

Workshop

Managing Test Anxiety

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On exam day

- 1- Bring all necessarily items such as (pens, pencils and papers
- 2- Write your name and ID on the answer paper.
- 3- You should leave your cell phone/ phones in the car.
- 4- You should come 30 minutes before the test starts.
- 5- You should not look to your colleague's papers.
- 6- You should not talk to any person except the proctor.
- 7- You should not have any papers or smart machines.
- 8- Be well- rested, relax trust yourself (you will be surprised how much you know).
- 9- Look at the whole test paper when you get it. This will make you familiar with the format.
- 10- Read the directions and instructions. Ask teachers to explain any word you don't understand.
- 7- Read the directions and instructions again and underline the important words.
- 11- Now, take a moment to breathe deeply and relax. Now you should take a moment to think of how to take this test and to let your mind retrieve the necessary information (Trust yourself).
- 12- Plan which sections to do first, easy first, then harder then the hardest or the opposite.
- 13- Be sure to read every question carefully- often one early question will help you answer a late question.
- 14- Keep an eye on the time remaining – keep your eyes on your paper- keep your confidence in yourself.

15- Don't look at the work of others, maybe they are wrong.

What does time management mean?

Generally, time management refers to the development of processes and tools that increase efficiency and productivity.

Managing our time to waste less time on doing the things we have to do so we have more time to do the things we want to do.

Time management skills and principals:

As a student there are some basic skills and principals of time management that you can apply.

- 1- Identify "Best Time" for studying: everyone has high and low period of attention and concentration. Are you a "morning person" or a "night person?"
- 2- Complete small tasks straight away rather than putting them off. This will encourage you to begin tackling larger tasks needing attention.
- 3- Study easy subjects first: When you are fresh, you can process information more quickly and save time as a result.
- 4- Break difficult or boring work into sections: this allows you to approach a large task as a series of manageable parts.
- 5- Don't try whole assignment in one sitting: write it section by section.
- 6- Make sure the surroundings are conducive to studying: This will allow you to reduce distractions, which can "waste time" If there are times in the university between classes or your apartment when there will be noise and commotion, use that time for mindless tasks.
- 7- Make sure you have time to sleep and eat properly: sleep is often an activity (or lack of activity) that students use as their time management

" bank" when they need a few extra hours for studying or socializing, they need withdraw a few hours of sleep.

Stress:

We generally use the word "stress" when we feel that everything seems to have become too much - we are overloaded and wonder whether we really can cope with the pressures placed upon us.

When we are stressed the following happens:

Blood pressure rises

Breathing becomes more rapid

Digestive system slows down

Heart rate rises

Immune system goes down

Muscles become tense

We do not sleep (heightened state of alertness)

Resources:

http://www.d.umn.edu/kmc/student/loon/acad/strat/time_man_prince.ht

<http://www.lc.unsw.edu.au/onlib/time.html>

Good Luck

