You mostly learn from your mistakes, so give yourself the chance to make them. But make them in a safe environment, which is during your exam preparation.

Prepare in a systematic way. Try to get as many past exams including solutions from the institute which organizes your exam. Extract the various topics and prepare topic by topic, not exam by exam.

Make sure you understand a topic completely. Don't "brave the gap!" Make your own summary/cheat sheet of the topic. Also include the typical mistakes you make to become aware of them.

Concentrate on the topics which you have not mastered yet, don't waste your time with things you are already good at. Get on top of all topics, and show them who is the boss in the knowledge world.

Especially in engineering, it is not sufficient to know the facts and how to do things, you also need to be fast. Learning is not enough, you have to train for performance under stress.

An exam is a stressful situation where deeprooted behavioral patterns will become active. So try to mimick the real exam as often as possible. This includes seemingly irrelevant things like the pen you use, the type of paper you write on, the clothes you wear.

Professionals of all kind make use of dress rehearsals, so should you. Keep three recent exams of your field of study closed up in your cabinet. Don't look at the content during your preparation phase. Finally do dress rehearsals with these exams to experience and get used to the real feeling of being in an exam.

In the beginning you will be nervous. So take your time to scan all problems and start with the easiest one. This is your best bet to promote confidence and flow.

Attack the problem in a top down manner. First you must come up with a concept of how you want to solve the problem. After you have sketched the way to proceed, you can start calculating.

Make clear drawings of the problem, label all axes. Drawings make you understand the concept of a problem much better than text only.

Keep up a comfortable pace. In order to succeed your pace must be sustainable. Being too fast promotes errors which can get you off-track.

Write only on one side of the paper, so you can place pages side by side to do checks, get an overview, or find errors.

Perform frequent checks of your calculations, especially at the beginning of the exam. This will prevent errors and make you more confident.

Don't leave early. Double-check your results, complement computations, or annotate your drawings more extensively. This might be helpful in scoring a few extra points.