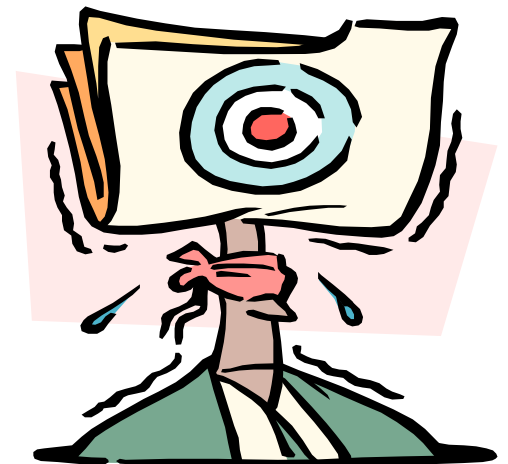




*STUDY SKILLS CENTER SERIES
ACADEMIC ENHANCEMENT*

STRESS MANAGEMENT



**Bowling Green
State University**



STUDY SKILLS CENTER
SERIES
ACADEMIC ENHANCEMENT

213 Moseley Hall
Bowling Green State University

Phone: (419) 372-8840

Fax: (419) 372-9666

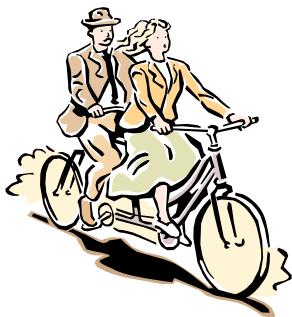
Email: ssl@bgnnet.bgsu.edu

www.bgsu.edu/offices/acen/studyskillsctr



Right before the exam:

- 1) **Work math problems right up to the exam** to keep you in a math mind-set. This technique works for some students. For non-math or science courses, review only. It is too late to start to learn new material, and doing so will only add to your anxiety.
- 2) **Arrive at the exam early** (but not too early).
- 3) **Make sure you have all your equipment** – e.g. calculator with new batteries, sharpened pencils, Kleenex, etc. If you experience fatigue during exams, bring something to boost your energy level but is not noisy to eat (e.g. candy bar but not potato chips).
- 4) **Anxiety in itself is not bad.** In order to perform at your peak, you need to have an optimal level of anxiety. This is good stress.



During the exam:

Develop a set of general guidelines that you use for all exams.

- 1) Read the instructions, note the test format, time limits, and choices of questions to answer.
- 2) Know the rules of the exam – e.g. are you given partial credit?
- 3) Ask the professor about ambiguous questions.
- 4) Schedule your time – plan time limits for each question allowing time for review of difficult questions. Make a **mark** about half-way through the exam and plan to stop, take a deep breath and collect your thoughts at that point.
- 5) Answer the *easy* questions first – you’ll probably get full credit for them, you’ll feel confident, and you may be able to use the information from the easy items to answer the more difficult questions.
- 6) Don’t expect all the answers to jump into your head. Take a few minutes and try to “access” the material from your head. Then eliminate the obviously wrong answers, make an educated guess, and circle the question to come back to later.
- 7) Read the stem of the question, cover the options, and try to answer the question in your head. Then choose the option which matches your answer. This method keeps you from being distracted by the options.
- 8) Look for clue words that give a precise interpretation of the questions. (See brochures on Multiple-Choice Questions and Essay Tests).
- 9) Don’t change answers unless you get a new revelation and suddenly realize that you have just remembered vital information.
- 10) Return only to those questions that you circled for further thought.
- 11) If you become anxious during the test.... eat the candy you brought, take a deep breath, close your eyes, and exhale slowly, or take a number of breaths.

After the exam:

- 1) Don’t focus on what you did or didn’t do. It’s history. Wait until the exam is returned and use the suggestions in the brochure Analyze Your Test.
- 2) If you royally missed sections on your math or science test, take steps to learn the material since you’re sure to see that material again in a more sophisticated form on subsequent tests.
- 3) Start studying for the next exam so you don’t run out of time. This is one time management technique that the better students use. It is too late to start studying for an exam even a week before.