

# ASSESSMENT/ EXAMINATION POLICY

2024



ATEBUBU  
COLLEGE OF  
EDUCATION



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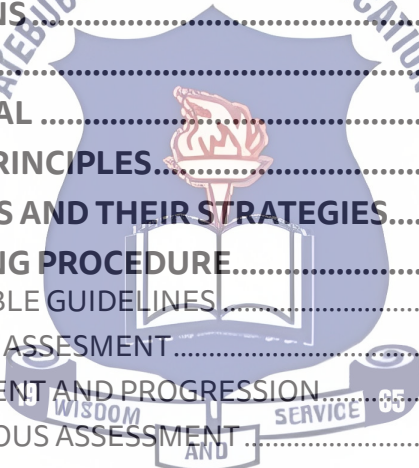
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# BRIEF HISTORY OF THE ATEBUBU COLLEGE OF EDUCATION

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Atebubu College of Education is a Teacher Education Institution in Atebubu (Atebubu Amantin Municipality), Bono East Region. The College was founded in October 1965. The College was the first second-cycle institution, and the only Teacher Training College in the Eastern Corridor of the then Brong- Ahafo Region, out of which Bono, Bono East and Ahafo Regions were born. The College began with eighty (80) male students and with the passage of the Education Act in 2008, Act 778, the College is now a tertiary institution, affiliated to the University of Cape Coast and currently running 4-year Bachelor in Primary Education, 4-Year Bachelor in Early Grade Education and 4-Year Bachelor in JHS Education programmes. The College has six Academic Departments: Education Studies, Science, Social Sciences, Languages, Mathematics and ICT, and Creative Arts.



## MISSION STATEMENT

Atebubu College of Education is committed to a partnership with students, alumni, sister educational institutions, government regulatory bodies and community stakeholders, providing students with the knowledge, practical skills and professional attitudes to become productive citizen in a challenging, technological and diverse world.

## VISION

The Igniting minds, beyond borders: Atebubu College of Education's legacy – a generation of teachers redefining education.

## CORE VALUES

The following Core Values are intended to drive the mission, vision and strategic direction of Atebubu College of Education:

- Excellence and Professionalism
- Commitment and Hard Work
- Gender, Equity, and Social Inclusion (GESI)
- Teamwork and Mentorship



# DEFINITION OF TERMS

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- a. **Policy:** A legal document of governance of any defined unit/aspect of the operation of an institution that spells out actions to be taken under any circumstance.
- b. **College Governing Council:** the highest decision-making body of the College that has been constituted by the President of the Republic of Ghana to serve as the governing body of the College.
- c. **Academic Board:** A board that is responsible for proposing academic policies for the Governing Council to consider and approve for the College.
- d. **Assessment:** The process of evaluating a student's performance, knowledge, skills, or abilities in a systematic and objective manner.
- e. **Examination:** A formal assessment method that typically involves students answering questions, solving problems, or demonstrating skills within a set time frame, often under controlled conditions.
- f. **Grading:** The systematic process of assigning scores or marks to student work to evaluate and communicate their level of achievement or performance.
- g. **Rubric:** A set of criteria or guidelines used to assess and evaluate student work systematically. It helps provide transparency and consistency in grading.

- h. Academic Integrity:** The adherence to ethical and honest behaviour in academic settings, encompassing the avoidance of plagiarism, cheating, and other forms of academic misconduct.
- i. Cheating:** Engaging in dishonest practices, such as using unauthorized materials, collaborating without permission, or receiving improper assistance during assessments or examinations.
- j. Plagiarism:** Presenting someone else's work, ideas, or intellectual property as one's own without proper attribution or acknowledgment.
- k. Honour Code:** A set of principles or rules that outline expectations for ethical behaviour, often signed or agreed upon by students, faculty, and staff within an educational institution.
- l. Make-up Exam:** An additional or replacement examination offered to students who were unable to take the original exam due to valid reasons, such as illness or other approved circumstances.
- m. Appeal Process:** The formal procedure that allows students to challenge or request a review of an assessment or examination result based on specific grounds, such as procedural errors or extenuating circumstances.
- n. Mode of assessment:** This refers to the specific methods and approaches used to evaluate the performance, understanding, and progress of students in the College.
- o. Supplementary examination:**



# ABBREVIATIONS

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- i. **HoDs** - Heads of Departments
- ii. **C.A.** - Continuous Assessment
- iii. **C.G.PA** - Cumulative Grade Point Average
- iv. **GPA** - Grade Point Average
- v. **UCC** - University of Cape Coast
- vi. **KNUST** - Kwame Nkrumah University of Science and Technology
- vii. **GTEC** - Ghana Tertiary Education Commission



# 1.0 PREAMBLE

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Assessment and examination policy serve as fundamental cornerstones of the College, playing a pivotal role in ensuring the fair and comprehensive evaluation of students' knowledge, skills, and overall academic progress. Its development is anchored in Article 25 of the 1992 Constitution of Ghana, which underscores principles like equality, non-discrimination, and equal protection under the law, irrespective of factors such as race, gender, religion, or occupation. This policy aims to champion equity, transparency, and academic integrity, establishing a framework that cultivates an optimal learning environment and supports the holistic development of students. By outlining a set of standardized procedures and guidelines as enshrined in Education Act, 2008 (Act 778), this policy aims to promote consistency, accountability, and excellence in the assessment and examination practices within the College. With a strong emphasis on academic rigor and ethical conduct in the College, the policy seeks to cultivate a sense of academic responsibility and discipline among students, encouraging them to strive for excellence while maintaining the highest standards of integrity and honesty. Also, the policy provides a clear and transparent framework for the administration of assessments and examinations, the College endeavours to instil a sense of trust and confidence among students, educators, and stakeholders, thus fostering a supportive and conducive educational environment that nurtures academic growth and achievement.

To maintain transparency, fairness, and alignment with the values of Atebubu College of Education, the development of the Assessment and Examination policy included thorough consultations with the following entities:

- i. Legal counsel was sought to ensure that the College's Assessment and Examination Policies align with all relevant laws and regulations.
- ii. The College's prior Assessment and Examination Policy was reviewed and considered during the development process.
- iii. Assessment and Examination policies of established universities such as UG, UCC, and KNUST were examined for insights and best practices.
- iv. The 1992 Constitution of Ghana was referenced to ensure constitutional compliance.
- v. The Colleges of Education Act 2012 (Act 847) was consulted to align the policy with the statutory framework.
- vi. Harmonised Statutes for Colleges of Education were referenced for guidance.
- vii. The Harmonised Scheme of Service for Colleges of Education was considered for its relevance to the policy.
- viii. The Harmonised Conditions of Service for Colleges of Education were taken into account in shaping the Assessment and Examination Policy.

## 2.0 POLICY GOAL

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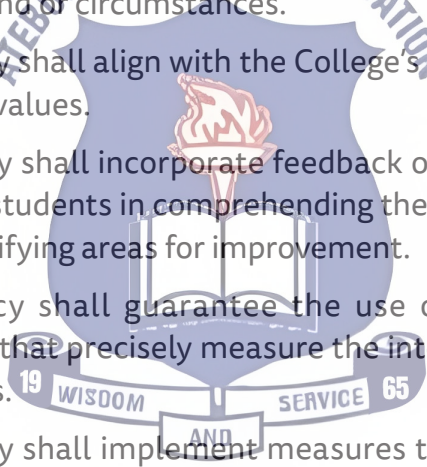
The Assessment and Examination Policy of Atebubu College of Education aims to guarantee equal opportunities for all students and ensure that assessment methods are fair and unbiased, providing an equal opportunity for all students to demonstrate their knowledge and skills. These goals collectively contribute to the creation of a robust and effective Assessment and Examination Policy that serves the educational mission of the college and promotes student success.



## 3.0 GUIDING PRINCIPLES

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The Assessment and Examination Policy of Atebubu College of Education delineates the regulations and principles for the appropriate and accountable development of a strong and efficient assessment and examination process.

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- i. The Assessment and Examination Policy must ensure fairness and equity for all students, irrespective of their background or circumstances.
  - ii. The policy shall align with the College's mission, vision, and core values.
  - iii. The policy shall incorporate feedback on assessments to assist students in comprehending their performance and identifying areas for improvement.
  - iv. The policy shall guarantee the use of assessment methods that precisely measure the intended learning outcomes.
  - v. The policy shall implement measures to authenticate student work.
  - vi. The policy shall promote the authenticity of examinations and assessments by discouraging plagiarism and cheating.
  - vii. The policy shall ensure the use of a variety of assessment methods (e.g., exams, projects, presentations) to accommodate diverse learning styles and abilities among students.

viii. The policy shall ensure the provision of timely feedback on assessments to empower students to understand their progress and make necessary adjustments



## 4.0 OBJECTIVES AND THEIR STRATEGIES

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The objectives and corresponding strategies are as follows:

- i. To provide evidence of learners' performance to conform to learning outcomes and assessment standards set out by Affiliate University (UCC):
  - Align curriculum and assessments with the learning outcomes and assessment standards specified by the Affiliate University.
  - Implement tracking mechanisms to document and provide evidence of learners' performance.
- ii. To provide gender-sensitive appeals and mitigation process and learning needs assessment:
  - Develop and communicate a transparent appeals and mitigation process that considers gender-sensitive concerns.
  - Conduct learning needs assessments to identify specific challenges or requirements related to gender and address them in the assessment process.
- iii. To establish clear criteria and standards for evaluating the performance and progress of students:
  - Develop explicit and well-defined assessment criteria and standards.

- Communicate these criteria clearly to both educators and students.
- iv. To identify the methods and tools that will be used to assess the student's performance and progress:
- Determine a variety of assessment methods, such as exams, projects, presentations, and practical exercises.
  - Provide training for educators on the effective use of assessment tools.
- v. To ensure that the assessments are of high quality, align with the teaching and learning outcomes, and accurately measure students' knowledge and skills:
- Align assessments with teaching strategies and learning objectives.
  - Implement a quality assurance process to validate the effectiveness of assessments.
- vi. To promote fairness and equity in the assessment process by implementing standardized procedures and providing equal opportunities for all students:
- Establish standardized assessment procedures to ensure consistency and fairness.
  - Monitor and address any potential biases in assessment tools or procedures.
- vii. To facilitate student learning and development by providing constructive feedback, identifying areas for improvement, and encouraging self-reflection:
- Develop a feedback mechanism that provides timely and constructive input on students' performance.



- Encourage self-reflection through guided reflection exercises or self-assessment tools.
- Identify specific areas for improvement and provide targeted support to students.

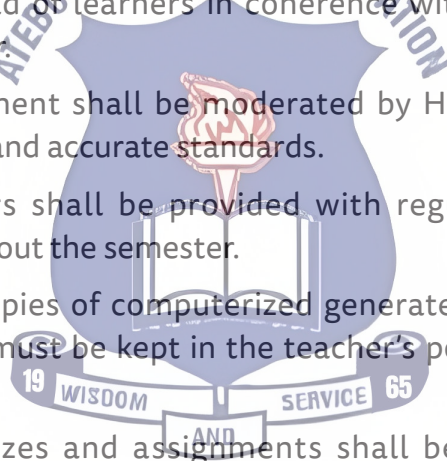


# 5.0 SUPPORTING PROCEDURE

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## 5.1. ACCEPTABLE GUIDELINES

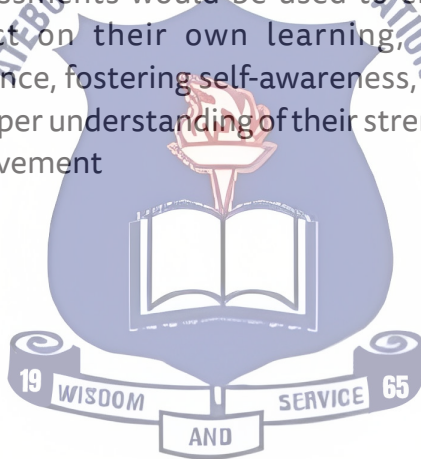
- i. At the commencement of each semester, all course tutors shall submit course outlines to their HoDs
- ii. Course tutors together with the Academic Board are responsible for monitoring and carefully managing the workload of learners in coherence with the College calendar.
- iii. Assessment shall be moderated by HoDs to ensure quality and accurate standards.
- iv. Learners shall be provided with regular feedback throughout the semester.
- v. Hard copies of computerized generated assessment sheets must be kept in the teacher's portfolio all the time.
- vi. All quizzes and assignments shall be marked and returned to learners within three weeks of writing.
- vii. Subject tutors shall provide a making scheme for any test item conducted and every department shall have a question bank.
- viii. A week should be set aside for quizzes.



## 5.2. MODE OF ASSESMENT

The following modes of assessment would be employed to provide a comprehensive understanding of a student's knowledge, skills, and abilities.

- i. The following modes of assessment would be employed to provide a comprehensive understanding of a student's knowledge, skills, and abilities.
- ii. Peer Assessments would be carried out to encourage students' collaborative work, teamwork, and the development of critical evaluation skills.
- iii. Self-assessments would be used to enable students to reflect on their own learning, progress, and performance, fostering self-awareness, self-regulation, and a deeper understanding of their strengths and areas for improvement



## 5.3. PRINCIPLES OF ASSESSMENT

The following key principles would be followed by the College:

- i. The purpose of assessment must be safe and open collaboration.
- ii. It must be appropriate, valid, reliable, fair, authentic, manageable, and time efficient.
- iii. Assessment outcomes must be communicated clearly, accurately, timeously, and meaningful.
- iv. It must be tailored to areas of competencies and take the learner's potential and abilities into consideration.
- v. Assessment should promote individual learning, independence, and problem-solving skills.
- vi. Assessment must foster motivation and self-confidence.
- vii. Communicating assessment criteria, methods, and expectations clearly to students, enabling them to understand what is being assessed and how they will be evaluated.
- viii. Ensuring that assessments are practical and can be administered within the resources and time constraints of the College, without imposing excessive burdens on students and departments.
- ix. Upholding academic integrity and ethical standards in the assessment process, promoting honesty, integrity, and respect for intellectual property rights.

## 5.4 ASSESSMENT AND PROGRESSION

This will be based on 40% Continuous Assessments (C.A.) and 60% End-of-Semester examinations. Assessment will be part of the whole cycle of learning and not just for an external phenomenon.

## 5.5 CONTINUOUS ASSESSMENT

Course lecturers will handle the Continuous Assessments component of the assessment but will be guided by the following as the number of assessments to be recorded in a course for each semester. C.A. are planned in collaboration with the course coordinators of the affiliated University.

## 5.6 GUIDELINES ON ASSESSMENT

- i. Learners who miss an assessment (for example test or examination) through ill health are required to provide a doctor's report to confirm that.
- ii. Students who are absent from a test due to illness or other valid circumstances are required to take a makeup test at the earliest possible time as agreed upon with the respective subject teacher.
- iii. Students who miss an examination due to ill-health or other legitimate reasons will be given the opportunity to write a supplementary examination.

## 5.7 GUIDELINES ON SUBMISSION OF ASSIGNMENTS

- i. Students will receive assignment sheets outlining the assignment's specifications and the deadline.
- ii. Students are required to submit their assignments directly to the subject teacher. Electronic submissions must be acknowledged with a receipt.
- iii. If students are unable to submit their work on time due to illness, they must provide a doctor's report.
- iv. If a student fails to submit their assignment on time without a valid explanation, marks will be deducted as a penalty. Subsequent failure to submit the work will result in a zero mark.



## 6.0 SUPPORTED TEACHING

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### 6.1 GUIDELINES ON SUPPORTED TEACHING

- i. Tutors should visit/supervise student teachers at least three (3) times during their out segment.
- ii. Teachers should always notify student teachers before visiting them.
- iii. Student teachers on internship are required to remain at their assigned post for a minimum duration of ten weeks.
- iv. Student teachers on internship must submit themselves for mentorship in the practicing schools.
- v. Student teachers on internship are expected to wear appropriate attire at all times.
- vi. Student teachers on internship are equally bound by the rules and regulations of the College.
- vii. If a student teacher fails to avail themselves for supervision by the teachers without legitimate reason, such student should be deemed failed on teaching practice.
- viii. If a Student teacher is absent from school for a period of five (5) working days without written permission from the lead mentor (head of the practicing school), the student will be required to appear before the disciplinary committee.

- ix. If student teachers are discovered to be involved in sexual harassment with their pupils, they shall be arranged to appear before the disciplinary committee.
- x. If student teachers are discovered to be involved in sexual harassment by their mentors, they shall be arranged to appear before the disciplinary committee





# 7.0 GUIDELINES ON PROJECT WORK

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Students embarking on project work are expected to adhere to the following research guidelines designed by the College.

- i. Plagiarism is strictly prohibited.
- ii. A candidate would not be permitted to submit a project work for which a degree has already been conferred in this or other College or University. However, a candidate is allowed to incorporate prior work, quotes, and references from a published document, as long as they are properly recognized and cited.
- iii. Candidates are not limited to a specific research design as long as it pertains to education.
- iv. Supervisors would be assigned to student teachers by the end of the second semester of the third year.
- v. Supervisors must refrain from accepting any payment from student teachers prior to overseeing their project work.
- vi. Three copies shall be printed. One to the College, and the other two for the supervisor and the student
- vii. The authorized hues for the rear cover applicable to students pursuing a DEGREE are Light green or Sea blue. The spine colour must match that of the cover.
- viii. All completed copies should be signed by both candidates and supervisors

## 7.1 EXAMINATION RULES AND REGULATIONS

The following guidance will govern the conduct of all examinations in the Colleges of Education. It is the duty of all concerned (candidates, invigilators, supervisors, and assistant supervisors) to acquaint themselves with these rules and regulations.

### 7.1.1 Qualifying to Write an Examination in the College

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A candidate shall qualify to write examination in the College if:

- i. He/she has registered and followed the approved course as a regular student and has not absented himself/herself for more than the equalling of three weeks of contact hours.
- ii. He/she has continuous assessment marks for relevant subject areas.
- iii. He or she is not under suspension from the College.

### 7.1.2 Examination Room and Sitting Arrangements

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- i. The examination will take place at approved venues indicated by the College. It shall be the duty of the candidate to consult the timetable and ascertain the papers to be written each day.
- ii. It will be the sole responsibility of the academic section of the College to seat students in the various examination venues for the examination.

### 7.1.3 Student Identity Card

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- i. Identity card of the students will be inspected during examinations. Candidates are therefore requested to

display their students' identity cards on their tables for inspection by examination officers.

- ii. Candidates who have misplaced their identity cards should report to the Vice Principal with explanations before replacement and examination.
- iii. Candidates who have no evidence of the College identity cards will not be allowed to take the examination.

### **7.1.4 Requirements During Examination**

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- i. A candidate should make him or herself available at the examination venue at least 30 minutes before the commencement of the examination. A candidate may not be allowed to write an examination if he/she reports in the examination room 30 minutes after the commencement of the paper.
- ii. All candidates shall be expected to avail themselves for search before the beginning of the examinations.
- iii. A Candidate who arrives after the examination has started will not be allowed extra time to complete the paper
- iv. A candidate shall not bring to the examination hall any book, paper, written information, or any other unauthorized materials; bags, mobile phones, programmable calculators. No student shall enter the examination hall unless he or she is invited or called on to enter the examination room. A candidate who is suspected of hiding unauthorized materials on him/her may be asked by the invigilator to submit him/herself to a body search. Refusal to comply would constitute an examination offense.

- v. Candidate may leave the examination room temporarily but only with the permission of the invigilator. In such cases, the invigilator will be required to certify that the candidates do not carry on them any unauthorized materials. An attendant designated by the supervisor/ invigilator will accompany a candidate who is allowed to leave the examination room temporarily.
- vi. Candidate should spend a minimum of 30 minutes in the examination room before submitting examination scripts. Similarly, no candidate shall be permitted to leave the examination room during the last 15 minutes of the examination.
- vii. A candidate who completes an examination ahead of time and intends to leave the examination room shall draw the attention of the supervisor who shall collect the candidate's answer booklets before he or she is permitted to leave.
- viii. Candidates who fall sick in the examination room should inform the supervisor/invigilator for the appropriate action to be taken.
- ix. Candidates must ensure that they sign the examination attendance sheet.
- x. On the receipt of the answer booklets, candidates should carefully read the instructions on the front cover of the answer booklets and enter their index numbers and other details required.
- xi. No part of the answer booklet may be torn off and all answer booklets must be left on the table. Rough work should be done only in the answer booklets and should be crossed out to show that it is not part of the answer.

- xii. It shall be the candidates' responsibility to provide for themselves with such materials as pens, pencils, erasers; rulers, and calculators for the examination. Borrowing of these materials will not be allowed. Candidates are to ensure that they are given the right question paper and other materials needed for the examination.
- xiii. Under no circumstance should a candidate write his/her name on any part of the answer booklets provided. Candidates are required to use only their index numbers throughout the examination period. Unless otherwise instructed, candidates are to sit according to their index numbers for all written papers.
- xiv. There should be no verbal or any other form of communication between candidates during the period of the examination.
- xv. Candidates would be told by invigilators when to start answering the questions. Candidates would be allowed a reading time to check that the question paper is the correct one, all questions are readable and there are no missing pages.
- xvi. As soon as the 'stop work' order is announced candidates are to stop writing. Candidates should remain seated for all answer booklets to be collected by the supervisor or invigilator before they leave the examination room. Candidates have personal responsibility for ensuring that their booklets are collected by the supervisor/invigilator.
- xvii. At the end of the examination, candidates should ensure that the number of questions are entered in the order they have been answered in the space provided on the answer booklet.

xviii. At the end of the examination, candidate should not take away any answer booklets or supplementary sheets unused.

### **7.1.5 Absence from Examination**

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Any candidate who fails to attend any part of the examinations except on medical grounds or other legitimate grounds shall be deemed to have failed the examinations. The following shall not be accepted as reasons for being absent from any examination:

- a. Miss-reading the timetable
- b. Forgetting the date or time of the examination
- c. Inability to locate the examination hall
- d. Oversleeping
- e. Inability to find transport to the examination Centre

### **7.1.6 Examination Offences**

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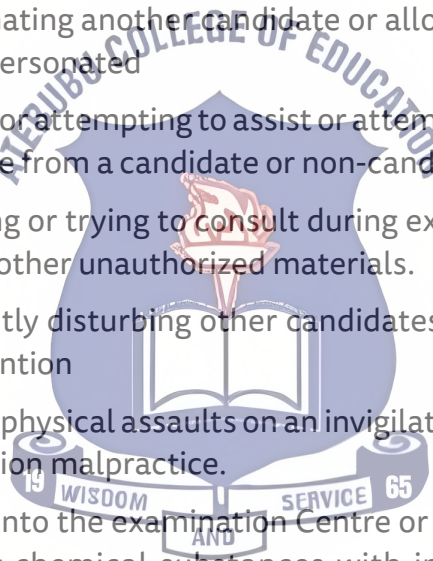
All cases of examination offenses should be investigated by the Principal and detailed reports submitted to the director institute of education immediately after the examination for further action. An examination offense shall be understood to be any attempt on the part of a candidate to gain unfair advantages in the examination.

These include:

1. Leakage of examination questions. This involves any knowledge or possessions of examination questions before the examination.
2. Possession of unauthorized materials related to the examinations e.g., blank piece(s) of paper notes,

textbooks, prepared materials, programmable calculators, mobile phones, pods, and mp3.

3. Copying from prepared notes from a colleague's script during examinations, stealing, converting, or misappropriating the scripts of other candidates, substituting worked scripts during or after the examination.
4. Persistently looking over other candidates' shoulders in order to cheat
5. Impersonating another candidate or allowing one's self to be impersonated
6. Assisting or attempting to assist or attempting to obtain assistance from a candidate or non-candidate.
7. Consulting or trying to consult during examination any books or other unauthorized materials.
8. Persistently disturbing other candidates or distracting their attention
9. Verbal or physical assaults on an invigilator over alleged examination malpractice.
10. Bringing into the examination Centre or using anything including chemical substances with intent to cause temporary or permanent injury to any authorized persons and other candidates in the examination hall.
11. Destroying materials suspected to help establish cases of examination malpractice e.g., blank pieces of paper, notes, textbooks, prepared materials, programmable calculators, mobile phones, pods, and mp3.

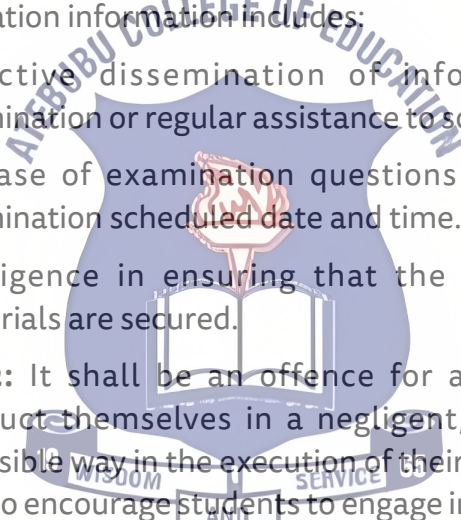


12. Destroying any examination materials inside or outside the examination hall e.g., tearing of leaflets from answer booklets and tearing question papers
13. Writing after the examination has ended after persistent reminders to stop
14. Frequently seeking permission to attend nature's call during the examination with the intent to cheat and cheating
15. Failure to write index number on question paper after a persistent reminder
16. Fabrication of data-claiming to have carried out experiments, observation, interviews, or any sort of research which have not in fact been carried out or claiming to have obtained results which have not in fact been attained
17. Plagiarism/Copying another work and pretending it is one's own or substantial use of other people's work and the submission of it as though it was one's own
18. Attempting to, or trying to influence examination invigilator to alter, or change marks.
19. Impersonating by a student should attract dismissal from the College (by a disciplinary body in the College headed by the Principal and further approved by the Council and persecution.
20. In the case of any other person other than a student from the College, the impersonator should be referred to law enforcement agencies for prosecution.



## 8.0 RULES AND REGULATIONS FOR INVIGILATORS AND OTHER OFFICERS

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- i. **RULE 1:** It shall be an offence for any person to engage in the leakage of information about examinations. Examination information includes:
    - a. Selective dissemination of information on examination or regular assistance to some students.
    - b. Release of examination questions prior to the examination scheduled date and time.
    - c. Negligence in ensuring that the examination materials are secured.
  - ii. **RULE 2:** It shall be an offence for an invigilator to conduct themselves in a negligent, careless, or irresponsible way in the execution of their duties, which is likely to encourage students to engage in examination malpractices. Negligent includes:
    - a. Reading materials such as Newspapers in the examination, distracts the invigilator from his/her duties.
    - b. Leaving the examination room without arranging for a suitable replacement invigilator or transferring one's invigilation duties to an unauthorized or unqualified individual.

- c. Reporting late for invigilation.
- d. Failure to report examination malpractice promptly.
- iii. **RULE 3:** It would be considered a violation for a designated staff member to decline invigilation duties after receiving proper instructions
- iv. **RULE 4:** It shall be an offence by an invigilator who:
  - a. Fails to account for students/candidates' answer scripts received by him/her.
  - b. Engages in action that intimidate a candidate or behaving in a way that unfairly puts the candidate at a disadvantage.
  - c. Engages in teaching, explanation or helping any candidate to answer questions.
  - d. Fails to append their signature to the broadsheet before they are packed.
  - e. Replaces an answer book or script created outside the designated timeframe for a specific exam with the one originally used during the examination period.

## 8.1 SANCTIONS:

A person who engages in any of the above rules shall be liable to:

- I. Warning
- II. Recommendation to the disciplinary Committee for appropriate disciplinary action.

# 9.0 STAKEHOLDERS

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## 9.1 AETERNAL STAKE HOLDERS

- i. **UCC-** plays a supervisory role in the Acceptable use processes of the College
- ii. **GTEC** – sets criteria, evaluates applicants, and makes decisions regarding admissions based on its specific requirements.
- iii. **Parents/Guidance** - Parents contribute to creating a conducive study environment at home, ensuring that students have the necessary resources and a quiet space to focus on their studies and prepare for assessments.
- iv. **Partner Schools-**

## 9.2 INTERNAL

- i. College Governing Council - oversees the formulation, approval and the implementation of the policy.
- ii. Academic Board- ensures the alignment of the policy to the academic goals and objectives and assess the quality and fairness of the admission process.
- iii. Students- to ensure responsible and ethical use of College resources.
- iv. Staff- responsible for executing the procedures outlined in the policy.

- v. Quality Assurance Unit: These unit is responsible for ensuring that the college meets quality standards and accreditation requirements.
- vi. Guidance and Counselling Unit - The counselling unit offer guidance on effective study techniques and time management strategies.



# 10.0 MONITORING AND EVALUATION

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The monitoring and evaluation of this policy shall be overseer by the following:

- i. Central Management- Governing Council
- ii. Middle Management - College Management
- iii. Lower Management- Heads of Department



# 11.0 RESPONSIBILITY FOR IMPLEMENTATION

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The overall responsibility for the implementation of the Assessment and Examination Policy is vested in the College Governing Council.

The College Principal and Academic Board shall be responsible for the day-to-day administration and implementation of this policy.

## 11.1 RESPONSIBILITY FOR MONITORING AND COMPLIANCE

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The College Principal, the Academic Board shall be delegated to ensure the compliance, monitoring and evaluation of the effectiveness of the policy.

## 11.2 APPROVAL BODY

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The College Governing Council

## 11.3 INITIATING BODY

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The Academic Board

## 11.4 EFFECTIVE DATE OF IMPLEMENTATION

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1st January, 2024

## 11.5 REVIEW DATE

Three (3) years from the effective date (January, 2024 to January, 2027)



# 12 RELATED LEGISLATION

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Colleges of Education Act 2012 Act (847)

## 12.1 RELATED POLICY AND OTHER DOCUMENTS:

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Harmonised Statues for Colleges of Education

Harmonised Scheme of Service for Colleges of Education

Harmonised Condition of Service for Colleges of Education

## 12.2 OWNER / SPONSOR

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College Governing Council

## 12.3 AUTHOR

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Academic Board





## 13 FURTHER INFORMATION

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Contact the College Principal for any further information regarding this policy document as and when necessary:

### The Principal

Atebubu College of Education

P. O. Box 29

Atebubu

Bono East Region

[principal@atecoe.edu.gh](mailto:principal@atecoe.edu.gh)



# 14.0 SOCIAL MEDIA HANDLES

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The following are the official social media handles of the College:

- i. Facebook-Atebubu College of Education
- ii. X-@atecoe\_official
- iii. Instagram-@atecoe\_official
- iv. YouTube-@Atebubu College of Education
- v. WhatsApp line-0200288320



# ANNEXES

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## GRADING SCALE

In accordance with the academic regulations of the UCC, the following schemes are used:

Percentage mark	Grade	Numerical value	Interpretation
80-100	A	4.0	Excellent
75-79	B+	3.5	Very Good
70-74	B	3.0	Good
65-69	C+	2.5	Average
60-64	C	2.0	Fair
55-59	D+	1.5	Barely Satisfactory
50-54	D	1.0	Weak pass
Below 50	E	0.0	Fail

Progression from one level to another; Level 100 to Level 200

The students must:

- Pass all courses taken (obtain A-D)
- Attain a minimum C.G.PA of 1.0

Students with a GPA below 1.0 at the end of the first semester shall be cautioned by the Vice Principal in writing and referred to the counselling unit of the College.

# DISMISSAL FOR POOR ACADEMIC PERFORMANCE

A Level 100 student who loses a total of thirteen (13) credits or more registered for an academic year (either in the first or second semester) shall be dismissed for poor academic performance for that academic year. Such a student may, however, apply to be considered for re-admission the following academic year.

## Supplementary End-Of-Semester Examination for Level 100 Students

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- i. A Level 100 student who fails up to 12 Credits in either the first, second, or both semester examinations will be required to re-sit such paper(s)
- ii. A Level 100 student who fails a course or courses in the supplementary examinations shall have a second re-sit opportunity to redeem himself/ herself. The second re-sit shall be taken within two weeks after the release of the results of the first re-sit examination.

## Progression/Withdrawal after Second Re-Sit Examination

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- i. If, after the second re-sit examination, a student fails any of the core of the course to his/her programme of study, such a student shall be withdrawn for poor academic performance. However, a student who fails a university-wide course at the second re-sit (supplementary) examination shall be allowed to progress to Level 200 (probation). He/she shall repeat the failed university-wide course(s).
- ii. A Level 100 student who fails any of the core of the course to his/her programme of study at the second

re-sit examination and is withdrawn may re-apply to be considered for admission the following academic year into the same or a different programme.

## **Progression from Level 200 Upwards**

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To progress from Level 200 to 300 or from Level 300 to 400, the student must;

- a) Attain a minimum C.G.P.A of 1.0
- b) Accumulate at least 30 credits for the current year
- c) Not lose more than a total of 9 credits in the courses registered at the end of the academic year.

A student who fails to satisfy conditions (a), (b) or (c) or all of the above shall be placed on probation or asked to be an external candidate depending on the gravity of failure as detailed below:

To progress from Level 200 to 300 the students must;

- a) Attain a minimum CGPA of 1.0
- b) Pass at least 30 credits for the current year
- c) Not lose more than a total of six credits in the courses registered for the academic year.

## **Referral in Final Year Courses**

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Students who fail final year papers have up to two years to redeem themselves at the end of the second semester of each year.

## **Trailing and Repetition of Courses**

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To trail a course means to carry a course over to a subsequent semester or academic year. If a student passes a repeated

course both grades will appear on the student's transcript and will be used in computation of Cumulative Grade.

### Class Attendance in Semester Course Unit System (SCUS)

To obtain a grade for a course the student shall not absent him or herself for more than the equivalent of three weeks contact hours for the course.

For one credit hour, the number of classes missed by the student shall not exceed 6 (six), and for 3 Credit courses, it shall not exceed nine (9). If for medical reasons a student cannot meet the class attendance requirement, he or she must be advised to withdraw voluntarily from the course through the due process. To get approval for voluntary withdrawal, the student must submit a medical report certified by a recognized medical doctor.

### Requirements for Obtaining a Degree

To qualify for a degree a student must satisfy the following requirements:

1. Pass all courses
2. Accumulate the minimum number of credits specified for the programme
3. Attain a minimum CGPA of 1.0
4. Settle all financial and other obligations to the university and the College
5. The student should be in good standing not barred for disciplinary reasons

## Degree Classification

The degree will be classified according to the student's cumulative grade point average (CGPA) as follows:

CLASS DESIGNATION	C.G.P.A
1st Class	3.6 – 4.0
2ND Class (Upper Division)	3.0 – 3.5
2ND Class (Lower Division)	2.5 – 2.9
3RD Class	2.0 – 2.4
Pass	1.0 – 1.9

## Examination offenses and their Sanctions

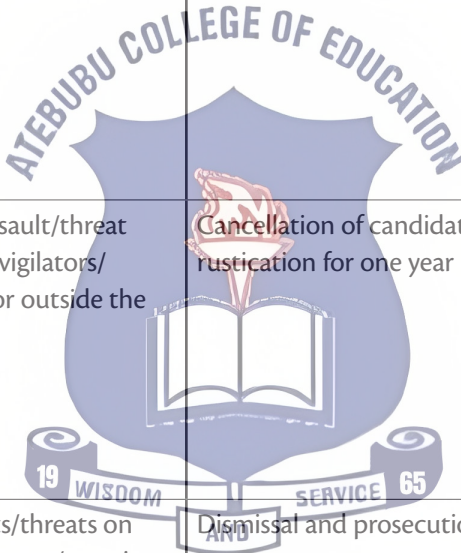
<p>i. Leakage of examination questions.</p> <p>This involves any knowledge or possessions of examination questions before the examination</p>	<p>Dismissal of offender(s) involved</p>
<p>ii Possession of unauthorized materials related to the examination and likely to be used during the examination e.g., Blank piece(s) of paper, notebook, prepared materials or any other printed material(s), programmable calculators, mobile phones, pods, etc.</p>	<p>Cancellation of the candidate's particular paper(s) to be rewritten when that particular paper is to be taken the following year</p>

<p>iii. Copying from prepared notes or from colleagues' scripts during examination: stealing, converting, or misappropriating the scripts of other candidates: substituting worked script during or after examination, exchanging question papers</p>	<p>Cancellation of the candidate's particular paper(s) to be rewritten when that particular paper is to be taken the following year</p>
<p>iv. Persistently looking over candidates' shoulders (stretching neck) in order to cheat</p>	<p>For the offense, the report should be documented and filled and the candidate made to sign a bond any further offense in relation to the examination will attract cancellation of the candidate's particular paper(s) to be rewritten when the particular is to be taken the next year</p>
<p>v. Impersonation: impersonating another candidate or allowing oneself to be impersonated</p>	<p>Dismissal and prosecution of candidate(s) involved</p>
<p>vi. Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate or non-candidate</p>	<p>Cancellation of the candidate's particular paper(s) to be rewritten when the particular is to be taken the next year</p>





<p>vii. Consulting or trying to consult during examination any book, notes, or other unauthorized material(s)</p> <p>or any other electronic devices like programmable calculators mobile phones etc.</p>	<p>Cancellation of the candidate's particular paper(s) to be rewritten when the particular is to be taken the next year</p>
<p>xix. Persistently disturbing other candidate(s) or distracting their attention</p>	<p>Stopping candidate(s) from continuing to write the paper</p>
<p>ix. Verbal assault/threat on supervisors/ invigilators/ examiners inside or outside the examination hall</p>	<p>Cancellation of candidate's paper and rustication for one year</p>
<p>ix. Physical assaults/threats on supervisors/invigilators/examiners inside or outside the examination hall</p>	<p>Dismissal and prosecution of candidate</p>



<p>xi. Bringing into the examination hall or using anything including chemical substances with the intent to cause temporally or permanent injury to any authorized persons and other candidates in the examination hall</p>	<p>Dismissal and prosecution of candidate</p>
<p>xii. Destroying materials suspected to be evidence against the offender e.g., blank pieces(s) of paper, notes, textbooks, prepared materials programmable calculator, mobile phone, pods, and mp3</p>	<p>Cancellation of student paper and rustication for one year</p>
<p>xiii. Destroying any examination materials inside or outside the examination hall e.g., tearing of leaflets from answer booklets and tearing question papers</p>	<p>Cancellation of the candidate's particular paper(s) to be rewritten when the particular is to be taken the next year</p>
<p>xiv. Writing after the examination is ended after persistent warning</p>	<p>Caution for the 1<sup>st</sup> offense for the 2<sup>nd</sup> offense, Cancellation of the candidate's particular paper(s) to be rewritten when the particular is to be taken the next year</p>

<p>xv. Frequently seeking permission to attend nature's call with the intent to cheat and cheating</p>	<p>Caution for the first time, for the second offense, stop the candidate from continuing the examination and apply the necessary sanctions for cheating in the examination</p>
<p>xvi. Failure to write index number on question papers</p>	<p>Caution for the first time after the first caution if the index number is not written it should be interpreted as an intention to cheat. Candidate should be stopped from writing the paper</p>
<p>xvii. Fabrication of data-claiming to have carried out experiments, observation, interviews, or any sort of research which have not in fact been carried out or claiming to have obtained results that have not in fact been obtained</p>	<p>Cancellation of candidate's project work, the candidate should undertake another field work under supervision</p>
<p>xviii. Plagiarism-copying another work and pretending it is one's own or substantial use of other people's work and the submission of it as though it was one's own</p>	<p>Cancellation of candidate's project work candidate to rewrite another essay on a different topic</p>

<p>xix. Attempting or trying to influence examiners to alter or change marks e.g.: writing statements in answer booklets in the form of plea, writing letters to examiners supervisors of invigilators</p>	<p>Cancellation of the candidates' particular paper(s) to be rewritten when the particular is to be taken the next year.</p>
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## OTHER REGULATIONS

1. Whenever a candidate's paper is cancelled, he or she must be made to re-sit the following year. For instance: a first-semester paper will be taken on the first semester of the following year and not during the re-sit examination
2. Prohibited items seized from a student should be given back after the student has paid an amount of GH¢ 50 (Twenty Ghana Cedis).
3. College should;
  - a. Construct temporal urinals close to the examination centres
  - b. Colleges should abide by the recommended candidates per invigilator ratio (1:30)
  - c. The rules and regulations governing examination which include the examination offenses and their corresponding penalties should be developed into a brochure and made available for distribution to all students and tutors.
  - d. Finally, as new cases arise or offenses evolve which are not covered in this document the professional board shall take the necessary actions as it deems fit.