Government of Jammu & Kashmir

Directorate of School Education, Jammu

No: DSEJ/Counselling Cell/ 2823-25  Dated: 06/03/2021

The Joint Director
Department of Information
J&K

Subject: Publication of advisory (Colored version) for “Study Skills and Exam Stress Management”.

Sir/Madam

Kindly find enclosed herewith, an advisory for “Study Skills and Exam Stress Management” prepared by Counselling Cell, DSEJ in consultation with Fortis Healthcare Delhi.

In this regard, you are requested to get it published in leading dailies of J&K to sensitize students, teachers and other stakeholders to safeguard them against the adverse impacts of exam stress.

Yours Faithfully

(Anuradha Gupta) KAS
Director School Education
Jammu

Copy to the:

1. Administrative Secretary, Government School Education Department, Civil Secretariat, J&K Jammu for kind information.
2. IC Website for uploading on the website.

FOR HELP - Call Tele-Counselling Helpline - AAO BAAT KAREIN "6006800068"
**STUDY SKILLS**

* Study for 40-45 minutes with a regular break of 10 minutes
* Study at your comfortable place (preferably table with chair)
* Make connections between related points as it will help form memory chunk
* Highlight important words and phrases as it will help form photo memories
* Use mnemonics like VIBGYOR, flow charts, graphics wherever possible
* Designate a study buddy (Friend for studying together)
* Avoid watching TV and listening music while studying
* Don’t study too many new topics on a single day
* Don’t drink caffeine like tea, coffee or self medications
* Break large tasks into smaller units
* Commit to finish a task
* For best results, revise every section on day 1, 2, 7, 15 and 30 for least forgetting

**EXAMINATION STRESS MANAGEMENT**

* Don’t stop enjoying, live a normal routine
* Talk to parents/teachers/elders related to the concerns, fears
* Give yourself mini rewards
* Never compare yourself with others
* Sleep at least 7-8 hours every night
* Take out time for leisure activities
* Stay healthy with a good diet and plenty of water
* For 15 minutes a day, listen to instrumental music
* Simple breathing exercise will help you relax and focus better
* Leave the study room while relaxing or taking break
* Relax and engage in positive discussion
* Avoid last minute revisions
* Try to minimize the waiting time outside the hall
* Visualize success
* Positive self-talk like “I AM PREPARED, I WILL DO IT”
* Prepared mind maps
* Avoid distractions (Negative people, phone, TV)
* Avoid getting involved in discussions about the question paper after the exam
* Don’t worry about what you have missed in the exam
* Take a break and relax at home

**TIPS FOR PARENTS**

* Stay relaxed yourself
* Be friendly to your child
* Give them a patient hearing
* Don’t compare your child with others
* Limit your expectations from your child
* Motivate him/her by saying positive words
* Ensure balanced diet plans
* Encourage physical exercise like walk, jog, yoga, meditation etc
* Be cautious in case you find symptoms in your child like anxiety, depression etc
* Don’t displace your anxieties on them
* Speak to teachers/counselors/Aao Baat Karein tele-counselling helpline no. (6006800068) in case of emergent situation
* Avoid comparison of any kind (academic score, achievements etc)
* Provide congenial atmosphere
* Be supportive.
* Be their role model

**EXAMINATION TAKING SKILLS**

* Pack everything a night before exam
* Carry multiple pens with whom you have practiced before
* Read questions carefully before writing answers
* Start from the question you know best
* Read questions carefully before writing answers
* Length of answers should be as per the weight age
* Don’t react immediately if the question paper is too difficult or easy
* Write according to the question asked (definition, explanation, description, difference)
* Underline or highlight important points
* No need to write questions, Write answers directly
* Don’t waste too much time on one question only
* Do report if anyone disturbing you
* Try a quick relaxation technique like few deep breaths
* Don’t intermix different sections
* Start new question or second part of the same question with a gap
* Spare 10 minutes to review the paper
* Write question paper as per the question paper

**Issued by:** Counselling Cell @ Directorate of School Education Jammu

Digitally signed by ANURADHA
Date:Mon Mar 01 15:39:04 IST 2021
Reason:Approved

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