**During the Test**

Keep a positive attitude throughout the whole test and try to stay relaxed. If you start to feel nervous take a few deep breaths to relax.

Keep your eyes on your own paper.

When you first receive your test, do a quick survey of the entire test so that you know how to efficiently budget your time.

**Do the easiest problems first. Don't stay on a problem that you are stuck on, especially when time is a factor.**

Do the problems that have the greatest point values first.

Pace yourself, don't rush. Read the entire question.

Ask the instructor for clarification if you don't understand.

Write legibly.

Always read the whole question carefully.

**If you don't know an answer, skip it. Go on with the rest of the test and come back to it later. Other parts of the test may have some information that will help you out with that question.**

Don't worry if others finish before you. Focus on the test in front of you.

If you have time left when you are finished, look over your test. Make sure that you have answered all the questions. Only change an answer if you misread or misinterpreted the question because the first answer that you put is usually the correct one. Watch out for careless mistakes and proofread your essay and/or short answer questions.

Double check to make sure that you put your first and last name on the test.