

CoEP 5

ASSESSMENT AND EXAMINATION POLICY

1. Preamble

Assessment and Examination are integral part of the College's core mandate of producing qualitative teachers for Ghana and beyond. To ensure reliability, validity and authenticity of the certificates given to our products, there is the need for the College to have functional policy on the conduct of assessment and examination in our service delivery.

2. Purpose/Objectives:

- To set up an efficient examination system with clear guidelines for all users
- To ensure valid and fair measurement of students achievements
- To ensure acceptable behavior and conduct towards all forms of assessment
- To ensure that students are properly registered at the stipulated time for both internal and external examinations
- To ensure that the College liaises well with the affiliate University through the Assessment and the Examination Office of the College to manage the academic records of the students effectively.

3. Scope/ Application:

This policy shall apply to all members of the college community; Teaching staff, non- teaching staff, students and the affiliated university. The Assessment and the Examination Office of the College shall be responsible for the organization and conduct of both internal and external examinations.

4. Policy Statement:

The Assessment and the Examination Policy is to ensure valid and fair measurement of student's achievements at all levels of their training at the College.

The College shall:

- Conduct an internal examination as may be determined by the affiliate University

- i) Assignments
- ii) Quizzes
- iii) Projects
- iv) Supported Teaching in Schools(STS)
 - Conduct of external examination (End of semester examination) The affiliate University shall conduct an external examination at the end of each semester.

5. Supporting procedures:

The following procedures will direct the implementation of the policies outlined above:

- Conduct an internal examination
- (a) The College's Assessment and Examination Office shall be responsible for:
- i) The registration of students
 - ii) Preparation of examination time table (internal examinations)
 - iii) Preparation of examination time table based on the external examination body's time table (external examination)
 - iv) Preparation of invigilation list for both internal and external examinations
 - v) Coalition of continuous assessment scores from Heads of Departments
 - vi) Keying in of the students' Continuous Assessment (CA) scores for the external examination body
 - vii) Pasting of students Continuous Assessment (CA) scores on students' notice board
 - viii) Conduct orientation (briefing) for the tutors on the examination invigilation
 - ix) Conducting orientation (briefing) for students on the conduct of examination
 - x) Preparation of examination venues and seating arrangements.

- (b) The Heads of Departments/Teaching Staff shall be responsible for:
 - i) Preparation of quiz questions and marking schemes and submission to the vice principal at the stipulated time.
 - ii) Heads of Departments are to ensure that the departments set questions for assignments and projects, and administer them at the time stipulated on their assessment plan.
 - iii) Heads of Departments are to ensure that members of their departments mark assignments, quizzes and projects and submit their scores to the heads
 - iv) Heads of Departments are to submit the Continuous Assessment scores of all courses offered by the department to the Assessment and Examination Office at the stipulated time.
 - v) Tutors are to consult the invigilation list and avail themselves for invigilation.
- (c) Non-teaching staff:
 - i) The labourers are to ensure that the furniture for the examinations is properly arranged for all examinations.
 - ii) The kitchen staff is to ensure that meals are prepared and served at the right time during examination periods in order not to disrupt the examination time table
 - ii) The accounts department is to ensure that they collect examination fees and issue College receipts to candidates.
- (d) Candidates (Students) responsibilities:
 - i) Each candidate is required to register for the examinations to be taken.
 - ii) Candidates are required to take part in all the examinations
 - iii) Candidates are required to abide by all the rules governing the conduct of examinations as enshrined in examination rules and regulation in appendix I.

6. Responsibility for implementation:

The following are responsible for overseeing the implementation of the policy:

- The Academic Board
- The Assessment and Examination Unit
- The Quality Assurance Unit
- Guidance and Counseling Unit
- Teaching Practice Committee
- The Account Unit
- Disciplinary Committee
- Students Representative Council

7. Responsibility for Monitoring, implementation and compliance:

The following are responsible for overseeing the monitoring, implementation and compliance of the policy:

- The Principal
- The Vice Principal
- The Academic Board
- The Assessment and Examination Unit
- The Quality Assurance Unit
- Teaching Practice Committee
- Disciplinary Committee
- Students Representative Council
- The Affiliate University (University of Education, Winneba)

8. Status

- Revisions approved by Governing Council - **date will be provided**
- Minutes of last meeting revised on - **date will be provided**
- The implementation of this latest version of this policy supersedes all previous versions of this policy.

9. Key Stakeholders

- The College Governing Council
- ITECPD (University of Education, Winneba)
- The Students
- The staff
- College Alumni
- Visitors of the College

- All persons working on behalf of the College

10. Approval Body

The College Governing Council

11. Initiating Body

- The Academic Board
- The Assessment and Examination Unit

12. Related legislation:

Examination Rules and Regulations for Teacher Training Colleges; by the ITECPD, (University of Education, Winneba)

13. Related policy and other documents

- Examination Rules and Regulations for Teacher Training Colleges; by the ITECPD, (University of Education, Winneba)
- Students' hand book

14. Effective date

Date will be provided

15. Review date

Date will be provided

16. Key words

Assessment and Examination

17 Owner or sponsor

- The College Governing Council
- The College Principal

18. Author

- The College Governing Council

19. Further information

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APPENDIX

EXAMINATION RULES AND REGULATIONS FOR ST. LOUIS COLLEGE OF EDUCATION

The following guidelines will govern the conduct of all examinations in the St. Louis College. It is the duty of all concerned (Candidates, Invigilators, Supervisors and Assistant Supervisors) to acquaint themselves with the Rules and Regulations.

1.0. Qualifying to write Examination in the College

A candidate shall qualify to write Examination in the St. Louis College if:

- 1.1. He/She has registered and followed the approved course as a regular student and has not absented himself/herself for more than the equivalent of three weeks contact hours for the course.
- 1.2. He/She has Continuous Assessment marks for relevant subject areas;
- 1.3. He/She is not under suspension from the College.

2.0. Examination rooms and seating arrangements

- 2.1. The examinations will take place at the approved venues indicated by the college. It shall be the duty of the candidate to consult the Time-Table and ascertain the papers to be written each day and their respective venues.
- 2.2. It would be the sole responsibility of the Assessment and the Examination Unit of the college to seat students in the various examination venues for the examinations.

3.0. Students Identity Cards

- 3.1. Identity cards of the students will be inspected during examinations. Candidates are therefore, requested to display their Student Identity Cards on their tables for inspection by examination officers.

- 3.2. Candidates who have misplaced their Identity Cards should report to the Vice Principal (Academic) for replacement before the commencement of the examination.
- 3.3. Students who have no evidence of the College IDENTITY CARDS will not be allowed to take the examination.

4.0. Entering and Leaving the Examination Rooms

- 4.1. A candidate should make himself/herself available at the examination venue at least 30 minutes before the commencement of the examination.
- 4.2. 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 examination.
- 4.3. Candidates who arrive after the examination has started will not be allowed extra time to complete the paper.
- 4.4. A candidate shall not bring to the examination room any books, papers written information or any other unauthorized material.

No Bags, mobile phones/organizers, programmable calculators are NOT to be taken to the examination room(s). No student shall enter the examination room until he/she is invited or called and/or requested to enter the Examination Room.

A candidate who is suspected of hiding unauthorized material on him/her may be asked by the invigilator to submit himself/herself to a body search. Refusal to comply would constitute an examination offence.

- 4.5. Candidates may leave the examination room temporarily, but only with the permission of the invigilator. In such cases, the invigilator will be required to ensure that the candidates do not carry on them any unauthorized material on their return into the exams room. An attendant

designate by the supervisor/invigilator will accompany a candidate who is allowed to leave the examination room temporarily.

- 4.6. Candidates 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.
- 4.7. A candidate who completes an examination ahead of time and intends to leave the examination room shall draw the attention of the supervisor/invigilator who shall collect the candidate's answer booklet before he/she is permitted to leave.
- 4.8. Candidates who fall ill in the examination room should inform the supervisor/invigilator for the appropriate action to be taken.

5.0. Procedures during the Examination

- 5.1. Candidates must ensure that they sign the attendance sheet. On receipt of the answer booklet, candidates should carefully read the instruction on the front cover of the answer booklet and enter their index numbers and other details as required.
- 5.2. No part of the answer booklet may be torn off and all used answer booklets must be left on the table. Rough work must be done in the answer booklets and should be crossed out to show that it is not part of the answer.
- 5.3. It shall be the candidates' responsibility to provide for themselves such materials as **pens, pencils, erasers, rulers, 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 material(s) needed for the examination.
- 5.4. Under no circumstance should a candidate write his/her name on any part of the answer booklet 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.

- 5.5. There should be **no verbal** or **any other form of communication** between the candidates during the period of a paper being written.
- 5.6. Candidates would be told by the invigilator(s) 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.
- 5.7. As soon as the '**Stop work!**' order is announced, candidates are to stop writing. Candidates should remain seated for their answer booklets to be collected by the supervisor/invigilator before they leave the examination room. **Candidates have personal responsibility for ensuring that their answer booklets are collected by the supervisor/invigilator.**
- 5.8. At the end of each examination, candidates should ensure that numbers of questions are entered in the order they have been answered in the space provided on the answer booklet. All used supplementary sheets should be fastened following the last page of the answer booklet.
- 5.9. At the end of each examination, candidates should not take away any answer booklets or supplementary sheets whether used or unused.

6.0. Absence from Examination

- 6.1. Any candidate who fails to attend any or part of an examination except on medical grounds or other legitimate grounds **shall be deemed to have failed the examination.** The following shall **not** be accepted reasons for being absent from any examination:
 - i. **Mis-reading the time-table;**
 - ii. **Forgetting the date or time of the examination.**
 - iii. **Inability to locate the examination hall;**
 - iv. **Over-sleeping;**
 - v. **Inability to find transport to the examination venue.**

- 6.2. In case of absence from an examination through ill health, the candidate (or someone acting on his/her behalf) must submit a relevant Medical Certificate, which must relate to the day or period of the examination. Evidence of illness will not normally be taken into account unless substantiated by a Medical Certificate. Such evidence **must be received 14 days** after the day of the examination.
- 6.3. It is the responsibility of the candidate to arrange with his/her Doctor for any medical evidence to be certified by the Principal to be forwarded to the Director, ITECPD.
- 6.4. In case of absence from an examination due to serious causes other than ill health, the candidate (*or someone acting on his/her behalf*) must submit to the Principal for onward submission to the Director ITECPD: **(a) a written explanation of the absence and (b) evidence of the cause, where possible.**

EXAMINATION OFFENCES

All cases of examination offences should be investigated by the Principal and other detailed reports submitted to the Director, ITECPD immediately after the examinations, for further action.

An examination offence shall be understood to be any attempt on the part of a candidate to gain an unfair advantage in examinations. These include:

1. Leakage of Examination questions. This involves any knowledge or possession of examination questions before the examination.
2. Possession of unauthorized materials related to the examinations and likely to be used during examinations e.g. blank piece(s) of paper, notes, textbooks, prepared materials, programmable calculators, mobile phones, ipods and mp3.

3. Copying from prepared notes or from a colleague's script during examinations; stealing; substituting worked scripts during or after the examination.
4. Persistently looking over other candidate(s) shoulders (stretching neck or 'giraffing') in order to cheat.
5. Impersonating another candidate or allowing one's self to be impersonated.
6. Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate or non candidate.
7. Consulting or trying to consult during examination any books, notes or other unauthorized materials.
8. Persistently disturbing other candidate(s) or distracting their attention.
9. Verbal or physical assault on an invigilator over alleged examination offence.
10. Bringing into the examination centre or using anything including chemical substance with intent to cause temporary or permanent injury to any authorized person(s) and other candidates in the examination hall.
11. Destroying materials suspected to help establish cases of examination malpractices e.g. blank pieces(s) of paper, notes, textbooks, prepared materials, programmable calculators, mobile phones, pods and mp3.
12. Destroying any examination material inside or outside examination hall, e.g. tearing of leaflets from answer booklets and tearing question papers.
13. Writing after the examination has ended after persistent reminder to stop.
14. Frequently seeking permission to attend nature's call during the examination with intent to cheat and cheating.
15. Failure to write index number on question paper after persistent reminder.
16. Fabrication of data – Claiming to have carried out experiments, observations, 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 obtained.

17. Plagiarism – Copying another's 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 or trying to influence examiners/invigilators to alter or change marks.
19. Attempting to influence invigilators with monetary or other form of inducement with the intent of having laxer invigilator.

PENALTIES FOR EXAMINATION OFFENCES

No.	OFFENCE	PENALTY
1	Leakage of examination questions. This involves any knowledge or possession of examination questions before the examinations.	Dismissal of offender(s) involved.
2	Possession of unauthorized material(s) related to the examination and likely to be used during examination e.g. blank piece(s) of paper, notes, textbooks, prepared materials or any other printed material(s), programmable calculators, mobile phones, ipods and mp3.	Cancellation of the candidate's particular paper(s) to be rewritten when the paper is being taken the following year.
3	Copying from prepared notes from a colleague's script during examination; stealing; converting or misappropriating the scripts of other candidates; substituting worked scripts during or after the examination; exchanging question papers.	Cancellation of candidate's paper and to rewrite the following year when the paper is being taken.
4	Persistently looking over other candidate's shoulders (stretching neck or 'giraffing') in order to cheat.	For the 1 st offence, the report should be documented and filed and candidate made to sign a bond. Any 2 nd offence in relation to examinations will attract cancellation of paper to be

		rewritten the following year when the paper is being taken.
5	Impersonation – impersonating other candidate or allowing one’s self to be impersonated.	Dismissal and or prosecution of candidates involved.
6	Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate or non-candidate	Cancellation of candidate’s paper and to rewrite the following year when the paper is being taken.
7	Consulting or trying to consult during the examination any book, notes or other unauthorized materials or any electronic device e.g. programmable calculators, mobile phones, ipods and mp3.	Cancellation of candidate’s paper and to rewrite the following year when the paper is being taken.
8	Persistently disturbing other candidate(s) or distracting their attention.	Stopping candidate(s) from continuing the examination.
9	a. Verbal assault/threat on supervisors/invigilators/examiners inside or outside the examination hall. b. Physical assault on supervisors/invigilators/examiners or any authorized person inside or outside examination hall.	Cancellation of the candidate’s paper and rustication for 1 year. Dismissal and prosecution of the candidate(s).
10	Bringing into the examination hall or using anything including chemical	Dismissal and prosecution of the candidate(s).

	substance with intent to cause temporary or permanent injury to any authorized persons and other candidates in the examination hall	
11	Destroying materials suspected as evidence against offender, e.g. blank piece(s) of paper, notes, textbooks, prepared materials or any other printed material(s), programmable calculators, mobile phones, ipods and mp3.	Cancellation of the candidate's paper and rustication for 1 year.
12	Destroying any examination material inside or outside examination hall e.g. tearing of leaflets from answer booklets; tearing question papers.	Cancellation of candidate's paper and to rewrite the following year when the paper is being taken.
13	Writing after the examination has ended after persistent reminder.	Caution for the 1 st Offence. For the 2 nd Offence, paper is to be cancelled and candidate to rewrite the following year when the paper is being taken.
14	Frequently seeking permission to attend nature's call with intent to cheat and cheating.	Caution for the 1 st Offence. For the 2 nd Offence, paper is to be cancelled and candidate to rewrite the following year when the paper is being taken.
15	Failure to write Index Number on question paper after persistent reminder.	Caution for the first time. After the first caution if index number

		is still not written it should be interpreted as intention to cheat. Candidate should be stopped from writing the paper.
16	Fabrication of data – Claiming to have carried out experiments, observations, 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 obtained.	Cancellation of candidate's project work. Candidate to undertake another field work under supervision.
17	Plagiarism – Copying another's 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.	Cancellation of candidate's Project work. Candidate to rewrite essay on a different topic.
18	Attempting or trying to influence examiners/invigilators to alter or change marks, e.g. writing statements in answer booklets in the form of pleas; writing letters to examiners, supervisors and invigilators.	Cancellation of candidate's paper and to rewrite the following year when the paper is being taken.

19	Attempting to influence invigilator with some form of inducement or bribe	
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OTHER REGULATIONS

1. Impersonation by a student should attract dismissal from the college (by a disciplinary body in the college headed by the Principal and further approve by the Governing Council), and prosecution.
2. In the case of any other person other than a student from the college, the impersonator should be referred to the law enforcement agencies for prosecution.
3. Whenever a candidate's paper is cancelled he/she must be made to re-sit the following year. For instance, a First Semester paper will be taken in the First Semester of the following year and not during any re-sit examination.
4. Prohibited items seized from student should be given back after the student has paid an amount of ten Ghana Cedis (GHC 10.00).
5. College should:
 - i. Construct temporary urinals close to the examinations centres.
 - ii. Provide first aid boxes and drinking water close to the examination centres.
6. Colleges should strictly abide by the recommended number of candidates per invigilator, that is, one (1) invigilator to thirty (30) students.
7. The 'rules and regulations governing examinations', which includes the examination offences and their corresponding penalties, should be developed into a brochure and made available to the colleges for distribution to all students and tutors.
8. Finally as new cases arise or offences evolve which are not covered in this document, the Professional Board shall take the necessary action as it deems fit.

RULES AND REGULATIONS (FOR EXAMINERS, SUPERVISORS AND INVIGILATORS) GOVERNING EXAMINATIONS

1. Invigilator(s)/Supervisor(s)/Examiner(s) who before, during or after an examination
 - i. Give(s) an examination paper to another person.
 - ii. Disclose(s) the content of an examination paper to another person.
 - iii. Make(s) a change in the original script of a candidate.
 - iv. Fraudulently replace(s) the original script of the candidate.
 - v. Fraudulently alter(s) the examination number, photograph or other identification of a candidate.
 - vi. Act(s) in a manner with intent to falsify the record of the Institute.
2. Supervisor(s)/Invigilator(s), who intentionally act(s) in a manner that encourage(s) students to cheat e.g. looking away, etc
3. Responding to mobile phones in or outside the examination room, frequently leaving the examination room, reading newspapers or any other document while invigilating or supervising and jesting with candidates in the examination hall.
4. An examiner(s) who after an examination fraudulently alter(s) the results off a candidate.
5. Attempting to receive any form of bribe with the intent of relaxing vigilance.