

# **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 non-standardized 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 test-takers.**
- **Objective Items:** Standardized tests typically use objective items, such as multiple-choice 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**.

# **TOOLS AND TECHNIQUES OF GUIDANCE SERVICES**

## **NON-STANDARDISED / NON-TESTING TECHNIQUES**

- 1 - Anecdotal Records
- 2 - Autobiography
- 3 - Case Study
- 4 - Cumulative Record Card (CRC)
- 5 - Interview
- 6 - Observation Technique
- 7 - Questionnaire
- 8 - Rating Scale
- 9 - Socio-Metric Techniques

## **STANDARDISED / TESTING TOOLS / TECHNIQUES**

### **Psychological Tests and Inventories**

- 1 - Achievement Test
- 2 - Aptitude Test
- 3 - Intelligence Test
- 4 - Interest Inventory Tests
- 5 - Personality Test
- 6- Trade Tests
- 7 - Diagnostic Tests
- 8 - Projective Test and Techniques





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