

1. **Write your name on the test (and on the answer sheet).**
2. **Analyze, Ask, and Stay Calm.**
  - Before you start the test, take a long, deep breath and slowly exhale.
  - Carefully read all of the directions before beginning the test so that you understand what to do.
  - Be confident and do NOT panic.
3. **Make the best use of your time.**
  - Quickly survey the entire test and decide how much time you will spend on each section.
  - If some questions are worth more points than others, they deserve more of your time.
4. **Jot down idea starters before the test.**
  - Before you even look at the test questions, turn the test paper over and take a moment to write down the formulas, definitions, and major ideas that you have been studying (Helps to provide quick access to the information while you are taking the test).
5. **Answer the easy questions first.**
  - Expect that you will be puzzled by some questions.
  - If different sections consist of different types of questions (such as multiple-choice, short answer, and essay questions), complete the types of question you are most comfortable with first.
6. **If you feel yourself starting to panic or go blank, stop whatever you are doing.**
  - Take a long, deep breath, and slowly exhale.
  - Remind yourself that you will be okay and that you do know the material and can do well on the test.
7. **If you finish early, don't leave.**
  - Stay and check your work for errors.
  - Reread the directions one last time.
  - If you are using a Scranton answer sheet, make sure that all of the bubbles are filled in accurately and completely.

Gardner, J.N., Jeweler, J.A., & Barefoot, B.O. (2011). *Your College Experience: Strategies for Success*. New York: Bedford/St.Martins.