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Name:

Registration No.:

Course Code: 843

Program: MA/MEd

Semester: Autumn 2026

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD

Course: Educational Guidance & Counselling (843) • Level: MA/MEd

Semester: Autumn 2026

Assignment No. 1 (Units 1–5)

Total Marks: 100 • Pass Marks: 40 • Credit Hours: 03

SOLVED ASSIGNMENT GUIDE

(For Study & Reference)

Note: This guide is prepared for study and reference purposes. Students are advised to read the relevant units of the course book, understand the concepts, and then write the assignment in their own words. Copying this guide word for word is not recommended.

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Question 1: The Role of Guidance and Counselling in the Field of Education (20 Marks)

Discuss the role of guidance and counselling in the field of education.

Introduction

Education is much more than the transmission of information from a textbook to an examination script. Every classroom contains learners who differ in ability, interest, family background, health, temperament and ambition, and many of them face decisions and difficulties for which ordinary teaching alone offers no answer: which subjects to choose, how to study, why achievement is falling, how to get on with others, and what work to prepare for after school. Guidance and counselling is the organised professional service through which the school helps each learner to understand himself or herself, to make wise choices, to solve personal, educational and vocational problems, and to develop to the fullest extent of his or her capacity. This answer first clarifies the two terms, and then discusses in detail the role that guidance and counselling plays in the educational process, for the student, the teacher, the school and society.

Meaning of Guidance and Counselling

Guidance is the broader term. Crow and Crow defined guidance as assistance made available by qualified and adequately trained persons to an individual of any age to help him manage his own life activities, develop his own points of view, make his own decisions and carry his own burdens. Guidance is therefore a continuous, developmental and preventive process: it includes educational, vocational and personal guidance, the giving of information, orientation of new students, testing, placement and follow-up. Counselling is the heart of the guidance programme and is narrower and more intensive. It is a face-to-face relationship between a trained counsellor and a client (here, the student) in which, through discussion, rapport and professional techniques, the student is helped to understand his or her problem, feelings and alternatives, and to reach a self-directed solution. The counsellor does not decide for the student, does not merely give advice, and does not lecture or punish; he or she creates the accepting atmosphere in which the student can think clearly and choose responsibly.

Table 1: Guidance and counselling compared.

Aspect	Guidance	Counselling
Scope	Broad; covers the whole programme of helping services in the school.	Narrow; one specialised service within guidance.
Nature	May be given individually or in groups; preventive and developmental.	Mainly individual and face-to-face; remedial as well as developmental.
Who provides it	Teachers, head teacher and specialists working together.	A trained counsellor with professional preparation in psychology and counselling techniques.
Main methods	Information, orientation, testing, placement, follow-up and interviews.	A helping relationship using listening, empathy, questioning and counselling techniques.

Role in Educational Guidance and Academic Achievement

The most visible role of guidance and counselling lies in the academic life of the student. At every transition — admission to a new school, the choice between science, humanities and computer studies after elementary classes, the selection of subjects in secondary school, and the move to college or university — the student needs reliable information and help in matching subjects with his or her abilities and interests. A guidance service studies the student's record, abilities and aptitudes and helps him or her to choose a realistic course of study, so that failure caused by a wrong choice is prevented. Counselling also attacks the common causes of underachievement: faulty study habits, lack of motivation, fear of examinations, frequent absence and inability to concentrate. Through study-skills guidance, individual counselling and remedial referral, the counsellor helps the learner to plan time, prepare notes, revise systematically and approach examinations with confidence. In this way guidance converts the school from a place that merely sorts and labels students into a place that develops them.

Role in Vocational Development and Career Choice

Education is expected to prepare young people for a satisfying working life, yet in Pakistan thousands of students drift into occupations for which they are unsuited simply because no one helped them to explore the world of work or their own vocational aptitudes. Vocational guidance provides occupational information about careers, entry requirements, training routes and prospects; it uses interest inventories and aptitude tests with due caution; it arranges talks by practitioners, visits to workplaces and career conferences; and in counselling interviews it

helps the student to relate self-knowledge to occupational knowledge. The result is a more realistic career plan and a smoother transition from school to further training or employment. For the country, this reduces wastage, unemployment among the educated and the frustration that follows from a mismatched career, and it helps the school to show parents that education leads somewhere worthwhile.

Role in Personal and Social Adjustment

Adolescence is a period of emotional change, identity formation and peer pressure, and personal problems quickly become educational problems: anxiety, family conflict, bereavement, bullying, low self-esteem and difficult relationships all show themselves in the classroom as inattention, misbehaviour or withdrawal. Counselling gives the student a confidential, non-judgemental relationship in which such problems can be spoken about before they harden into failure or delinquency. The counsellor helps the student to understand feelings, to develop self-control, social skills and a positive self-concept, and to resolve conflicts constructively. Group guidance and group counselling extend this help to common developmental concerns such as adjusting to a new school, handling peer pressure and preparing for examinations. A school with an effective counselling service is therefore a safer and happier place, with better discipline achieved through understanding rather than fear.

Developmental, Preventive and Remedial Roles

Guidance and counselling is not only for students in crisis. Its developmental role is to promote healthy growth in all students — self-awareness, decision-making skills, communication skills, values and career maturity — through a planned programme of classroom guidance activities. Its preventive role is to identify difficulties early: attendance and achievement records, teacher

observation and screening help to detect the child who is beginning to fall behind, to withdraw or to be neglected, so that help arrives before the problem becomes severe. Its remedial role is to work intensively, individually or in small groups, with students who already face serious difficulties, and where necessary to refer them, with the knowledge of parents, to medical, psychological or social welfare services outside the school. Together these three roles make guidance a complete system of student welfare rather than an emergency service called upon only when something has gone badly wrong.

Role for Teachers, Parents and the School as a Whole

Guidance and counselling also serves the adults and the institution. It helps teachers to understand individual differences and the reasons behind classroom behaviour, so that teaching can be adjusted and discipline handled more humanely and effectively. The counsellor acts as a consultant to staff on student problems, a coordinator of referrals, and a keeper of cumulative records that give any teacher a fuller picture of the learner. For parents, the service provides a bridge between home and school: parents are informed and involved when a child needs help, and they receive guidance on supporting study, adolescence and career choice at home. For the school administration, guidance information about students' choices, difficulties and destinations improves planning of subjects, timetables and support services. Finally, follow-up studies of leavers tell the school whether its programme is succeeding, which makes guidance an instrument of school improvement and accountability as well.

Conclusion

To conclude, guidance and counselling is not an optional extra or a luxury for well-funded schools; it is an integral part of education itself, because education aims at the all-round

development of the individual and that development cannot be left to chance. By helping students to know themselves, choose wisely, study effectively, adjust socially and emotionally, plan careers and solve problems responsibly, guidance and counselling raises achievement, reduces wastage and dropout, improves discipline and well-being, and connects the school with parents and the world of work. Where, as in most Pakistani schools, a full-time counsellor is still rare, the case for building at least a basic, teacher-supported guidance programme is all the stronger, for the needs it answers are present in every classroom, every day.

Question 2: Teachers' Responsibilities for Counselling in Schools (20 Marks)

What are teachers' responsibilities for counselling in schools?

Introduction

In most schools, and in almost all schools in Pakistan, there is no full-time professional counsellor. Even where one exists, students spend the great majority of their school lives with their teachers, and it is the teacher who first notices a change in behaviour, a fall in achievement, a child who has become silent or a conflict that is developing in the classroom. The teacher is therefore unavoidably the first-line counsellor of the school: not a substitute for a trained specialist, but the person whose daily contact, observation and trust make counselling possible at all. This answer describes the teacher's responsibilities for counselling under several heads — creating a helping climate, observing and identifying students who need help, giving first-line individual and group help, keeping and using records, working with parents and colleagues, and observing the ethical limits of the teacher's role, including timely referral.

Creating a Supportive Classroom Climate

Counselling begins long before a formal interview. The teacher's first responsibility is to build a classroom atmosphere in which students feel safe, respected and accepted, so that they dare to approach the teacher with a problem. This means treating students courteously and fairly, avoiding sarcasm, labelling and public humiliation, listening patiently when a student speaks, and showing genuine interest in students as persons and not only as examination candidates. A teacher who knows students' names, circumstances and interests, who praises effort as well as success, and who keeps what a student confides within proper bounds, earns the trust on which all later counselling depends. Conversely, a feared or indifferent teacher closes the door to counselling completely, however good his or her subject knowledge may be. Classroom climate is therefore a professional responsibility, not a matter of personality alone.

Observing, Identifying and Understanding Students

Because the teacher observes students daily and over long periods, he or she has a responsibility to notice significant changes and patterns: sudden decline in work, repeated absence or lateness, withdrawal from friends, restlessness, aggression, tearfulness, deterioration in appearance, or difficulty in adjusting to a new class. Such signs do not by themselves diagnose a problem, but they are signals that a student may need help, and ignoring them wastes the teacher's unique advantage of early detection. To understand students better, the teacher should use the information the school holds — previous records, health information and the reports of other teachers — and should observe students in different settings, in class, in play and in group work, where different sides of personality

appear. Careful, objective observation also protects the student: decisions and referrals are then based on evidence rather than on a single incident or a teacher's impression.

First-Line Individual Counselling

Many student problems are mild, recent and closely connected with school life — difficulty in a subject, a misunderstanding with a friend, anxiety before a test, uncertainty about subject choice — and for these the teacher can and should offer first-line counselling. This involves finding a quiet moment and a reasonably private place, listening more than speaking, allowing the student to express feelings without interruption or immediate judgement, asking open questions that help the student to clarify the problem, and helping him or her to consider alternatives and choose a course of action. The teacher must resist the temptation to give instant advice, moral lectures or orders, because the aim is the student's own understanding and decision. Follow-up is equally part of the responsibility: the teacher checks afterwards whether the agreed step was taken and whether the problem is improving, and keeps the door open for the student to return.

Group Guidance and Classroom Guidance Activities

A further responsibility is to provide guidance to the whole class or group, which reaches every student and prevents many problems from arising. The class teacher can conduct short, planned guidance activities on topics the whole group needs: how to study and prepare for examinations, how to use the school library and other resources, school rules and their purposes, subject and career information at the point of choice, health and safety, and adjusting to transitions such as moving to secondary school. Group discussion also allows students to learn from one another's questions and experiences and reduces the stigma

sometimes attached to seeking help individually. In secondary classes the teacher shares responsibility for delivering accurate educational and occupational information, or for inviting the counsellor, head teacher or outside speakers to do so, so that no student chooses a future in complete ignorance of the options.

Keeping Records and Contributing to the Cumulative Record

Counselling without records becomes guesswork. The teacher is responsible for contributing accurate, factual and up-to-date information to the student's cumulative record: attendance, achievement, observed behaviour, significant incidents recorded as anecdotal records, interests and aptitudes noticed, and the outcome of help given. Records must be objective — describing what was seen and done — rather than opinions about character — and confidential, stored securely and shared only with those who legitimately need them for the student's welfare. Good records allow the next teacher, the head teacher or a counsellor to continue help without forcing the student to start again from the beginning, and they provide the evidence on which referrals and decisions about placement or subject change can fairly be based.

Working with Parents and Colleagues, and Referring Onward

The teacher never counsels in isolation. He or she must communicate with parents, sensitively and in good time, when a problem has roots at home or when home support is needed, and must receive parents' information about the child with respect, since parents know sides of the child the school never sees. Within the school, the teacher consults colleagues and the head teacher, shares concerns through proper channels, and takes part in case discussion about students with complex needs. Most importantly, the teacher must recognise the limits of his or her competence: problems involving serious emotional disturbance, self-harm risk, abuse,

addiction, severe family breakdown or the need for psychological testing lie beyond first-line counselling. The responsible act then is prompt referral — to the school counsellor where one exists, to the head teacher, and through the parents to medical, psychological or child-protection services — while continuing to support the student in class. Referral is not failure; it is one of the teacher's central counselling responsibilities.

Ethical Responsibilities

Because students confide in teachers from a position of dependence, ethical duties bind the teacher-counsellor strictly. Confidentiality must be respected: what a student reveals is not staff-room conversation, although the teacher must honestly explain that information suggesting serious harm to the student or others cannot be kept secret and must be passed to those responsible for safety. The teacher must avoid exploiting the relationship, showing favouritism, imposing personal or sectarian views, or using counselling information to punish a student in class or in marking. Help must be offered equally to the quiet, the low-achieving and the troublesome student, not only to the bright and likeable. Finally, the teacher has a responsibility to improve his or her own helping skills — through reading, in-service training and discussion with experienced colleagues — because goodwill without skill can do harm, for example by giving false reassurance or by handling a disclosure clumsily.

Conclusion

In conclusion, the teacher's responsibilities for counselling in schools are wide but clear: to create a trusting classroom climate; to observe and identify students who need help at an early stage; to offer skilled first-line listening and help with everyday educational and personal problems; to provide group and classroom guidance; to keep objective, confidential records; to

work in partnership with parents and colleagues; to observe ethical limits; and to refer serious cases promptly to specialist help. A school in which every teacher accepts these responsibilities already possesses the foundation of a guidance programme, even before a full-time counsellor is appointed, and it is a school in which far fewer students suffer in silence.

Question 3: Carl Rogers' Theory and Its Application to Schooling in Pakistan (20 Marks)

Describe Carl Rogers' theory. How can this be applied to educational schooling in Pakistan?

Introduction

Carl Rogers (1902–1987), the American humanistic psychologist, changed both counselling and education by insisting that the person himself or herself — not the expert, the test or the textbook — is the centre of growth. Dissatisfied with directive, advice-giving approaches, Rogers developed client-centred (later called person-centred) counselling, and in books such as Client-Centered Therapy (1951), On Becoming a Person (1961) and Freedom to Learn (1969) he extended the same principles to teaching and learning. His theory is especially relevant to Pakistan, where schooling is still dominated by examinations, rote memorisation and authoritarian classrooms. This answer first describes the main elements of Rogers' theory — the actualising tendency, the self-concept, conditions of worth, and the three core conditions for change — and then discusses, realistically, how the theory can be applied in Pakistani schools and what obstacles its application must overcome.

The Actualising Tendency and the Self-Concept

The foundation of Rogers' theory is the actualising tendency: the innate tendency of every living organism to grow, develop and fulfil its potentialities, provided the environment does not block

it. The human infant, Rogers argued, values experiences organically — approaching what enhances growth and avoiding what harms it — before adults' judgements are imposed. As the child develops, a self-concept is formed: the organised set of perceptions and beliefs about 'I' and 'me', including the ideal self, the person one would like to be. Psychological health consists of congruence between the self-concept and actual experience, so that experiences can be accurately symbolised and accepted. Incongruence arises when experiences that threaten the self-concept are denied or distorted; the person then feels anxious and vulnerable without knowing why, and behaves defensively. Much maladjustment, in Rogers' view, is therefore not sickness inside the person but a disturbed relationship between the self and experience.

Conditions of Worth and the Fully Functioning Person

Rogers explained how incongruence is created. Children need positive regard — love, approval and acceptance — from significant others. When parents and teachers make that regard conditional ('you are good only when you obey, score high marks or choose the career we want'), the child introjects these conditions of worth and begins to judge himself or herself by them, denying real feelings and interests that do not earn approval. The result is a self built to please others rather than to express the actualising tendency. The opposite of this condition is the fully functioning person: open to experience, trusting his or her own feelings, living richly in the present, creative and free to choose — not a finished perfection but a direction of growth. The task of counselling and of education is to remove conditions of worth and restore the person's trust in his or her own experiencing.

The Core Conditions for Helping and Learning

Rogers' most famous contribution is his claim that three conditions offered by the helper are necessary and sufficient for constructive personality change. First, congruence or genuineness: the counsellor or teacher is real and transparent in the relationship, not hiding behind a professional mask. Second, unconditional positive regard: the helper accepts and prizes the other person without conditions, separating the worth of the person from approval of particular behaviour. Third, empathic understanding: the helper senses the other's private world as if it were his or her own, without losing the 'as if' quality, and communicates that understanding. When these conditions exist, the client begins to listen to himself or herself, drops defensive distortions, and moves toward self-directed growth. Rogers later stated the same conditions as the basis of significant learning: realness in the teacher, prizing and trust of the learner, and empathic listening in the classroom.

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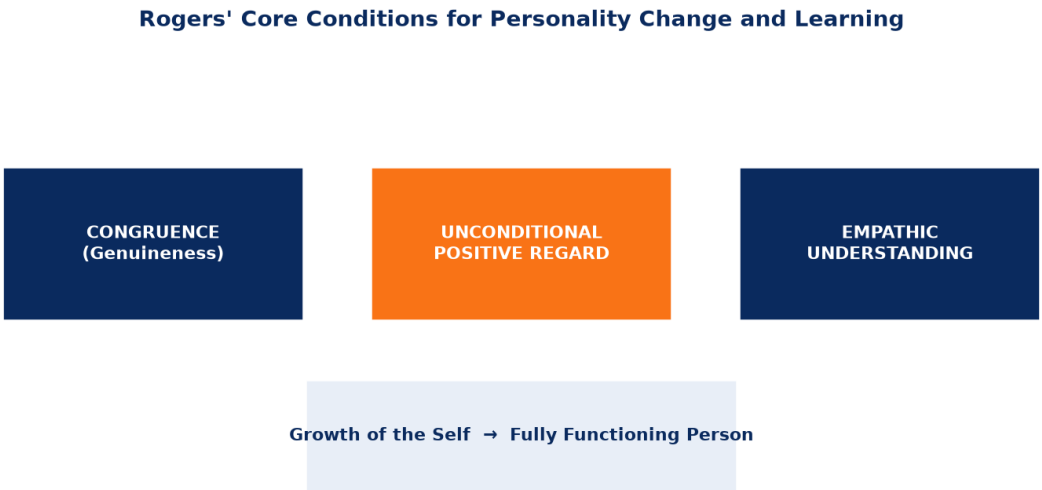


Figure 1: Rogers' three core conditions and their intended outcome.

Rogers on Education: Student-Centred Learning

Applied to education, Rogers argued that significant learning — learning that changes behaviour, attitudes and personality — cannot be imposed; it is discovered and appropriated by the learner. The teacher's role therefore changes from lecturer and judge to facilitator of learning: one who provides resources, creates a climate of trust and freedom, sets real problems, and evaluates with the learner rather than only upon the learner. Rogers proposed that students participate in choosing goals, that self-evaluation take its place beside external examination, that learning by doing and learning how to learn matter more than inert facts, and that the most socially useful learning in a changing world is openness to experience and to change itself. He did not deny the need for knowledge or structure; he denied that threat, humiliation and one-way lecturing are effective ways of producing real learning, since facts acquired under threat are relevant only to survival in the classroom and are quickly forgotten.

Application to Schooling in Pakistan: What Should Change

The applications to Pakistan follow directly. First, classroom relationships: Pakistani classrooms are typically large and examination-driven, and fear — of punishment, ridicule and failure — is still a common instrument of control. A Rogerian approach asks teachers to replace humiliation and corporal punishment (already prohibited in principle) with acceptance, encouragement and empathic listening, so that students, especially girls, shy students and low achievers, participate instead of withdrawing. Second, teaching method: facilitation means more questioning, discussion, group work, projects and formative feedback, and less dictation of notes for rote reproduction; even within the prescribed syllabus, a teacher can offer limited choices of tasks and examples and can explain the purpose of what is learned. Third, counselling services:

Rogers gives Pakistani schools a complete, low-technology model for teacher-counsellors, since its core skills — listening, empathy, acceptance — require training and attitude change more than expensive equipment. Fourth, assessment and self-concept: reducing conditions of worth means valuing effort and progress, avoiding public ranking that brands average children as failures, using self-assessment and portfolios beside examinations, and guiding subject and career choices by the student's interests and aptitudes rather than solely by family prestige and marks. Fifth, teacher education: B.Ed and M.Ed programmes, including AIOU's own, can train teachers in Rogerian micro-skills — attending, paraphrasing, reflecting feelings and summarising — through supervised practice, so that the theory becomes classroom behaviour rather than examination material only.

Difficulties and Necessary Adaptations in Pakistan

Honest application must face serious obstacles. Class sizes of forty to sixty students, a heavy syllabus to be finished before board examinations, and accountability measured almost entirely by results leave teachers little time for individual empathic attention. The wider culture respects teacher and elder authority, and unconditional acceptance may at first be misunderstood by parents and even students as permissiveness or weakness. Rogers' emphasis on individual self-direction also sits uneasily with collectivist family expectations, in which major decisions about subjects, careers and marriage are family decisions; a counsellor in Pakistan must therefore often work with the family system rather than with the student alone. The practical conclusion is adaptation, not rejection: apply Rogers' attitudes and skills within the realities of the system — group guidance and classroom facilitation where individual counselling is impossible, brief listening encounters built into the school day, gradual

introduction of student participation and self-evaluation, and leadership by head teachers who model acceptance toward staff as well as students. Even partial application of this kind humanises schooling measurably.

Conclusion

To conclude, Rogers' theory holds that human beings possess an inborn tendency toward growth which is blocked by conditions of worth and released when a helping relationship offers congruence, unconditional positive regard and empathic understanding, producing a more congruent self and a fully functioning person. For Pakistan, the theory supplies both a criticism of fear-based, rote-dominated schooling and a practical programme: facilitative rather than authoritarian teaching, listening-based teacher counselling, assessment that protects the learner's self-concept, and teacher training in core helping skills. Its full student-centred vision cannot be imported overnight into large, examination-bound classrooms, but its central attitudes can be practised in any classroom from tomorrow morning, and they cost nothing except the willingness to treat the learner as a person.

Question 4: How an Educational Counsellor Helps Students to Manage Anxiety (20 Marks)

Describe the ways by which an educational counsellor assists the students to manage anxiety.

Introduction

Anxiety is one of the commonest problems brought, openly or in disguise, to the educational counsellor. A certain amount of anxiety is normal and even useful: it alerts the student to prepare for an examination or a performance. Anxiety becomes a problem when it is intense, persistent or attached to ordinary situations, so that it interferes with learning, attendance,

relationships and health. The anxious student may complain of headaches, stomach pain, sleeplessness or inability to concentrate, may avoid school or tests, or may present in class as irritable, perfectionist or withdrawn. The counsellor's task is not simply to remove anxiety but to help the student understand it, reduce it to manageable levels, and build lasting coping skills. This answer describes the main ways in which an educational counsellor does this, from assessment and psychoeducation through specific techniques to work with teachers and parents and, where necessary, referral.

Understanding and Assessing the Student's Anxiety

Effective help begins with careful, unhurried assessment within a trusting relationship. The counsellor listens to the student's own account of when the anxiety began, what situations trigger it, what thoughts accompany it ('I will fail', 'everyone will laugh at me'), what bodily symptoms occur, and how the student currently copes, including avoidance. Information is gathered, with proper consent, from teachers and parents, and the counsellor distinguishes between the main forms met in schools: test and examination anxiety, social anxiety, separation anxiety in younger children, generalised worry, and anxiety connected with a specific event such as bullying, family conflict or a traumatic experience. Assessment also has a protective purpose: the counsellor checks for matters that require immediate action or referral, such as self-harm thoughts, panic attacks, eating disturbance or possible abuse. Only when the pattern is understood can help be matched to the student rather than applied by formula.

Psychoeducation: Helping the Student Understand Anxiety

Much anxiety is made worse by ignorance and catastrophic interpretation — the student believes the racing heart means something is seriously wrong with him or her, or that feeling

anxious proves he or she is weak. The counsellor therefore explains anxiety in simple, normalising language: it is the body's alarm system, the fight-or-flight response, designed to protect us; the symptoms are uncomfortable but not dangerous in themselves; avoidance gives short relief but trains the alarm to ring louder next time; and anxiety can be lowered by changing breathing, thoughts and behaviour. Understanding the anxiety cycle — trigger, alarming thoughts, bodily arousal, avoidance, short relief, stronger anxiety next time — gives the student a map of his or her own experience and a rational basis for the techniques that follow. For younger students the same ideas are conveyed through stories, drawings and simple scales on which the child rates the size of a worry.

Relaxation and Body-Based Techniques

Because anxiety lives in the body, the counsellor teaches practical methods of lowering physical arousal and rehearses them with the student until they can be used independently. Slow diaphragmatic breathing, practised daily and used before and during tests, directly counters the shallow rapid breathing of panic. Progressive muscle relaxation, in which muscle groups are tensed and released in turn, teaches the student to recognise and release tension. Brief grounding techniques — deliberately noticing what can be seen, heard and felt in the present moment — help the student whose mind races into imagined futures. The counsellor also addresses the lifestyle foundations of anxiety: regular sleep, physical activity, limited caffeine and energy drinks, and breaks from late-night screen use. These techniques are deliberately simple and cost nothing, which makes them realistic for Pakistani school students, and the counsellor agrees a short daily practice routine rather than expecting the student to master everything at once.

Cognitive and Behavioural Help

The counsellor next works on the thoughts and behaviours that maintain anxiety. Using ideas from cognitive-behavioural counselling in a form suited to the student's age, the student learns to catch automatic negative thoughts, examine the evidence for and against them, and replace exaggerated predictions with more balanced statements: 'I have prepared and passed before; one examination does not decide my whole future.' Behaviourally, avoidance is reduced gradually: with the counsellor the student builds a step-by-step ladder from the least feared situation to the most feared — for example, answering one question in class, then presenting briefly to a small group, then to the whole class — and practises each step with support until anxiety falls, an approach known as graded exposure. Success at each step rebuilds confidence and self-efficacy, and the counsellor records progress with the student so that improvement is visible and reinforcing.

Study Skills, Examination Preparation and Problem-Solving

A large part of school anxiety is realistic anxiety about unpreparedness, and here the counsellor acts as an educational guide as well as a counsellor. He or she helps the student to make a feasible study timetable, break revision into small units, use active methods such as self-testing and past papers under timed conditions, and plan examination-day routines, including what to do if the mind goes blank. Practising under simulated examination conditions is itself a form of exposure that reduces test anxiety. The counsellor also teaches a simple problem-solving sequence — define the problem, list possible solutions, weigh advantages, choose, act and review — which the student can apply to worries about workload, subject difficulty or conflicts. Where the difficulty lies in an undetected learning problem or a genuinely excessive burden,

the counsellor raises the matter with teachers and parents instead of leaving the student to blame himself or herself.

Supportive Counselling, Group Work and Working with Adults

Alongside techniques, the counsellor provides the supportive relationship itself: regular brief sessions in which the student is listened to without judgement, feelings are accepted, and progress is encouraged. For many students, group counselling or a small anxiety-management group is additionally powerful, because discovering that classmates share the same fears destroys the sense of being uniquely defective, and students learn coping strategies from one another. The counsellor also works with the adults around the student: advising teachers to give anxious students predictable routines, private rather than public correction, and graduated opportunities to participate; and advising parents to respond calmly, avoid excessive pressure and comparisons with siblings or relatives, maintain regular sleep and attendance, and reinforce brave behaviour rather than anxious avoidance. When home pressure is itself the main source of anxiety, family meetings, handled sensitively, may be the most important intervention of all.

Table 2: Main ways in which the counsellor helps a student manage anxiety.

Technique / Way	What the counsellor does	How it helps
Psychoeducation	Explains the anxiety cycle and the fight-or-flight response in simple language.	Removes fear of the symptoms themselves and gives a reason for practising skills.
Relaxation training	Teaches and rehearses slow breathing, muscle relaxation and grounding.	Lowers bodily arousal that the student can then control independently.
Cognitive work	Helps the student test catastrophic thoughts and form balanced alternatives.	Reduces the alarming interpretations that trigger anxiety.

Graded exposure	Builds a step ladder of feared situations and supports practice step by step.	Breaks avoidance and rebuilds confidence through real success.
Study-skills help	Builds timetable, revision methods and examination routines; arranges practice tests.	Removes the real unpreparedness feeding test anxiety.
Work with teachers and parents	Advises on classroom handling, pressure, routines and reinforcement at home.	Makes the student's whole environment support recovery.

Monitoring, Follow-Up and Referral

Help is reviewed, not assumed. The counsellor agrees simple measures with the student — a 0–10 rating of anxiety in key situations, attendance, completed exposure steps — and reviews them in follow-up sessions, adjusting the plan where progress stalls. Records are kept confidentially and progress is shared appropriately with parents and teachers. The counsellor must also know the boundary of the school role: anxiety that is severe, long-standing or accompanied by depression, panic disorder, obsessive symptoms, trauma reactions or physical illness requires referral, through the parents, to a clinical psychologist, psychiatrist or physician, and the counsellor supports the family in obtaining that help and supports the student in school while treatment proceeds elsewhere.

Conclusion

In conclusion, the educational counsellor assists anxious students in many connected ways: by assessing the pattern of anxiety in a trusting relationship; by explaining how anxiety works; by teaching relaxation and grounding skills; by challenging catastrophic thinking and reducing avoidance through graded practice; by removing the educational causes of anxiety through

study-skills and examination help; by using supportive and group counselling; by guiding teachers and parents; and by monitoring progress and referring severe cases to specialists. The common thread is that the student is not treated as a passive patient but is equipped, step by step, with understanding and skills, so that anxiety is managed by the student himself or herself long after counselling has ended.

Question 5: How a Teacher Counsellor Can Effectively Develop Anecdotal Records (20 Marks)

How can a teacher counsellor effectively develop anecdotal records? Discuss.

Introduction

Counselling and guidance decisions are only as good as the information on which they rest, and much of the most useful information about a student is never captured by tests or marks: how he or she behaves in a group, responds to failure, treats younger children, shows a sudden interest, or reveals a problem in an unguarded moment. The anecdotal record is the tool designed to preserve such observations. It is a brief, factual, written account of a specific incident or behaviour of a student, observed by the teacher in a natural setting, recorded soon after it occurs, and filed as part of the student's cumulative record. A single anecdote proves little, but a series of anecdotes collected over time by different teachers reveals patterns of behaviour, interest, adjustment and need on which sound counselling can be based. This answer explains what makes an anecdotal record good, the steps by which a teacher counsellor can develop such records effectively, the format to be used, and the errors to be avoided.

What an Anecdotal Record Is — and Is Not

An anecdotal record is a record of an episode, not a summary of an impression. It answers, in a few lines, the questions: who was observed, when and where, what exactly happened and what was said, and (kept clearly separate) what the observer thinks it may mean. It is not a diary of everything the student does, not a mark book, not a complaint register, and not a place for judgements such as 'lazy', 'bad character' or 'hopeless in studies'. Its value lies in being specific, significant and factual: significant because the incident is chosen because it reveals something about the student's development, interests, social behaviour, emotional state or problems; factual because it reports observable behaviour in the words in which it occurred, so that another teacher reading it months later can form his or her own judgement. Over a term, anecdotes about the same student in class, playground, library and group work together build the rounded picture that no single examination can provide.

Deciding What to Observe

The first step in developing records effectively is planned observation. The teacher counsellor should decide in advance the areas of behaviour worth recording, linked to the purposes of guidance: response to success and failure; relations with peers and teachers; participation and leadership in group work; interests and talents shown outside formal lessons; habits of work, honesty and responsibility; signs of emotional difficulty, withdrawal, aggression or sudden change; and incidents revealing health, home or personal problems. Planning also means distributing attention fairly: every student in the class should accumulate some records over the year, not only the very bright, the troublesome or the teacher's favourites, because a file that covers only problems will mislead every future reader. Where a particular student is

already a cause of concern, observation becomes more focused and frequent, so that the pattern behind the concern can be established with evidence.

Observing and Recording Promptly and Objectively

The second step is disciplined recording. The incident should be noted as soon as possible after it happens — the same day at the latest — because memory quickly replaces what a student actually said and did with what the teacher thinks about him or her. Many teachers keep a small notebook or a set of dated slips or cards for immediate jottings, from which the formal record is written up. The description must be objective and complete: the setting and what led up to the incident, the behaviour itself in concrete terms, the exact words of the student where words matter, the behaviour of others involved, and how the incident ended. Interpretation, if added at all, must be written in a separate section clearly marked as comment or interpretation, so that fact and opinion are never confused. Language must avoid labels and moral verdicts; 'He left the group work twice and sat alone near the window' is a record, while 'He is unsocial and disobedient' is merely an accusation.

Format of the Record

The third step is to use a consistent format so that records from different teachers and different dates can be accumulated and compared. A standard anecdotal record card contains the student's name, class and roll number; the date and time; the place and situation; the observer's name; the objective description of the incident; a separate space for interpretation; and a space for the action taken or recommended. Consistency matters more than elaboration: a short card faithfully kept is worth far more than an elaborate form abandoned after a month.

The specimen below shows the format in use; the entry is illustrative and shows how fact and interpretation are kept apart.

Table 3: Specimen anecdotal record card (illustrative entry).

Item	Entry (illustrative)
Student / Class	Ayesha P. – Class VIII-B, Roll No. 14
Date / Time / Place	12 March 2026, 10:40 a.m., science period / classroom
Observer	Class teacher (teacher counsellor)
Objective description	During group experiment work Ayesha completed her group's readings, then quietly repeated the steps for a classmate who had been absent, without being asked. When the teacher praised the group, she said, 'It was everyone's work, not mine.'
Interpretation (separate)	Shows responsibility, peer helpfulness and modesty; consistent with two earlier anecdotes of helping classmates.
Action / Recommendation	No action needed. Note interest and social strength for cumulative record; consider for group leadership roles.

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Filing, Accumulating and Using the Records

Records achieve their purpose only when they are filed systematically and actually used. Each student's anecdotes, arranged chronologically, are placed in his or her cumulative record folder, to which authorised teachers and the counsellor have access. Periodically — at the end of a term, before subject choice, when a problem is being considered, or when a report to parents is prepared — the teacher counsellor reads the whole series and prepares a brief summary of the patterns that emerge: consistent interests, strengths, recurring difficulties, and changes over time. It is the summary, not the single incident, that informs counselling interviews, discussions

with parents, decisions about placement, responsibility or referral, and the writing of character or progress reports. Used in this way, anecdotal records protect students from decisions based on one teacher's memory of one bad day, and they protect teachers by providing evidence for the judgements they must make.

Confidentiality, Fairness and Common Errors

Because anecdotal records contain personal information, they carry ethical obligations. They must be kept securely, shown only to those with a legitimate educational interest in the student, never read out publicly or used to threaten or shame a student, and written always in language the teacher would be willing for the student and parents to read. The common errors that destroy their value must be consciously avoided: recording only negative incidents, so that the file becomes a charge-sheet; recording vague general impressions instead of specific behaviour; mixing interpretation into the description; delaying writing until details are forgotten; recording too much about too many trivial events, which makes the system collapse under its own weight; and failing to record the positive incidents that reveal a student's strengths and interests. A teacher counsellor who trains colleagues briefly in these rules, and who models good entries himself or herself, raises the quality of the whole school's records.

Conclusion

To conclude, a teacher counsellor develops anecdotal records effectively by planning what to observe across all areas of student development and for all students; by recording significant incidents promptly, specifically and objectively, with interpretation kept separate; by using one consistent card format; by filing the records in the cumulative record and periodically summarising the patterns they reveal; and by observing strict confidentiality and fairness. The

anecdotal record is a humble tool, but kept well it becomes the school's institutional memory about each child, and it is on such dependable, evidence-based knowledge of the student that honest guidance, fair decisions and genuinely helpful counselling depend.

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