Right before the exam:

▪ **Review summaries and outlines** rather than trying to cram at the last minute.
  
▪ Make sure that you’ve **packed everything you need to take the exam**, including pens, colored pencils, and calculator.
  
▪ **Avoid contact** with anyone who might cause you stress.
  
▪ **Arrive a few minutes early** to the exam.

**Read the entire test first:**

▪ **Confirm** that you have the whole exam.
  
▪ **Note** point distributions and special instructions.

**Plan and apportion your time.**

▪ **Allocate** the amount of time you spend on a question based on the credit you’ll receive for answering it correctly.
  
▪ **Answer** easy questions first and then move to harder ones.
  
▪ **Mark** any question in the margin that you need to come back to.

**Problem-solving sections:**

▪ **Highlight, circle, or otherwise indicate** what your final answer is, but don’t obliterate any work that you’ve done. You may receive partial credit for that work.
  
▪ **Make diagrams and graphs** big and easy to read.
  
▪ If you get stuck, **make a note to yourself in the margin** about what you need to do and come back to the problem later.
  
▪ If you’re worried that your answer is wrong, **explain the process by which you arrived at that answer.** Here again, partial credit may be rewarded.

**Essay sections:**

▪ **Underline** key terms in the questions.
  
▪ **Make sure that your essay does what the instructions call for** (common verbs in instructions are: analyze, trace, explain, discuss, compare, contrast).
  
▪ **Write an outline** at the beginning of your answer or in the margins. This will help you structure your response and may be a source of partial credit if you run out of time.
  
▪ **Answer** every part of the question.
  
▪ **Provide** textual examples, references, data, graphs, etc.
Multiple-choice sections:

- Don’t over interpret questions.
- Read every answer.
- Eliminate answers that you know to be wrong or that are highly unlikely.
- Trust your first instincts and change an answer only if you actually remember the correct one.

Short answer and identification sections:

- Be clear and precise.
- Cite significance of thing, person, place being identified.
- Define key terms.
- Don’t spend too much time on any one question.

If you get stuck...

- Mark that question in the margin and come back to it later.
- Answer what you do know first. This might help you think of more information.
- Write down what you do know. It may help you remember more.