

SCIENCE AND ENGINEERING TAKING TESTS

- **Read over the entire exam before writing anything.**
- **Choose the problem or question that seems easiest to you and do it first.** Continue to do the problems in order of increasing difficulty.
- **STAY IN MOTION!!!** Work on a problem until you get stuck. Think about it for a minute, and if nothing comes to you, drop it and go on to another problem. *Don't spend 30 minutes sweating out a few points on a problem and run out of time, leaving a 40-point problem untouched.*
- **Show your work.** Give enough detail so that both you and the grader can tell what you're trying to do. If you're wrong and you didn't write down your work, you get a zero; if you're right but didn't show your work, you could be suspected of cheating.
- **Watch out for significant figures.** Some instructors don't appreciate answers like 23.694028, even if that's what the calculator says.
- **Think partial credit.** Put something down for each part of every problem. If you don't have time to solve it completely, tell what you'd do if you had more time.
- **Keep your work legible.** If an instructor can't read what you wrote, you aren't likely to get full credit and you may not get any.
- **Don't panic.** If you get sweaty or start hyperventilating, put down your pencil, close your eyes, take a few deep breaths, and consciously relax any muscles that you're clenching (jaw, neck, stomach). When you're calmer, go back to work.
- **If you have time at the end, check your solutions.** Did you answer each part of every question? Did you answer the question(s) asked? Do your answers look reasonable? Do your calculations check out? (Save this one for last.)