**Top 10 Tips for Reducing Test Anxiety**

Reduce study materials to: outlines, note cards, or a few key study pages.

Over-learn the material.

Learn relaxation techniques such as: deep breathing, progressive muscle relaxation, visualization, positive self-talk

Do a quick review just before bed to let your subconscious aid in long-term memory.

Get to the classroom early so you can sit where you want. Avoid people who add to your stress.

Look over the questions to familiarize yourself with the test. Underline key words or phrases in the test directions.

Budget your time to finish the test.

If you get stuck or start feeling anxious, take a mini-break to refresh yourself: get a drink of water, stretch, get some fresh air.

Don’t panic when you don’t know an answer. Eliminate options you know are incorrect and then make an educated guess.

If you have time, review your answers. Don’t change an answer unless you are sure your second answer is correct.

Use positive self-talk and have a positive attitude toward the test. Reward yourself after the test for completing it and don’t dwell on potential mistakes.