



Government of Jammu & Kashmir
DIRECTORATE OF SCHOOL EDUCATION, JAMMU

Circular No: 803 of 2018

Dated: 24/12/2018

Sub: Examination stress Management.

Exam season can increase levels of stress and burnout among students that can hinder their studies and mar their test performance.

Insensitive dealing with students at this crucial juncture of their life can sometimes result in undesirable consequences. Examination preparation also includes teaching the students how to study effectively, attempt paper and manage examination stress.

Many students despite good preparation don't perform well due to stress and lack of effective study skills, examination taking skills.

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

In this context, Chief education officers of Jammu division falling under Summer 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, study skills through counseling cells constituted at various levels.

Wherever feasible services of trained counselors/psychologists/yoga instructors/experienced subject expert/experienced DIET faculty/etc. can be utilized.

Find attached **annexure A** with circular as a sample for sessions/interactions on stress management and examination taking skills and study skills.

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


(Anuradha Gupta) KAS
Director School Education



Dated 24-12-2018

DSEJ/CC/58/06-23

Copy to the:-

1. Secretary to Govt. School Education Department, Civil secretariat, J & K Jammu for kind information.
2. Chairman JKBOSE with a request to organizing sessions of counseling Cell DSEJ through JKKN.
3. Chief education officer (Jammu, Samba, Kathua, Reasi, Rajouri, Poonch, Udhampur) for information and necessary action.
4. Principal DIET Jammu Division (Jammu, Samba Kathua, Reasi, Rajouri, Poonch, Udhampur,) for arranging sessions of the students through counseling cell constituted at DIETs.
5. Ic counseling Cell DSEJ for information and necessary action.
6. Ic Website for uploading on website.

Annexure A

STUDY SKILLS

- Study at your **comfortable** place like table but not on bed.
- Study for 40-45 minutes with a regular **break** of 10 minutes
- Make connections between related points as it will help form **memory chunk**.
- Highlight important words and phrases as it will help form **photomemories**.
- Use **mnemonics** like VIBGYOR, flow charts, graphics wherever possible.
- Designate a **study buddy**. (Friend for studying together)
- Avoid watching T.V 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 (fears, concerns).
- 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** discussions.
- Avoid last minute revisions.
- Try to **minimise** 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, T.V).
- 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.

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EXAMINATION TAKING SKILLS

- **Pack** everything a night before exam.
- Settle down and compose yourself well before exam.
- Carry **multiple** pens with whom you have practiced before.
- Start from the question you know best.
- Read questions **carefully** before writing answers.
- **Length** of answers should be as per the weightage.
- Read the question paper **calmly** and plan out your time.
- Solve **previous** years question papers as many as you can.
- Don't react immediately if the question paper is too difficult or easy.
- Write question number as per the question paper.
- 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.
- Start new question or second part of same question with a **gap**.
- Finish all MCQ's at same place.
- Flow charts, diagrams, examples are very important.
- Don't **intermix** different sections.
- Do write introduction and conclusion where required.
- Be **vigilant** about the copying material thrown at your place.
- Do report if anyone is disturbing you.
- Try a quick **relaxation** technique like few deep breaths.
- Spare 10 minutes to **review** the paper.

