

EXAM OR ASSIGNMENT ANALYSIS

This worksheet will help you reflect on your preparation and performance on an exam or assignment. Critically **evaluating** the strategies you used to prepare for exam and identifying the patterns in your responses during the test will allow you to determine what you may need to work on for future exams. Then you can **create a plan** that targets those areas that did not go the way you that you hoped. Remember, learning is a process! It might take a few cycles of metacognition to feel confident.

1. Think about how you prepared for the exam. Describe 2 things you feel you did well when preparing.
2. Review the questions you answered correctly. Are there any patterns among them? What is the connection between how you prepared for those questions?
3. Now look over your exam to see what points you missed in each of the categories below.

Common errors BEFORE the exam (preparation)		Points (None/Few/Many)
Application	You understand the underlying concept but could not apply it to the problem on the exam.	
Concept	You do not understand the properties or principles required to work the problem.	
Study/Preparation	You studied the wrong material, used ineffective study strategies, or did not spend enough time preparing.	
Common errors DURING the exam		
Careless	Could have been caught quickly and easily when you reviewed the exam before turning it in.	
Direction	You did not read or understand the directions.	
Test-taking	Examples include: <ul style="list-style-type: none"> • You spent too much time on one problem so you did not have enough time to finish the test. • You rushed through easier questions, resulting in careless mistakes. • You changed your answer from a correct one to incorrect one. 	

Source: This material is adapted from examples provided in *Winning at Math Transition: Mathematics Study Skills Guide for Students Preparing for College* by Paul Nolting, Academic Success Press Inc. (2017) and a worksheet, *Analyzing Exam Errors and Making Corrections*, by Bronwen Moore, available on Canvas Commons.

4. Based on your responses, select the strategies that will help you improve on the next exam.

Common errors BEFORE the exam (preparation)		Tips & Suggestions
Application	You understand the underlying concept but could not apply it to the problem on the exam.	Work on identifying the different types of problems you will need to solve. Use quizzes, examples from class, and study guides or review sheets to practice. Solve these problems without looking at your notes to confirm your understanding.
Concept	You do not understand the properties or principles required to work the problem.	Go back to your notes or textbook to review the concepts you missed. To avoid this issue in the future, work on improving your overall understanding – try testing yourself and explaining the material to others. Take advantage of office hours to seek clarifications before the next test.
Study/Preparation	You studied the wrong material, used ineffective study strategies, or did not spend enough time preparing.	Think about how you can use your study time most effectively. Do you need to spend more time or start studying earlier? Would you benefit from finding a study partner or study group? If you don't think your current strategies are working for you, ask classmates, instructors, and mentors for suggestions.
Common errors DURING the exam		
Careless	Could have been caught quickly and easily when you reviewed the exam before turning it in.	Work carefully, checking for careless mistakes along the way. Try to leave yourself enough time to review each problem before submitting.
Direction	You did not read or understand the directions.	Read all the directions and underline key words. Cover up everything but the one question you're working on to eliminate distractions.
Test-taking	<p>Examples include:</p> <ul style="list-style-type: none"> You spent too much time on one problem so you ran out of time. You rushed through easier questions, resulting in careless mistakes. You changed the answer from a correct one to incorrect one. 	<p>Suggestions include:</p> <ul style="list-style-type: none"> Set a time limit for each problem and move on when time is up. When you are done, review the easy problems first and check carefully for careless mistakes. Only change answers if you have double-checked and can prove to yourself that the changed answer is correct.