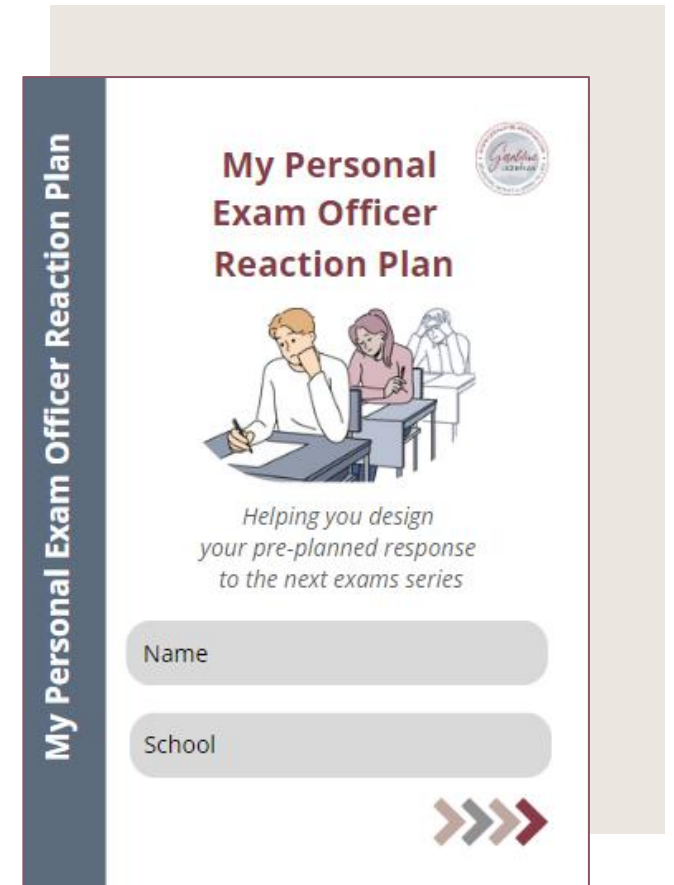




Creating a 'Mindful' Exam Officer Reaction Plan

Geraldine Jozefiak

Exam Officer HMP Norwich



My story

I help teachers and schools work with their students to manage their levels of exam stress with my course
'Creating a Personal Exam Reaction Plan'
so they can change how they react to their feelings of overwhelm and show their potential...

but it wasn't always like that



My story



“ you’re the **right person**
in the **right place**
at the **right time** ”

My 'a-ha' moment



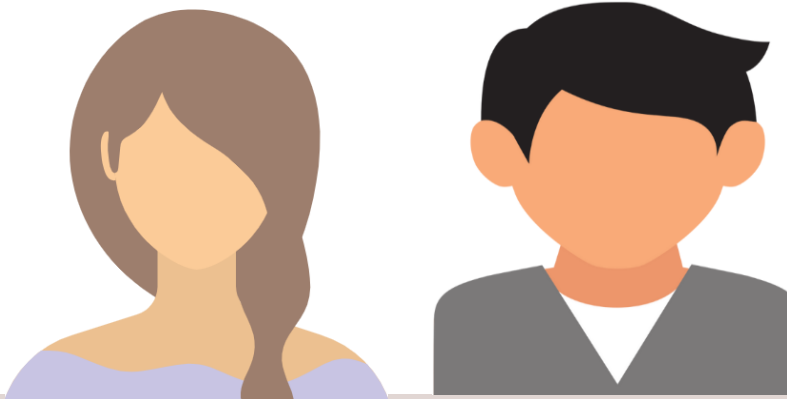
*It's only when we make **good decisions** in how we respond to life and **choose to change** (when we need to), that we start to have more **control** over our present and our future*

So how does this help us create an Exam Reaction Plan?

What is an Exam Officer Reaction Plan?

An agreement we make with ourselves on how we'll respond to any challenge we may experience whilst administering exams

Our responses are based on Mindful decisions that *help us achieve the results we want*



Your 'Mindful' Exam Officer Reaction Plan

What it means to be Mindful

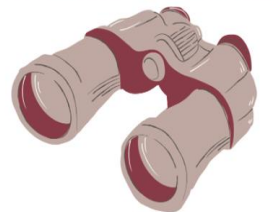
- Mindfulness is us **being aware** of our thoughts
- **Noticing** how our words and actions **affect others**
- **Checking in** on ourselves to manage any feelings of **stress**
- **Responding**, rather than **Reacting** - in a way that's good for everyone



“Mindfulness is awareness that arises through paying attention, on purpose, in the present moment, non-judgmentally”

Jon Kabat Zinn

Mindfulness is ...
Watching our thoughts



How did this summer's exams go?

- How did you **react** to any stress you experienced?
- Did you make conscious choices on how to **respond**?
- How much of the time were you 'on automatic'?
- Did you **change your response** at any time for a different result?
- What did you do to gain a sense of **calm**?
- What mindful response did you use to take back **control**?

What!

WHY?

WHEN?

HOW?

WHERE?

Who?

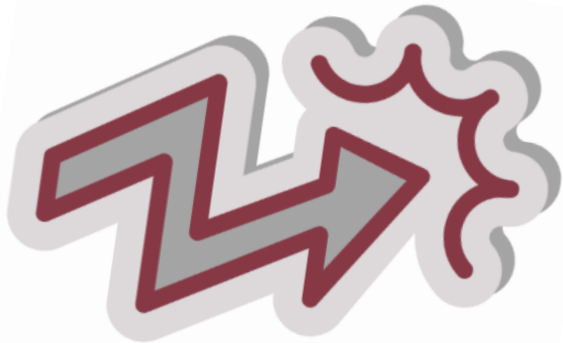
These are all 6 serving men questions ...

I had 6 serving men, they taught me all I knew,

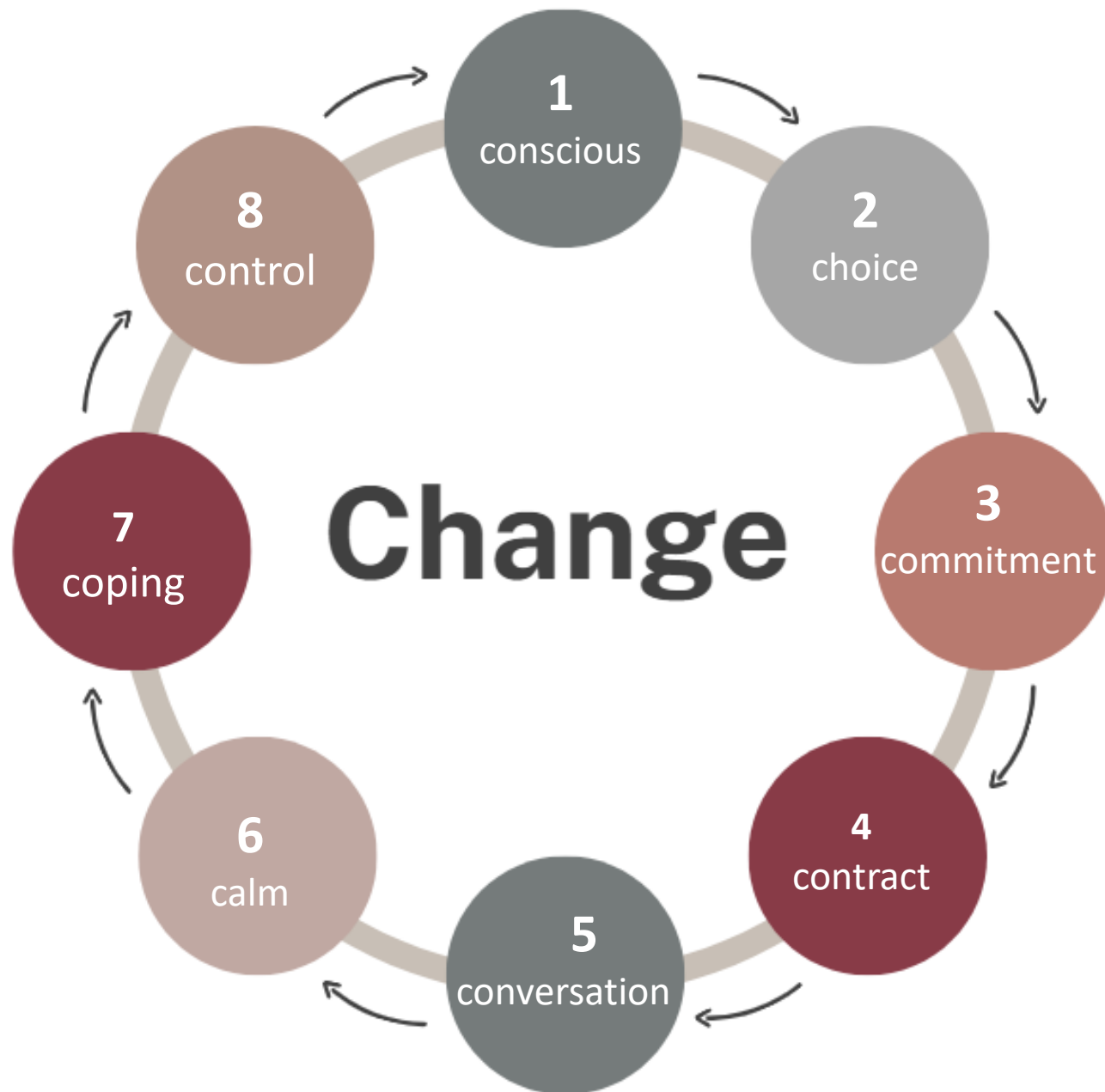
*their names are **what and why and when, and how and where and who***

Are YOU a trigger for others' reactions?

What are your Triggers or flashpoints?



- What presses your buttons?
Is it people or last-minute problems?
- What do you need to look at?
What part of the process?
- How could you create a place of calm?
Breathing, meditation, self-talk, visualisation?
- How could you be more in control?
Pre-planning your responses
- What response would solve things?
Mindful decisions that consider what works best for everyone

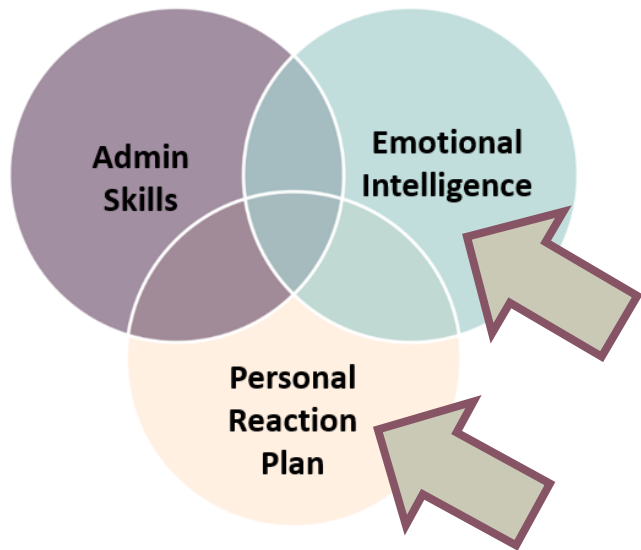


The 8Cs Conscious Change Cycle

*It's only when we make **good decisions** in how we respond to life and **choose to change** (when we need to), that we start to have more **control** over our present and our future*

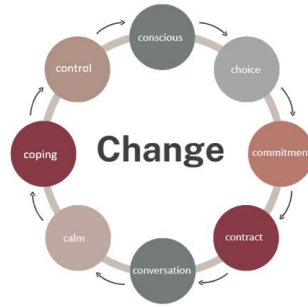


**How can we use this
to become a
more effective
Exam Officer?**



Conscious	How much were you on automatic? Were your responses Conscious?
Choice	Did you make sound choices? Did your choice get you what you wanted?
Commitment	How much were you 'all in' to any decision to change?
Contract	Who do you feel accountable to? To Work? To yourself?
Conversation	Who can you talk to?
Calm	How do you find your 'calm'?
Coping	Would these steps help you Cope any better?
Control	What would a greater sense of control look and feel like?

What might you include in an exam reaction plan?



S.T.O.P. **NOTICE** **SELF AWARENESS**

BREATHING **THINKING SKILLS**

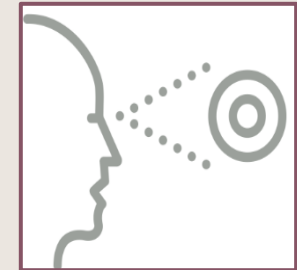
Letting Go visualisation

Meditation *Check In*

Neutral self-talk **Tapping**

Mind the Gap

The Stop Method



- *S = Stop what you're doing*
- *T = Take a breath*
- *O = Observe how things 'are'*
- *P = Proceed in a way works for everyone*

Box Breathing combine with Visualisation

This works well to slow the breath, though you need to hold your breath for a count of 4 - (4 seconds).

Sit in a comfortable position.
Notice your stomach rising as you breathe in -
this shows you are breathing deeply.

- Breathe in and count to 4
- Hold your breath for 4 seconds
- Slowly breathe out for 4
- Repeat until you notice your breathing settling and your heart rate settling

or you could remember it as

in = 4
hold = 4
out = 4



Instead of

*This is too much to handle
Why didn't I see this coming?
If you want something doing ...*

*I'm on it
I am managing my challenges
I am in control*



Neutral self talk and Affirmations



Mindful 5

5 mins out when things get tough

- to breathe
- to notice
- to re-affirm
- to regroup



Could a 5 -minute affirmation help you feel re-balanced?



I am more than this
I am better than this
I am bigger than this

I am more than, and better than
the person I am here

Only I have the power to be all I can be
Only I, here and now, can stop me from being my greatest

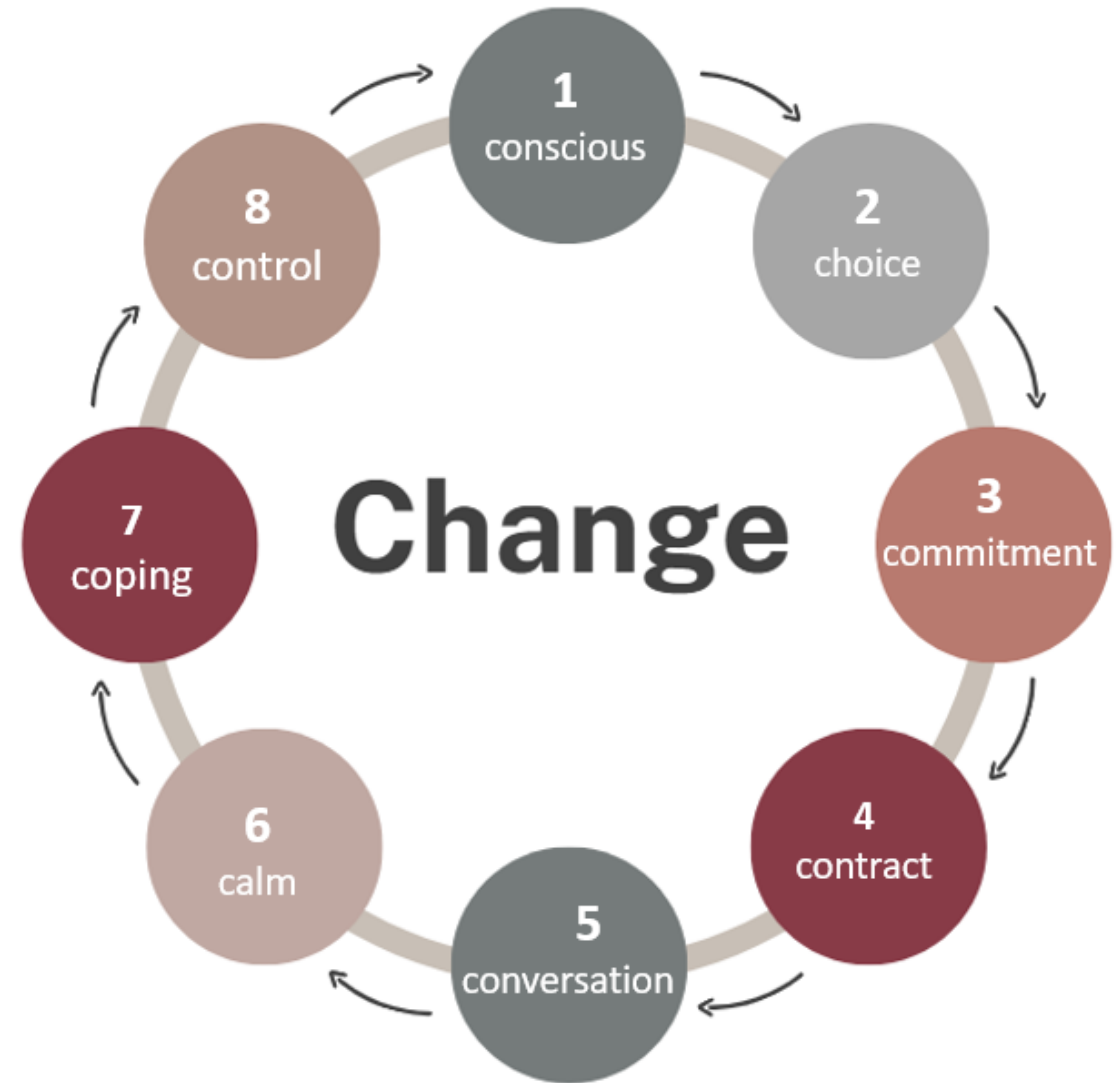
I choose more than this
I choose a better way

I am in the moment
and my moment is now

GeraldineJozefiak.com

Question

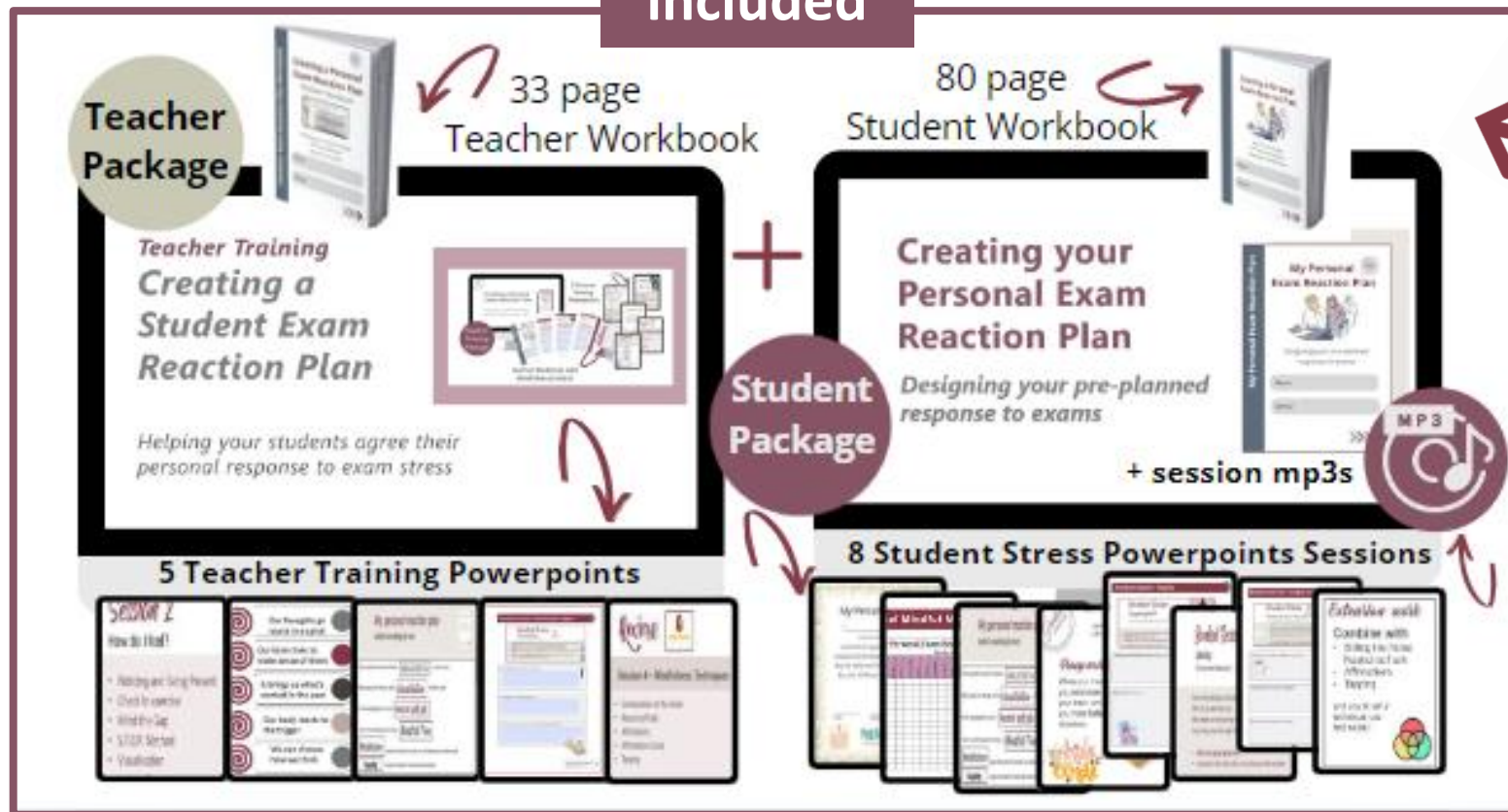
Have these ideas
been helpful
today?



Creating your Personal Exam Reaction Plan

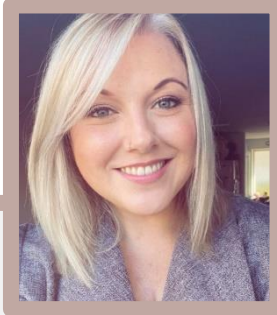
What's
included

A 10-week
Mindfulness-
based course
for Teachers
and Students
on managing
exam stress



+
Plus mp3
audio files
for each
student
session

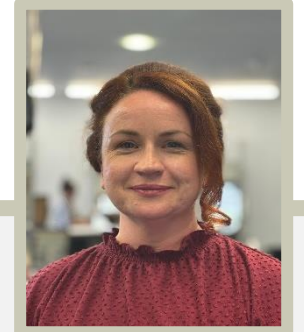
Some feedback from happy teachers!



"These resources will really help learners who want to overcome their own personal barriers when it comes to exams.

There are so many different techniques taught in the course that there will be something that everyone can take away to help them and not just in the exam room!"

*Cherry Greenacre, Pastoral Assistant,
Norwich, UK*



" An excellent resource that is suitable for learners of all ages and would be a welcome addition to any well-being pastoral toolkit.

It shares numerous strategies to help learners deal with the very real stress felt during assessment and exam time.

This multi-media resource would also fit perfectly within the PSHE curriculum and help learners and staff alike gain awareness."

*Emma Maryan,
Outreach Tutor, HMP Norwich,*



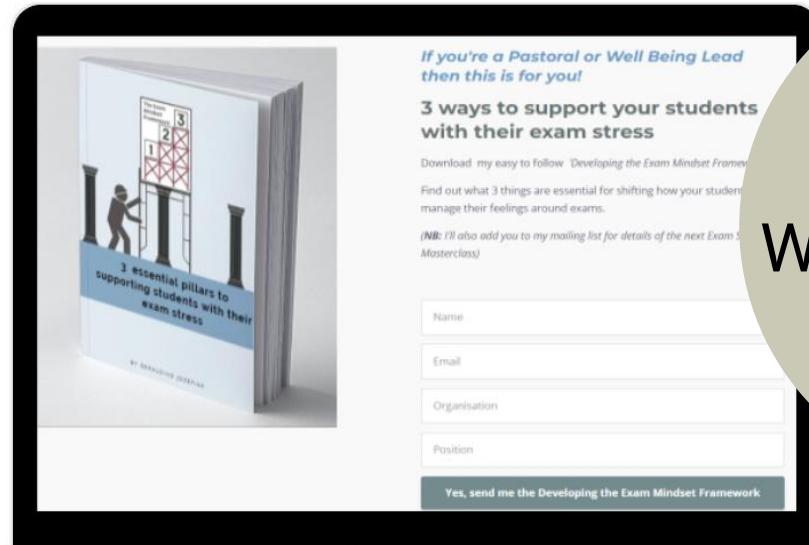
Creating your Personal Exam Reaction Plan

Ask your Pastoral or Well-Being Lead to sign up for '

3 ways to support your students with exam stress

www.GeraldineJozefiak.com/reaction

Let's help your students control their exam fears, create their own Reaction Plan and get the change in thinking and reacting you all deserve



Ask your Pastoral or Well-being Lead to sign up



Come and see me in the Exhibition Hall for your Takeaways!



I'll send them details of my Masterclass

Leave me their details

£75 Prize Draw Entry