1. Write your name on the test (and on the answer sheet).

   o Before you start the test, take a long, deep breath and slowly exhale.
   o Carefully read all of the directions before beginning the test so that you understand what to do.
   o Be confident and do NOT panic.

3. Make the best use of your time.
   o Quickly survey the entire test and decide how much time you will spend on each section.
   o If some questions are worth more points than others, they deserve more of your time.

4. Jot down idea starters before the test.
   o 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.
   o Expect that you will be puzzled by some questions.
   o 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.
   o Take a long, deep breath, and slowly exhale.
   o 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.
   o Stay and check your work for errors.
   o Reread the directions one last time.
   o If you are using a Scranton answer sheet, make sure that all of the bubbles are filled in accurately and completely.