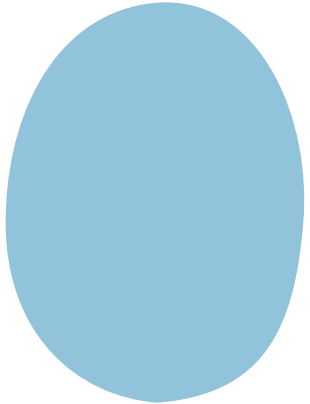


Repeat for 4 rounds



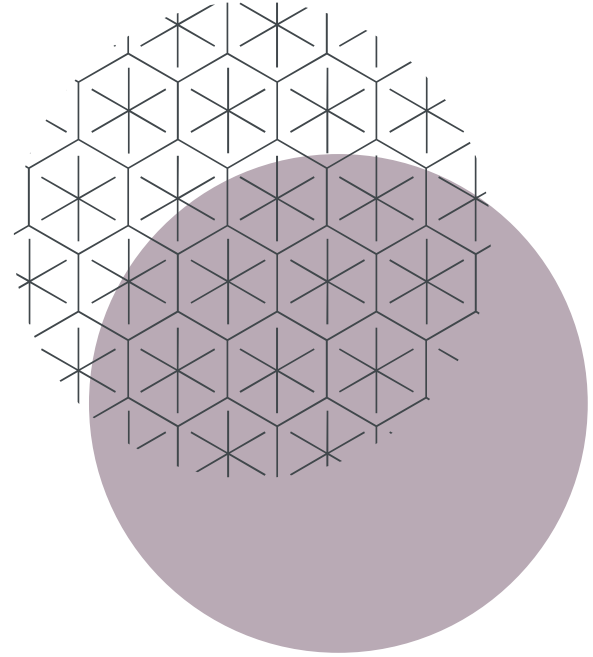
Take a longer break for 30 minutes and repeat





03

**Study
Strategies**



Study Strategies that **DON'T** work!

- ❌ Reading information out loud **without writing it down**
- ❌ Glossing over notes without “proving” that you know it (i.e., by teaching someone else, by writing it down from memory, etc.)
- ❌ Excessive or unnecessary highlighting of texts or novels
- ❌ Reviewing the material only one time
- ❌ Studying with someone else – unless you are equally committed and focused
- ❌ Staying up really late or pulling an all-nighter



Note Taking

- ❖ Take notes from the text
- ❖ Make personal connections in notes
- ❖ Highlight key terms and phrases in notes
- ❖ Reformat/rewrite notes
- ❖ Verbalize notes

***Don't just rely on notes from Google Classroom!*



Create

- ❖ Lists of possible exam questions
- ❖ Flashcards with questions and answers
- ❖ Study guide
- ❖ Lists of questions to ask each teacher
- ❖ Vocabulary cards
- ❖ Graphic organizers/ diagrams/pictures



Review Classwork

- ❖ Past homework, readings, and handouts
- ❖ Previous quizzes/tests
- ❖ Re-read the material
- ❖ Focus on past mistakes and their corrections
- ❖ Re-do practice questions



Consider your strengths!

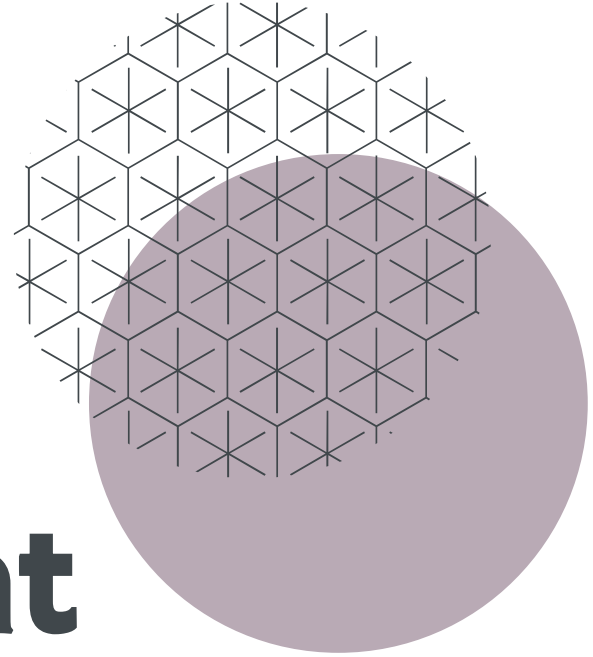
- ❖ Create movement, rhymes, songs, pictures
- ❖ Orally recite material
- ❖ Make a personal connection
- ❖ Categorize the information
- ❖ Quiz yourself



Study with others*

**If you can stay on-task!*

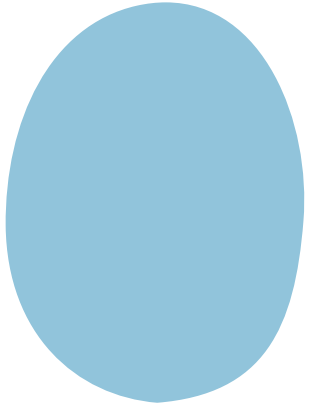
- ❖ Have someone quiz you
- ❖ Plan a study group
- ❖ Teach the material to someone



04

Stress

Management



Behavioural Symptoms of Stress

Physical

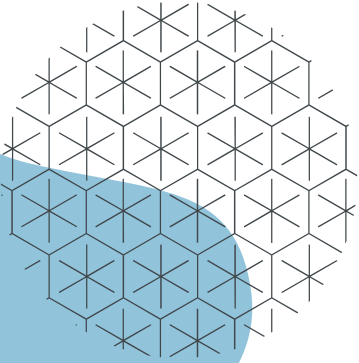
- Talking too fast
- Talking too loud
- Nail biting
- Grinding teeth
- Drumming fingers
- Pacing

Emotional

- Overreacting
- Emotional
- Defensive
- Irritable
- Hostile
- Aggressive



Reducing stress during exam season

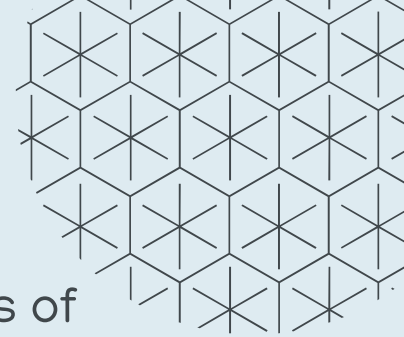


- 1. Prepare well in advance**
- 2. Check in with your mindset**
- 3. Relax!**



How can students prepare well in advance?

- Gather information
 - Get details about the mark breakdown and types of questions that will be on the exam from the teacher
 - Review the rubric and instructions of the culminating assessment
- Set up a study schedule
 - Chunk the details of your task into smaller parts or a checklist
 - Include specific times and tasks for each review session
- Review material often throughout the semester
 - Don't start studying at the end of January!
- Test yourself and others!

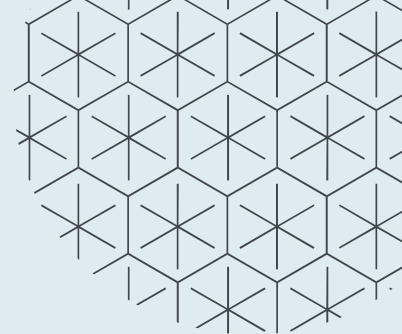


How can students shift their mindset?



- Change negative self-talk into positive self-talk.
- Keep in mind that one exam is unlikely to make or break your whole future.
- If issues outside of school distract you, jot them down on a piece of paper so you can come back to deal with them later.

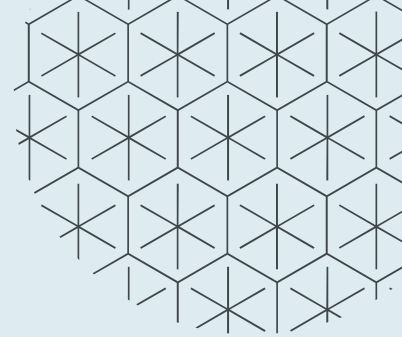
For chronic anxiety or depression, talk to a professional.



How can students relax during exam season?



- Learn stress relieving strategies that can be used in and out of the exam situation
- Practice the techniques so they become easy to use
- Other ways to relax:
 - Exercise—walk, run, yoga, etc.
 - Listen to music that soothes or motivates them
 - Stretching
 - Meditation
- Make sure to eat well and get plenty of sleep before and during exam season!



Strategies for dealing with stress during an exam



Ask a question

IF YOU NEED HELP, ASK THE TEACHER! TRY NOT TO FREEZE.



Move to an easier question

IF BEING STUCK ON A QUESTION IS FRUSTRATING YOU, MOVE ON AND COME BACK TO THE CHALLENGING ONE LATER.



Positive Self-Talk

USE POSITIVE SELF-TALK. TALK TO YOURSELF BY USING POSITIVE AND MOTIVATIONAL WORDS TO GUIDE YOURSELF OUT OF THE ANXIETY.



Relaxation Exercises

USE YOUR QUICK RELAXATION EXERCISES. ALLOW YOURSELF A TIME OUT-TAKE A FEW BREATHS, TENSE AND RELAX, OR DO A QUICK STRETCH.

**Consider a five-minute meditation
before studying or writing an exam.**



Relaxing your muscles

Step 1:

- Close your eyes. Tense every muscle in your body, starting with the neck and moving down to the shoulders, arms, stomach, legs, and feet. Inhale as each muscle is contracted, and hold your breath for a few seconds; then slowly exhale and release.

Step 2:

- Close your eyes tight and clench your teeth; feel the pressure mount. Hold for 5 seconds. Open your eyes and relax.

Step 3:

- Repeat right after if your body is still feeling tense. Try this at anytime before or during the exam to relax your body and refocus.



Controlling Your Breathing

Step 1:

Sit with your back straight and your hands resting comfortably in your lap. To help block out distraction, try closing your eyes.

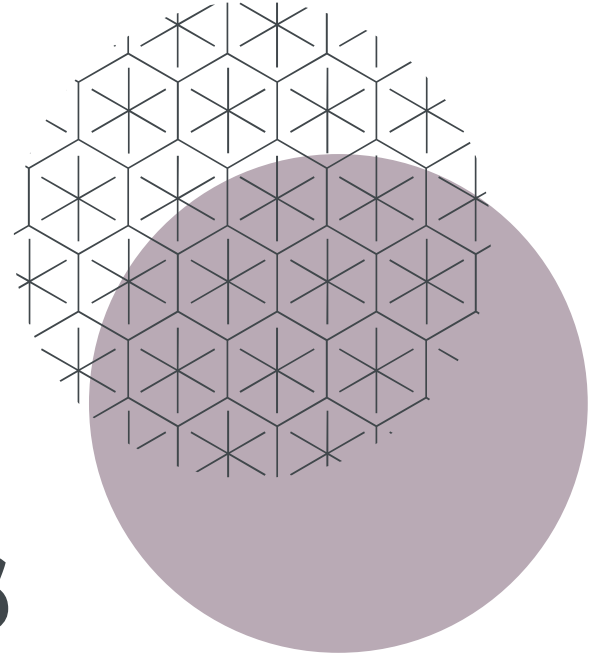
Step 2:

- Inhale slowly, smoothly and deeply through your nose for 5 seconds. Hold your breath in your lungs for 5 seconds. Slowly exhale through your mouth for 5 seconds. As you exhale, try to let go of all your anxiety, tension & stress. Pause for 5 seconds before repeating.

Step 3:

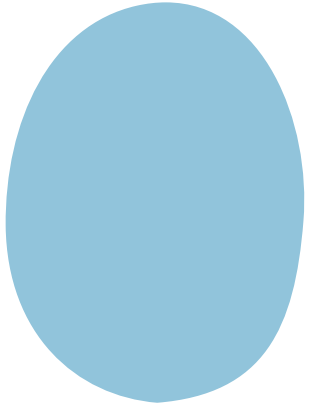
- Do 10–12 rounds, which will only take 3–4 minutes. You can use this whenever you feel anxious.





05

Resources & Supports



Support for Students



Classroom Teachers

Teachers are always there to support and provide accommodations if necessary.

Ask for help in class or by email!



Guidance

Guidance counselors are a very helpful resource. They can assist with school advice, accommodations and personal life advice.

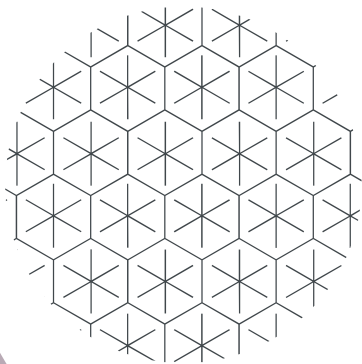
The Special Education Resource Teachers and Student Success Team in Room 116 can also help!



Extra Help

- Math Support
 - Grade 9 and 10 Help Sessions – Tuesdays and Thursdays
 - [TVO MATHIFY!](#)
- [Peer Tutors](#)
 - Get help from other students
- Library Workshops
- [YRDSB Student Tools & Resources](#)

Library Resources



SCAN ME





Thanks!