

ANSWER ALL QUESTIONS

1. Which of the following statements about classroom management is TRUE?
 - A. You can get along fine without a classroom management plan.
 - B. There is a 'one size fits all' template that everyone must use.
 - C. Your systems and procedures should always be age-appropriate.
 - D. It is the same as behaviour management.
2. Which of the following is the BEST definition of instructional procedures?
 - A. Lesson plans to help you teach students how to complete certain tasks and activities in your classroom.
 - B. Rules and regulations that the teacher creates for how students should behave at recess.
 - C. Guides in the curriculum for teaching students how to keep things running smoothly in the classroom.
 - D. Procedures created, planned, and implemented to keep things running efficiently in the classroom.
3. Why should teachers ensure there are physical pathways for students?
 - A. It helps allows the students private space to work by themselves.
 - B. It makes it easier to attend to individual students' needs.
 - C. It makes it easier for students to see the blackboard.
 - D. It makes students less likely to become distracted.
4. How can teachers create a warm, welcoming learning space?
 - A. By focusing on keeping the classroom quiet
 - B. By personalizing the classroom with accessories
 - C. By teaching students to keep their work spaces tidy
 - D. By supplying the room with colourful learning aids
5. Which of the following best describes rapport as it relates to education?
 - A. Teachers who are entertaining to students
 - B. Teachers who are liked by the students.
 - C. Teachers who teach with a sense of humour
 - D. Teachers who demonstrate strong relationships with students
6. is the systematic assessment of the worth or merit of time, money, effort and resources spent in order to achieve a goal.
 - A. Evaluation Research

- B. Evaluation
 - C. Summative Assessment
 - D. Survey Research
7. In emailing, the following files can be attached with exception of
- A. scanned pictures or digital photographs.
 - B. sound or music files.
 - C. Icons of programs.
 - D. spreadsheets, databases and in fact, any other data in a computer-readable format.
8. Which of the following is not an email account?
- A. Gmail
 - B. Outlook
 - C. iCloud Mail
 - D. Mozilla Firefox
9. is a discipline within the study of education that examines the administrative theory and practice of education in general and educational institutions and educators in particular activities.
- A. Educational Management
 - B. Educational Administration
 - C. Educational Research
 - D. Educational Assessment
10. is an inter-governmental organisation of 54 member states that are mostly former territories of the British Empire.
- A. Civil Society Organisation
 - B. Non-Governmental Organisation
 - C. Commonwealth
 - D. Economic Community of West African States
11. The United Nations Organisation has the following specialised Agencies except
- A. WHO
 - B. WFP
 - C. UNHCR
 - D. ECOWAS
12. The Global goals that are set to be achieved by 2030 are as follows:
- I. End of Poverty in all forms ✓
 - II. Quality Education ✓
 - III. Affordable and Clean energy
 - IV. Gender Equality ✓
 - V. Peace, Justice and Strong Institutions
- A. I, III
 - B. I, II, IV and V
 - C. II, IV and V
 - D. All the above

13. The GES Strategy for mainstreaming all interventions for the achievement of the FCUBE objectives is termed as
- District Teacher Support Team
 - Whole School Development
 - Performance Monitoring Test
 - Child-Scope
14. is a UNICEF sponsored programme aimed at improving children's reading, writing and numeracy skills in primary schools.
- District Teacher Support Team
 - Whole School Development
 - Performance Monitoring Test
 - Child-Scope
15. Initial problems that emerged after the 1987 Educational reforms were the following except
- Inadequate supply of TLMs . *problem*
 - Decline in enrolment at all levels *problem*
 - Increase in enrolment of pupils .
 - Poor performance of schools and the loss of confidence in Public Schools *problem*
16. As a Teacher, you should be able to type your Curriculum Vitae comfortably using
- MS. Word
 - MS. Excel
 - MS. PowerPoint
 - MS. Publisher
17. Which of the Acts of Education is also known as Fee-Free Universal Primary Education?
- Act 1961, Act 87
 - Act 2008, Act 778
 - Act 1995, Act 506
 - Act 1965, Act 299
18. The developmental domains of childhood development include the following except
- Practical .
 - Emotional .
 - Language .
 - Cognitive Skills
19. Under the Primary level of the Basic Education, which class is considered as the transitional class?
- Basic 2
 - Basic 3
 - Basic 4
 - Basic 5
20. are factors that make the lower and upper levels of the basic education.
- Age
 - Medium of Communication
 - Foundation
 - Teaching methods

21. Factors to be considered in salary determination at the Ghana Education Service include
- I. Long Service or Rank
 - II. Economic Conditions
 - III. Class taught
 - IV. Comparison with related jobs
 - V. Risk involved
- A. I, II
 - B. I, II, III, V.
 - C. I, II, IV
 - D. I, II, IV, V
22.is an agreement between an employee and a labour union which regulates the terms and conditions of the employees as well as the duties of the employer.
- A. Collective Agreement
 - B. Required Condition
 - C. Code of Service
 - D. Employee mandate
23. Which of the following is not a condition of service?
- A. Promotions
 - B. Regular monthly salary
 - C. Examination
 - D. Allowances
24. The movement of a public servant from one geographical area or location to another within the same organisation or service to perform duties relating to the class of posts that the public servant belongs is termed as.....
- A. Transfer
 - B. Posting
 - C. Engagement
 - D. Re-engagement
25.in the public service is a movement of a public servant from one of the services within the public service to another or from one class of posts to another class of posts within the same or different service.
- A. Transfer
 - B. Posting
 - C. Engagement
 - D. Re-engagement
26. How many days are there in a Paternity leave?
- A. 20 working days
 - B. 15 working days
 - C. 10 working days
 - D. 5 working days
27. Compassionate or Casual leave is granted a maximum of.....
- A. 20 working days
 - B. 15 working days
 - C. 10 working days
 - D. 5 working days

28. When an Officer who has compulsorily retired from the public service is appointed, He or she is put on a flat salary scale at the level he or she is retired. This is
- Re-engagement
 - New Appointment
 - Re-appointment
 - Re-employment
29. has the mandate to
- To guarantee an assured income to farmers by providing a minimum guaranteed price and ready market.
 - To mop up excess produce from all farmers in order to reduce post harvest losses resulting from spoilage due to poor storage, thereby protecting farm incomes.
 - To purchase, sell, preserve and distribute food stuffs.
 - To employ a buffer stock mechanism to ensure stability in demand and supply.
- Ghana Standards Board
 - National Food Buffer Stock Company
 - Ghana Foods and Drugs Authority
 - National Aflatoxin Sensitisation and Management
30. is the agency responsible for the inspection, certification and proper distribution of foods and food products as well as drugs in Ghana.
- Ghana Standards Board
 - National Food Buffer Stock Company
 - Ghana Foods and Drugs Authority
 - National Aflatoxin Sensitisation and Management
31. The immediate supervisory body of the implementation of Government policies for the Ghana Education Service is the
- Director General
 - Divisions at Headquarters
 - Regional Directorate
 - District Directorate
32. The Girls' Education Unit established in the Ghana Education Service in
- 1995
 - 1996
 - 1997
 - 1998

33. At the SHS level of education in Ghana, who has the responsibility to develop effective links with the community and parents to extend the curriculum and improve pupils' academic performance and personal development?
- A. Assistant Headmaster/Headmistress Administration
 - B. Assistant Headmaster/Headmistress Academic
 - C. Assistant Headmaster/Headmistress Domestic
 - D. Senior House Master/Mistress
34. is responsible for the care, supervision, cleanliness and presentation of students, coordinating and liaising with other staff as necessary.
- A. Assistant Headmaster/Headmistress Administration
 - B. Assistant Headmaster/Headmistress Academic
 - C. Assistant Headmaster/Headmistress Domestic
 - D. Senior House Master/Mistress
35. The GES Governance system consists of the following except
- A. GES Council
 - B. Internal Audit Directorate
 - C. Non-Governmental Organisations/Civil Society Organisations
 - D. Scheme of Service
36. What is the percentage of enrollment of pupils that the Government of Ghana wants to achieve under the FCUBE programme?
- A. 100%
 - B. 90%
 - C. 80%
 - D. 75%
37. is often used interchangeably with terms such as community education, adult education, lifelong education and second-chance education.
- A. Complementary Basic Education
 - B. Non-Formal Education
 - C. Inclusive Education
 - D. Exclusive Education
38. means that all students attend and are welcomed by their neighbourhood schools in age-appropriate, regular classes and are supported to learn, contribute and participate in all aspects of the life of the school.
- A. Complementary Basic Education

- B. Non-Formal Education
- C. Inclusive Education
- D. Exclusive Education

39. is the organisation which takes care of public records, archives and documents in Ghana.
- A. Public Records and Archives Administration Department
 - B. National Accreditation Board
 - C. Ghana Library Board
 - D. Ghana Standards Authority
40. is an IT based system for budget management and accounting to improve Public Expenditure Management processes, enhance greater accountability and transparency across Ministries and Departments of Ghana.
- A. Fiscal Discipline I.T. Management System
 - B. Macro-Economic Stability Database
 - C. Ghana Integrated Financial Management Information System
 - D. Public Financial Management Information System

TRUE OR FALSE QUESTIONS

41. Attachment of a document in emailing excludes Folders containing items.
(a) True (b) False
42. The UN Security Council consists of 15 members and five permanent members.
(a) True (b) False
43. Divestiture is the action of an organization or government selling or liquidating an asset or subsidiary.
(a) True (b) False
44. Distance Learning Education was started by the University of Ghana. The Department of Distance Education of the School of Continuing and Distance Education began as the Correspondence Unit of the then Institute of Adult Education in 1985.
(a) True (b) False
45. The Noguchi Institute was built by the Government of Japan and donated to the Government and people of Ghana in honour of the distinguished Japanese researcher Dr. Hideyo Noguchi, who researched into yellow fever in Ghana and died from the disease in the country in 1928.
(a) True (b) False
46. 2020 National Science and Maths Quiz (NSMQ) was won by St. Augustine's College.
(a) True (b) False

47. The Ghana School Feeding Programme (GSFP) is an initiative of the comprehensive Africa Agricultural Development Programme (CAADP).

(a) True (b) False

48. Tax evasion is a choice that can be opted for.

(a) True (b) False

49. Positing of Teachers of the same tribe to a school can be considered as an act of Nepotism.

(a) True (b) False

50. The Controller and Accountant-General's Department (CAGD), was established in 1885, during the pre-independence era of the Gold Coast.

(a) True (b) False

51. The Fair Wages and Salaries Commission (FWSC) was established under the FWSC Act, 2007 (Act 737). The Commission has the mandate to implement the new Government Pay Policy (i.e. Single Spine Pay Policy).

(a) True (b) False

52. In the UN Security Council, Ghana is one of the permanent five countries.

(a) True (b) False

53. A member can withdraw part of his contribution because SSNIT has been mandated by government to operate as a saving scheme as a result of its rapid group and contribution to the Ghanaian society.

(a) True (b) False

54. TIER 2: A voluntary provident fund and personal pension scheme – also fully funded and privately managed.

(a) True (b) False

55. An example of a value Book are payment vouchers.

(a) True (b) False

56. To Calculate SSNIT contribution of the worker:

Deduct 5.5% of the worker's salary every month and add 13% of worker's basic salary to make 18.5%. Out of the 18.5% the employer is to remit 13.5% to the Trust within 14 days of the ensuing month. 2.5% of the 13.5% paid by employer to SSNIT shall be transferred by the Trust to the National Health Insurance Authority.

(a) True (b) False

57. The following Employees of Government are exempted from Act 766 of SSNIT

- i. Officers and men of the Ghana Armed Forces
- ii. Categories of persons exempted by the 1992 Constitution. e.g. Electoral Commissioner, CHRAJ Commissioner, Chief Justice, etc.

(a) True (b) False

58. It is appropriate to use percentile ranks when a Teacher wants to examine changes in performance or differences in performance among students' overtime.
(a) True (b) False
59. Continuous Assessment can be a tool to discourage lateness in class.
(a) True (b) False
60. There is temptation for Students to pay attention to only work which is to be assessed. This statement was made by Dewey in 1977.
(a) True (b) False
61. The many benefits of teaching aids include helping learners improve reading comprehension skills, illustrating or reinforcing a skill or concept, differentiating instruction and relieving anxiety or boredom by presenting information in a new and exciting way.
(a) True (b) False
62. Non-routine problems require more complicated or creative problem-solving strategies.
(a) True (b) False
63. Someone experiencing functional fixedness will use objects or tools in only a certain, specific way.
(a) True (b) False
64. Two Teachers were assigned the same class of 50 pupils. The Pupil-Teacher Ratio in that class would be 50:2.
(a) True or False
65. Based on Vygotsky's principles of assisted learning / zone of proximal development, you should: give all students more practice problems.
(a) True (b) False
66. The Department for International Development (DFID) was set up in 1995.
(a) True (b) False
67. The Ghana Education Trust Fund (*GETFund*) is a public trust set up by an Act of Parliament on the 25th August, 2000.
(a) True (b) False
68. In the Ghana Education Service, Transfer Grant is on One Month Basic Salary multiplied by 2.
(a) True (b) False
69. Completion Rate measures the percentage of users who complete a specific business goal or a series of goals e.g. sharing a document, subscribing to a mailing list, connecting a dashboard to a screen.
(a) True (b) False

70. Gender equality is more than equal representation, it is strongly tied to women's rights, and often requires policy changes.

(a) True (b) False

71. World Teachers' Day is celebrated on 5th November every year.

(a) True (b) False

72. Certificates of students at the various levels of Education fall under Administrative records.

(a) True (b) False

73. On the Electronic Payslip of CAGD for Workers in Ghana the Payment mode is strictly the Bank details of the Worker.

(a) True (b) False

74. Legitimate Power takes the form of threatening to punish a subordinate by withholding some of his privileges and other entitlements.

(a) True (b) False

75. The ability to identify, understand, interpret, create, communicate and compute, using printed and written materials associated with varying contexts is termed as Numeracy.

(a) True (b) False

ANSWERS

1	C	21	D	41	TRUE	61	TRUE
2	D	22	A	42	TRUE	62	TRUE
3	B	23	C	43	FALSE	63	TRUE
4	B	24	B	44	FALSE (1973)	64	FALSE (50:1)
5	D	25	A	45	TRUE	65	TRUE
6	A	26	D	46	FALSE (Postponed indefinitely)	66	FALSE (1997)
7	C	27	C	47	TRUE	67	TRUE
8	D	28	A	48	FALSE	68	FALSE (Multiplied by 3)
9	B	29	B	49	FALSE	69	TRUE
10	C	30	C	50	TRUE	70	TRUE
11	D	31	D	51	TRUE	71	FALSE (5th October)
12	D	32	C	52	FALSE	72	FALSE
13	B	33	B	53	FALSE	73	FALSE
14	D	34	D	54	FALSE (Tier 3)	74	FALSE (Coercive Power)
15	C	35	C	55	TRUE	75	FALSE (Literacy)
16	A	36	A	56	TRUE		
17	A	37	C	57	TRUE		
18	A	38	C	58	FALSE		
19	B	39	A	59	TRUE		
20	C	40	C	60	FALSE (Rowntree)		

THANK YOU