

Exam Week Starter Pack

Map the week, protect retrieval practice, organise open-book materials, submit cleanly and learn from the graded paper — one checklist per page.

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<https://e-its.pages.dev>

Exam Week Checklist

One page to map the week and walk into the room prepared.

1. Week map (once)

- ☐ List every exam: date, time, room, allowed materials
- ☐ Rank topics by weight × how shaky they feel
- ☐ Block 2–4 closed-book retrieval slots per exam
- ☐ Decide what you will not study this week

2. Each study day

- ☐ Blank-page dump first, then check against notes
- ☐ One timed practice set — no open notes while answering
- ☐ Log misses only: one line “why wrong” + one fix
- ☐ Write tomorrow’s first topic + start time

3. Night before

- ☐ Light review only — no new chapters
- ☐ Pack ID, pens, calculator, water, allowed notes
- ☐ Charge devices; set two alarms; note room + start time

4. Morning of

- ☐ Re-check the bag; leave with a calm buffer
- ☐ 3-minute warm-up from memory, then stop

7-Day Closed-Book Plan: Day Blocks

Rule for the week: retrieve first, check second, fix only what you missed. Put each day on your calendar like a class.

Day	Theme	Main blocks	Done when	✓
–7	Map the exam	60–90 min: scope, weight, weak list	One-page exam map	☐
–6	Foundations	2 × 45–60 min: core ideas from memory	1–2 pages closed-notes summary	☐
–5	Practice set A	90–120 min: mixed questions, timed	Marked error log	☐
–4	Weak spots only	2 × 45 min: error-log topics only	Shorter weak list	☐
–3	Practice set B	90–120 min: harder / past paper	Second error log	☐
–2	Teach + thin review	60 min teach-aloud + 45 min gap fill	“Can explain” list	☐
–1	Light + logistics	45–60 min easy recall; pack	Bag ready; stop early	☐

Short on time? Cut re-reading, colour rewrites and low-weight topics first. Keep error-log retries, mixed practice and teach-aloud.

7-Day Plan: Daily Must-Do

Run this list every study day from -7 to -1 .

Every study day

- ☐ Open the exam map (what is actually tested)
.....
- ☐ One closed-notes retrieval block, timer on
.....
- ☐ Check answers; log errors in one place only
.....
- ☐ One short fix block on the top error
.....
- ☐ Write tomorrow's first retrieval prompt before you stop
.....
- ☐ Shutdown: materials stacked, phone charged, stop on time
.....

Retrieval prompts to rotate

- ☐ Explain X as if teaching a classmate
.....
- ☐ List all steps / formulas / cases for Y — no notes
.....
- ☐ Solve two mixed problems, then grade them
.....
- ☐ Compare A and B from memory
.....

Day -1 only

- ☐ Light recall, then stop at your planned time
.....
- ☐ Materials by the door; two alarms set
.....

Open-Book Exam Prep Checklist

Organise so you can find answers fast — open-book rewards look-up speed, not volume.

Set up the kit

- ☐ Rules confirmed: print/digital, internet, calculator, time limit
- ☐ One folder per course; latest copies only, short file names
- ☐ Offline copies downloaded if internet is banned
- ☐ One-page index: topic cue → file / page / tab
- ☐ 3-8 labelled tabs, in the same order as the index

Practise

- ☐ 5-8 practice questions with a per-question time budget
- ☐ Use only the kit you will bring
- ☐ Log misses: wrong location, missing tab, slow scroll

Exam-day pack

- ☐ Index sheet on top; files open-tested offline
- ☐ Charger, login, PDF reader, pens, allowed calculator
- ☐ Phone silenced / away per the rules

In the room

- ☐ Not found in 60-90 seconds? Flag, skip, return

Pre-Deadline Submission Checklist

Start 45–60 minutes before a hard cutoff. File, format, upload once, keep proof.

Requirements (5 min)

- ☐ Format, filename rule and required parts confirmed
- ☐ Name / student ID on the document

One final file (5 min)

- ☐ Export the one canonical file from the real draft
- ☐ Open the export; skim first and last page
- ☐ Old drafts moved out of the upload folder

Blocker skim (5 min)

- ☐ Required sections, citations and honour line present
- ☐ Within size / page / word limits
- ☐ Shared links tested in a private window

Upload + proof (7 min)

- ☐ Attach from your Submissions folder; filename matches
- ☐ Submit once; screenshot the confirmation
- ☐ Confirmation email saved

Close (3 min)

- ☐ Backup copy in a second place
- ☐ Next task written; tabs closed

After a Graded Exam: 45-Minute Error Log

Turn misses into retrieval cards while the paper is fresh. Stop when the timer ends.

A · Stage (0-5 min)

☐ Clean copy or scan ready; phone in a bag or drawer

☐ Rubric / answer notes skimmed once

B · Classify every miss (5-20 min)

☐ Tag each miss: C concept · P process · R retrieval · S slip · T time

☐ No re-reading until every miss has a tag

C · Rewrite (20-35 min)

☐ One card per miss: question on the front, smallest answer on the back

☐ Process misses: the front asks for the steps

☐ One “slow-down cue” card for repeated slips

D · Revisit ladder (35-42 min)

☐ Revisits booked at +1, +3 and +7 days

E · Close (42-45 min)

☐ One-line next action written

☐ Paper parked; at most one clarification email

How to Use This Pack

1. Print single-sided, or fill in on a tablet. Use one page per exam if you have several.
2. Seven or more days out: fill in the Exam Week Checklist and the 7-day day blocks first.
3. Every study day: run the Daily Must-Do page. Open-book exam? Swap in the open-book page.
4. Coursework due? Run the submission checklist 45–60 minutes before the cutoff.
5. When grades come back: do the 45-minute error log within a few days.

More free guides

Full exam-week printable (web)

e-its.pages.dev/printables/exam-week-checklist/

7-day closed-book exam prep

e-its.pages.dev/blog/seven-day-closed-book-exam-prep/

Open-book exam prep checklist

e-its.pages.dev/blog/open-book-exam-prep-checklist/

Spaced repetition without fancy software

e-its.pages.dev/blog/spaced-repetition-exam-revision-without-fancy-software/

More free printables

e-its.pages.dev/free/

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