



Government of Jammu & Kashmir
DIRECTORATE OF SCHOOL EDUCATION, JAMMU

Circular 787 of 2018

Dated: 01/10/2018

Sub: Examination stress management.

Exam season can increase levels of stress and burnout among students that can hinder their studies and decrease their test performance. Test anxiety is a combination of physiological over-arousal, tension and bodily symptoms, along with worry, dread, fear of failure, and catastrophizing, that occur before or during test situations.

Insensitive dealing with students at this crucial juncture of their life can sometimes result in undesirable consequences. Many students despite good preparation don't perform well due to stress and lack of examination taking skills.

Most of the students studying in winter zone who are taking board exams must be anxious, and under pressure due to upcoming exams.

The Secretary School education, department during a video conference chaired by him on 29/09/2018 has directed to conduct counseling sessions of students taking exams for mitigation of their anxiety level.

In this context, all the Chief education officers of Jammu division falling under winter Zone are directed to instruct the heads of the institutions (High and Higher secondary schools) for arranging guidance and counseling sessions for students on examination stress management, better examination taking skills through counseling cells constituted at schools.

Wherever feasible services of trained counselors/psychologists/yoga instructors /experienced subject experts/experienced DIET faculty/etc. can be utilized for conducting such sessions.

Find attached annexure with this circular as a sample for conducting sessions/interactions with students on stress management and examination taking skills.

For further queries counseling cell, DSEJ can be contacted at 9419210200, counselingcelldsej@gmail.com.

(Rakesh Kumar Srangal) KAS
Director School Education

Dr Dated 1-10-2018

DSEJ/CC/ 48986-49001

Copy to the:-

1. Secretary to Govt. School Education Department, Civil secretariat, J & K Srinagar for kind information.
2. Chairman JKBOSE with a request to organize sessions of counseling Cell DSEJ through JKKN.
3. Principal DIET Jammu Division (Doda, Kishtwar, Ramban, Poonch, Udhampur, Kathua) for arranging sessions of the students through counseling cell constituted at DIETs teams.
4. Chief education officer (Doda, Kishtwar, Ramban, Poonch, Udhampur, Kathua) for information and necessary action.
5. Head counseling Cell DSEJ for information and necessary action.
6. I/C computer section for uploading on website.

Annexure

Examination taking skills

- ✓ Solve previous years Question papers as many as you can.
- ✓ Read questions carefully before writing answers. Dont Jump to write immediately.
- ✓ Don't react immediately if the question paper is too easy or too difficult.
- ✓ Writing question numbers as per question paper is a must.
- ✓ Length of answers should be as per the weightage.
- ✓ Write according to the question asked(Definition,Explanatlon,Description,Difference,note)
- ✓ Underline, Highlight Important points. Write objectively (in points). Use "Quotes" where needed.
- ✓ No need to write Questions, Write Answers directly.
- ✓ In MCQ writing just answer option is sufficient.Dont write all options.
- ✓ Manage Time: Don't waste too much time on one question only.
- ✓ Start new question or second part of same question with a gap.
- ✓ Finish all MCQ at same place.
- ✓ Flow charts, Diagrams, Tables, examples are very very important.
- ✓ Do not intermix different sections much.
- ✓ Do take care of Signs, Symbols in case of maths paper.
- ✓ Do write introduction and conclusions where required.
- ✓ Start from the question you know best.(Preferably begin with short answer type.)
- ✓ Take a deep breath if you are stuck.
- ✓ Do report, if anyone around you is disturbing you.(Staff, Students ,BOSE officials)
- ✓ Be vigilant about the copying material thrown at your place .
- ✓ Carry multiple pens with whom you have practiced before.
- ✓ Pack everything a night before exam.
- ✓ Spare ten minutes to review the paper.



Counselling cell Directorate of School Education, Jammu
Counsellingcelldsej@gmail.com,9419210200

Managing Examination stress

- ✓ Discuss Symptoms of Test Anxiety.
- ✓ Discuss Causes of Examination Stress.
- ✓ Visualize Success.
- ✓ Positive self Talk.
- ✓ Start Early.
- ✓ Keep things in perspective.
- ✓ Prepare Mind maps.
- ✓ Take regular short breaks.
- ✓ Improve Concentration.
- ✓ Avoid distractions.(Negative People,Phone,T.V)
- ✓ Relaxation Techniques/Exercises.
- ✓ Be Healthy.(Food ,Sleep, Rest, Snacks, Walk).
- ✓ Talk to Parents/Teachers.(Fears, Concerns)
- ✓ Manage your time.
- ✓ Give yourself mini rewards.
- ✓ Designate a study buddy.
- ✓ Prepare pneumatic.(e.g. VIBGYOR)
- ✓ Never compare yourself with others.
- ✓ Drink a lot of water.
- ✓ Don't study solo.
- ✓ Listen to music/Dance



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