

# Smile Your Way through Exams

TIPS FOR STUDENTS	TIPS FOR TEACHERS	TIPS FOR PARENTS
<p>Plan your Study Routine- With some initial effort, you can become more productive and motivated each day you approach your study by understanding your learning progress.</p>	<p>Step down from “teacher role” and become a guide and comrade. Support, encourage, and celebrate students’ efforts and successes. Let students’ select and master activities for personal enjoyment.</p>	<p>Guide children in planning, organizing and setting a Time Table.</p>
<p>Choose a study place with minimum distractions and autosuggest to yourself about your resolution. Group study for difficult subjects.</p>	<p>Show patience. Help each student be a whole person. Emotions should be recognized, understood, and used as a valid basis for appropriate behaviours.</p>	<p>Never harp on previous failures or results. Encourage the child’s performance with positive statements like, “well done”, “you can do better”, rather than saying “that was not enough”.</p>
<p>Take a Quick Walk- exercising such as taking a walk can boost your memory and brain power. Set aside time for fun and relaxation</p>	<p>Let students select and strive toward their own goals. Do not compare them or their achievements to others.</p>	<p>Avoid a stress situation and provide right kind of motivation and a conducive environment. Do not mix academic problems with family conflicts. Praise the child when he/ she does well.</p>
<p>Know your concentration span, study with breaks. Work out best time for concentration. Time management plan must be made for all subjects.</p>	<p>Show acceptance and encouragement. Encourage students to work purposefully, thoughtfully, and thoroughly and do the best they can. It is not necessary to excel in every situation.</p>	<p>Help the child to develop self-discipline, self-direction, self-confidence and a sense of achievement.</p>
<p>Look after yourself, Do not let previous results discourage you – identify your weak areas from previous exams.</p>	<p>Avoid repeated nagging about previous failures or results. It never motivates Direct them to the counselor if they are in conflict or depressed over the result.</p>	<p>Just good schooling and tuition are not substitutes for emotional cushioning</p>

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TIPS FOR STUDENTS	TIPS FOR TEACHERS	TIPS FOR PARENTS
Do one thing at a time. Plan beforehand which subject you're going to study and don't waver. If you get interrupted, put the interruption to one side until you're ready to deal with it (unless it requires your urgent attention).	Students need to be cherished as individuals, not simply for their accomplishments.	Help the child in maintaining his/her confidence especially when he/she seems discouraged by dropping marks or grades. Do not displace your anxiety on the child.
Establish Ground Rules: Make it clear to all who matter, your friends, relatives, family members that you are not to be disturbed during the planned study hours.	Make them responsible - They must know that they can go home and be loved – and continue to love themselves – even when they do not finish first or best.	Under achievement may be due to some children believing it is safer not to try than to try and fail.
Set targets & reward yourself: Setting milestones for revision certainly help to manage your time and task better. You can also set rewards for those milestones for yourself.	Encourage flexibility and appropriate behaviour. Understanding and following rules does not mean conforming to every situation. There are some occasions when students should not be expected to accommodate others.	Workout schedule with him/her instead of nagging. There could be learning problems/time management issues.
Get Interested And Avoid Nervousness: The final shots are just about scanning your notes, key messages and the bullet points.	Humor relieves tension. Be light and humorous with the child.	The achievement goals should be realistically set according to the child's capability.

*As a component of effective study habits, realistic time management is of paramount importance during the full swing of the exam season. Individuals have their own ways of managing time. Try using some of these tips grid while managing your time...*

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TIPS FOR TELE-COUNSELORS	TIPS FOR COUNSELORS
Establish a relationship with the Student-caller for the call to proceed effectively. The key skills used in this stage are open questions and active listening.	Accept and reward efforts and the process of working on tasks. A sincere effort is valuable in itself and deserves reinforcement.
Establishing the nature and purpose of the call, enabling the Studentcaller to tell their story. The key skills used are open and probing questions, acknowledging emotions and using empathic responses.	Keep the exams in perspective – this is just one step in your life journey. Be positive and learn to relax. Talk to family and friends
Ensure they have fully understood what the Student-caller has said. The key skills used are paraphrasing and empathy, open and closed questions, and silences.	Enjoy the journey of exam season: You have done your best; now try to analyze your interest, capability and career prospects. Your result is not the ultimate decisive factor, it is more important – how you choose your options.
Direct them to sources that can help, such as books or websites or other resources including the School Principal/ Teacher /Counsellor/ Parents. The key skills used at this stage are active listening and checking that the Student-caller has noted any information or referral details correctly.	Meditation is one of the most effective ways to take a break and see your stress from a different perspective
Initiate this process of ending the call. The key skills used are summarizing, closed questions and an ending sentence which reminds the Student-caller they can re-contact the service and about the hours of operation of the service.	Unconditional positive regard & Show Empathy – make students learn to become more resilient Believe in yourself and don't worry excessively.
Record Reflections – it may consider if they might have done anything differently, what worked well, and not so well, how they felt about the call and what, if anything, they might want to take to the supervision session for further deliberation.	Try to maintain a healthy lifestyle. Tiredness increases anxiety. Resilience is helped by exercise, positive thoughts, healthy diet, regular and adequate sleep

***Keep your pro-social behaviours alive and flying even during exam preparation. Remember family and friends are always a leap to your confidence.***