

So Now You Have to TAKE that EXAM...

...You've done all you are going to do about studying. Worked all semester. Crammed all last weekend.

NOW let's talk about actually TAKING the exam!

Time Management

For a lot of students just getting DONE on time is a struggle.

Keep these things in mind:

- Bring a watch. The wall clock may not be working, and you need to keep track!
- Look over the test BEFORE YOU START and settle on a schedule for yourself. If there are essay questions and multiple choice questions give yourself more time for the essays. Leave 5 or 10 minutes at the end for 'go-backs' and looking over your answers. Before writing the essays, take the time to write a quick but organized outline of each essay. Use the margin of the test itself, or the cover of the blue book. Seriously now – WRITE IT DOWN!
- If you have a multiple choice test, don't spend too much time on any one questions. If there's anything you don't know, skip it and go back to it later. Your "backburner" memory may kick in and cause you to remember.

Relieving Test Taking Anxiety

Nervousness can actually help. It can keep you focused and alert -- up to a point. But you need to keep it from getting out of hand.

- Stretching. Stop every few minutes and stretch your neck, hand, legs – wherever you feel tension. It is worth the 30 seconds to FEEL better!
- Don't watch the other students. Writing continuously doesn't mean a good score. DEFINITELY finishing early means nothing about the grade. Just do your test at your pace.
- Focus on the questions before you, not that running script of worry in your head. No, this test is NOT the end of the world, probably not even the end of your grade in the class. CERTAINLY it only measures what you know about the subject today, NOT if you are a good and valuable PERSON or anything else important. Worry some other time, ANSWER now.
- Deep Breathing. Every time you turn a page – take three DEEP calming breaths. Amazing how much this helps!

Sad but true – that was it! Turn in the best paper you can – and move on to the NEXT thing.

Good Luck!

