Tools and Techniques of Guidance and Counseling

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Tools and Techniques of Guidance and Counseling

- Guidance and counseling are essential components of personal and academic development. These fields employ various tools and techniques to help individuals overcome challenges, make informed decisions, and achieve their goals.
- The techniques which are generally employed by guidance workers for collecting basic data about a person are either standardized or nonstandardized ones.
- Both the categories of techniques are used in getting primary data. All the techniques are useful.

STANDARDIZED & NON-STANDARDIZED TECHNIQUES

- Standardized techniques refer to well-established and widely recognized methods, procedures, or assessments that have been developed, validated, and used consistently in a particular field. They are characterized by a set of predefined guidelines and procedures to ensure consistency and reliability.
- Standardized techniques are valuable because they promote consistency, reliability, and comparability across different contexts and individuals. They are often developed through rigorous research and testing to ensure their validity and effectiveness.
- The standardized techniques are tools of measuring interests, intelligence, aptitudes and personality traits.
- > The only consideration which the guidance worker should keep in mind is that the techniques employed **should give reliable and objective information**.

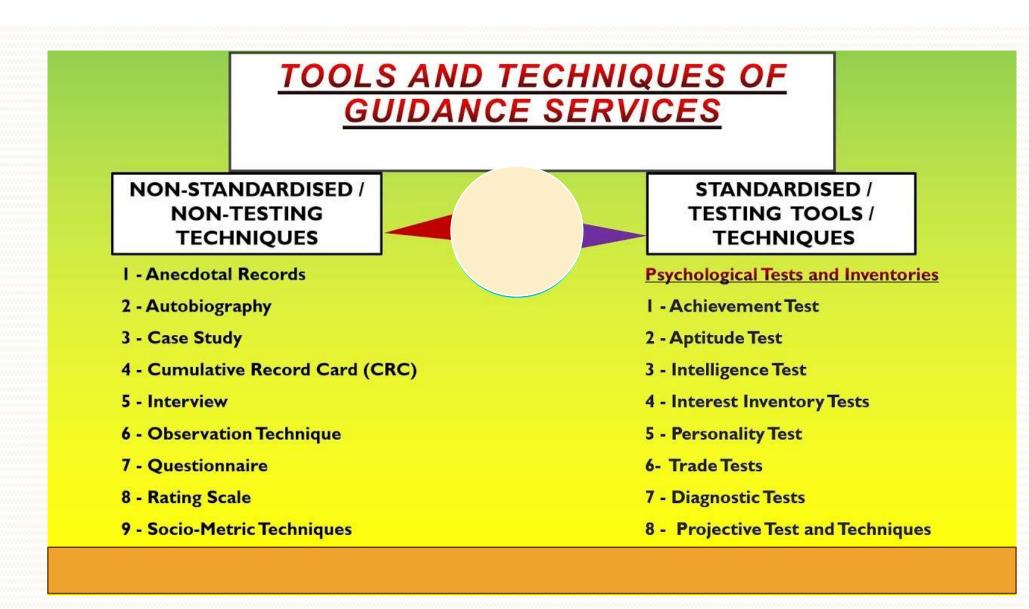
CHARACTERISTICS OF STANDARDIZE TEST

- Uniform Administration: Standardized tests are administered under uniform conditions, ensuring that all test-takers receive the same instructions, time limits, and testing environment. This minimizes potential sources of bias and variability in the testing process.
- Consistent Scoring: Standardized tests are scored using predetermined scoring criteria, which allows for consistent and objective evaluation of responses.
- Reliability: Standardized tests are designed to produce consistent results over multiple administrations or with different groups of test-takers. Reliability measures the extent to which the test yields consistent and stable scores, reflecting the underlying attribute being measured.
- Validity: Validity refers to the extent to which a test measures what it is intended to measure. A standardized test should have evidence supporting its validity, ensuring that it accurately assesses the targeted knowledge, skill, or attribute.

- Norm-Referenced Scores: Standardized tests often provide norm-referenced scores, which compare an individual's performance to that of a representative sample of the population. Norms are established to allow meaningful comparisons between testtakers.
- Objective Items: Standardized tests typically use objective items, such as multiplechoice questions, true-false statements, or fill-in-the-blank exercises. These items have correct answers and minimize subjectivity in scoring.
- Standardized Procedures: The procedures for test administration, scoring, and interpretation are well-defined and standardized, reducing potential biases and errors in the testing process.
- Data-Driven Insights: Standardized test results provide quantifiable data that can inform educational or counseling decisions. These insights can guide instructional strategies, program evaluations, or interventions.

NON-STANDARDIZED TECHNIQUES

- Non-standardized techniques are unconventional or non-traditional methods used in various fields, such as psychology, education, or therapy. They often lack standardization and may not have been rigorously researched or widely accepted. These techniques can be innovative and creative, tailored to an individual's unique needs.
- However, they may not always have the same level of research-based evidence or consistency as standardized techniques, so their effectiveness can vary depending on the practitioner's skill and the specific context.
- The non-standardized techniques are case study, interview, rating scales, questionnaire, observation, sociometry, biography, cumulative record, and anecdotal records.
- Non-standardized techniques used in the study of human beings are also helpful, and sometimes give more useful information than that given by standardized tests.
- For example, autobiography which is a non-standardized technique does provide clues and insights into the emotional problems of a person as well as hopes and aspirations
- These techniques provide a broader, varying and more subjective approach to data gathering and interpretation for human assessment.



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