

Welcome to OCtech Testing Center!

Many people experience stress before a test. However, there are strategies you can use to reduce test anxiety and perform your very best.

Before the Test:

- **Create a Study Schedule:** Break down test material into manageable chunks and map out a study plan to avoid last-minute cramming.
- **Rest, Eat and Hydrate:** Sleep well the night before your test. On test day, enjoy a nutritious meal beforehand and drink plenty of water to stay hydrated.
- **Arrive Early:** Get to the test location with plenty of time to spare so you don't have to rush or feel stressed about time.
- **Organize Your Notes:** Keep your study materials organized. Use notes, flashcards and summaries to condense and simplify information.

During the Test:

- **Relax:** Take a few moments to clear your mind.
- **Read Carefully:** Read all test instructions thoroughly before you answer any questions.
- **Balance Your Time:** Allocate a set amount of time for each section or question and stick to it so you don't get stuck or run out of time.
- **Skip Difficult Questions:** If you encounter a challenging question, don't spend too much time on it. Mark it for review and move on, if possible.
- **Stay Positive:** Maintain a positive mindset and avoid negative self-talk. Replace anxious thoughts with positive affirmations.

After the Test:

- **Reflect and Learn:** Review your performance objectively. Identify areas where you struggled and work on improving them for future tests.
- **Reward Yourself:** Regardless of the outcome, acknowledge your efforts and reward yourself with a special treat to celebrate your hard work.
- **Seek Support:** If test anxiety is a persistent problem, consider seeking support from a counselor, therapist or academic advisor. They can provide strategies to manage your anxiety.

Remember that some level of anxiety is normal and can even be motivating. Find the balance that works for you, and adopt strategies that help you do your best!

TESTING SCHEDULE & APPOINTMENTS

The Testing Center is here to help you fulfill your testing requirements. Testing is available Monday-Thursday at 9:00am, 1:00pm and 3:30pm.

To schedule a test, visit www.octech.edu/student-resources/testing-center/.

☞ Click the **Schedule A Test** link under **Academic Tests**. Select the test name at the top of the page, then the month, date and available test time on the right side of the page. Type in your first name, last name, email address and phone number to complete the information section at the bottom of the page.

☞ Click the **BOOK** button at the end of the page to complete the appointment process. You will receive a confirmation email for your scheduled testing appointment.

Please note a valid picture ID is required for testing.

LOCATION AND CONTACT INFORMATION

Building K, Room 107 (*Entrance door*)

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