REDUCING ANXIETY

Test anxiety is normal and expected.
Managing test anxiety will help you focus on doing well.

Tips to manage anxiety:

1. **Get a head start**
   - Start preparing as early as possible. Test anxiety is often worsened when we feel underprepared or don't know what to expect. Set yourself up for success by reviewing practice examinations, reading all provided reference material and reaching out to the Civil Service Office with any questions.

2. **Prioritize taking care of yourself.**
   - Spend time with friends and take care of your own mental health. This can help you avoid feeling burned out or completely drained when it comes time to sit down for our exam.

3. **Arrive early.**
   - Running late can increase anxiety before you even make it to your exam. Instead of leaving at your usual time, set an alarm 10 to 15 minutes early, so you can arrive with plenty of time to spare. Getting there early means you may have more time to settle your mind before the exam starts.
   - If taking the remote exam, run the system check well in advance, prior to the start of the exam to ensure compatibility and understanding of how the system works.

4. **Use calming techniques**
   - Take deep breaths
   - Relax and take your time

5. **Avoid comparisons**
   - Don't pay attention to anyone else in the room. Pay no mind to test takers that finish before you do or take longer to test than you do.

TAKE YOUR TIME AND FOCUS. YOU GOT THIS!

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