

How to Keep Calm During Tests

- ◆ **PREPARE IN ADVANCE.** Keep up with daily assignments, begin reviewing two days before the exam. Stop studying an hour before the test to relax and compose yourself.
- ◆ **KNOW THE TIME AND PLACE.** Be on time and don't rush yourself.
- ◆ **DON'T TALK ABOUT THE TEST.**
- ◆ **READ OVER THE TEST AND PLAN YOUR APPROACH.** Look at the point values for each part, set time limits for each section, and which questions you'll start with.
- ◆ **DON'T HESITATE TO ASK FOR CLARIFICATION.** Ask your professor if you have any questions about directions or procedure.
- ◆ **DEVELOP AN AGGRESSIVE, YET REALISTIC ATTITUDE.** Approach the test vigorously, determined that you will do your best, but also accept the limits of what you know at the moment.
- ◆ **ACTIVITY REDUCES ANXIETY.** If you go blank and can't think of anything to write, go on to another question or another part of the test.
- ◆ **RELAX YOURSELF PHYSICALLY.** If you notice that you are not thinking well, worrying excessively about another problem, not reading carefully, or forgetting information, pause, lay your test aside, and take several slow deep breaths.
- ◆ **PAY ATTENTION TO THE TEST.** Don't waste time worrying, doubting yourself, wondering how other people are doing, blaming yourself, etc. Instead, pay attention to what you can do.