



Virtual Office Hours: Exam Prep

With Heather Varanini, Associate Director of Academic Achievement and an Adjunct Professor at Golden Gate University, School of Law.

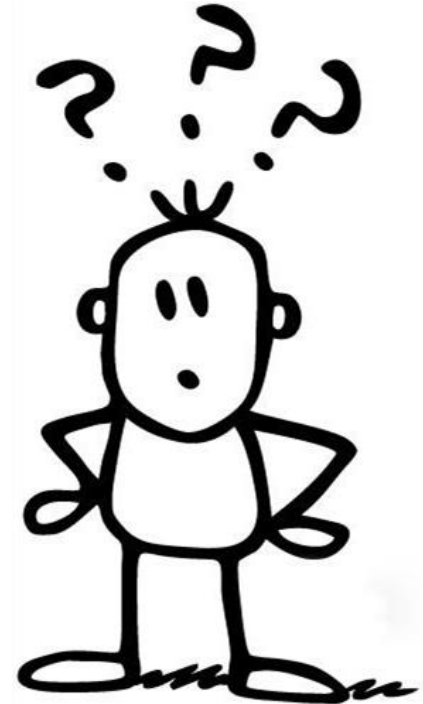


AMERICAN **BAR** ASSOCIATION™

Studying Effectively for Your Exams At Home

Should I Study Differently Because I
Have a Take-Home Exam?

no.



Creating a Study Space

- Separate place dedicated solely to studying;
- Plenty of light;
- Free of clutter; and
- Easy access to materials



Managing Distractions

- Turn off notifications on digital devices;
- Do the hardest tasks first;
- See Professor Lee's article for more tips:
<https://abaforlawstudents.com/2020/03/18/train-your-brain-to-be-productive-at-home/>





Time Management

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Why Time Management

Generally

- Preparation
- Efficiency
- Stress reduction
- Developing and using good habits

On Exams

- Prioritize
- Maximize points and potential

Creating and Using A Study Schedule

Do:

- Start with a blank calendar
- Know when all of your exams are
- Know the rules if you have an emergency
- Be realistic
- Build in breaks and days off



Start With A Blank Calendar

November 2020



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
						1
2	3	4	5	6	7	8
	Voting Day					
9	10	11	12	13	14	15
		Veterans Day (school closed—no classes)				
16	17	18	19	20	21	22
23	24	25	26	27	28	29
Veterans Day make-up (Wednesday classes meet)	Last day of fall classes Make-up day for 9/8 (Tuesday classes meet)		Turkey Day! (school closed)	(school closed)		
30						

Creating Your Schedule

- Block scheduling: **active + uninterrupted** study time
- Consider:
 - Length of time;
 - Best time of day;
 - Number of topics;
- Remember:
 - Build in breaks between blocks (min. 10m);
 - Take care of yourself



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Active v. Passive Studying

Active Studying

- Practicing essays;
- Practicing MCQs;
- Making outlines

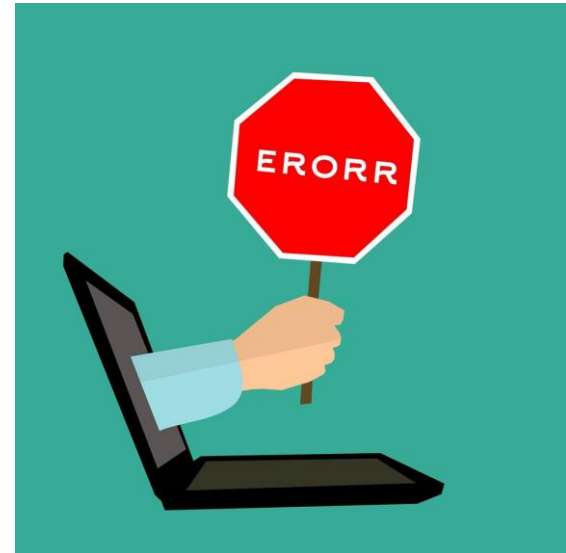
Passive Studying

- Reviewing flashcards;
- Memorizing rules;
- Looking over past exams

Creating & Using A Study Schedule

Don't:

- Procrastinate
- Study for one class only
- Reread cases
- Rely wholly on your outlines during your exam
- Forget to take care of yourself



Practice: Preparing for Exam Day

Why Practice?



- Best preparation
- Learn the law

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Practice Essays

- Minimum of 3-5 practice essays per subject;
- Compare your answer to sample answer;
 - **Be critical!**

	Sample Answer	My Answer
Issue 1		
Rule		
Facts Used/Analysis		

Practicing Multiple Choice Questions

- Understand the law better;
- Always have a reason
- Wrong answers:
 - It's practice!
 - Learning opportunity;
 - Check answer explanation
- Right answers:
 - Always read the answer explanation


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Ask for Help

- Talk to your professor;
- Talk to your TAs;
- Talk to to your academic support department



Use the Resources Available to You

- Professors' past exams and model answers
- Academic support department
- CALI (cali.org)
- Past bar questions  State Bar website



Inside the Exam

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Taking the Exam

- Treat it like a final exam;
- Take the exam in a distraction-free (or reduced) environment;
- Read directions carefully;
- Stay within the recommended limits and edit **after** you've finished writing;
- Limits mean professor expectation

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Time Management Inside the Exam

- Read, then outline
 - 1st read: get the general idea of what is happening and understand the call of the question;
 - 2nd read: issue spot and begin outlining
- Leave time to:
 - Edit; and
 - Upload

Other Study Tips

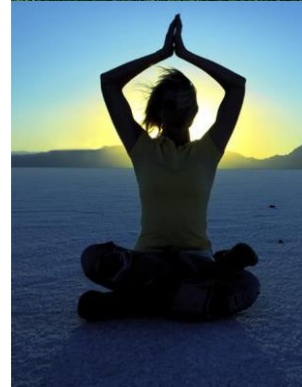


HELP!



Take Care of Yourself

- Take a break
- Get something to eat or drink;
- Exercise
- Meditate
- Talk to someone



Remember:

- Go back and read your law school personal statement
- You can do this!



Questions?

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