

**BEFORE THE EXAM:**

- ❑ **Bring** everything you need. Prepare ahead of time.
- ❑ **Arrive early.** Don't sit near the panic-stricken or anxious people — it's contagious!
- ❑ **Take** a few deep breaths & relax.

**WHEN YOU RECEIVE THE EXAM:**

- ❑ **Read** through the entire thing and estimate how much time you'll spend on each question.
- ❑ **Pace** yourself based on the amount of points questions are worth.
- ❑ **2 minute drill.** DO a brain dump. Unload any information, equations or other information that's in your head in case you forget it later. Don't take more than 1-2 minutes to do this.

**AS YOU'RE ANSWERING QUESTIONS:**

- ❑ **READ** EACH QUESTION (and the instructions) THOROUGHLY.
- ❑ **Circle** key words, absolute words, or rephrase questions to make them into statements.
- ❑ **Answer** ALL parts of the question.

**WHEN YOU GET STUCK:**

- ❑ **Mark** that question to return to and move on to the next question.
- ❑ **Think** back to your study session — can you recall anything related to that topic?
- ❑ **Look** for clues in other questions.
- ❑ **Engage** your all the ways that you've learned the material (think about visuals, auditory cues, examples, etc.).
- ❑ **Consider the question** from the instructor's point of view — what knowledge do they want you to demonstrate?

**OVERALL:**

- ❑ **Develop** a system for going through the test to make sure you don't miss any questions and that you answer everything.
- ❑ **Leave time** to double check your answers, in particular those you've generated for computational problems.