

GHANA EDUCATION SERVICE



Ministry of Education
REPUBLIC OF GHANA

PROMOTION TEST TO DEPUTY DIRECTOR

CANDIDATE'S INDEX NUMBER: _____

EXAMINATION CENTRE: _____

DATE: FRIDAY 21ST FEBRUARY 2020

TIME ALLOWED: 1 HOUR 15 MINUTES

DURATION: 12:00 PM – 1:15 PM

INSTRUCTIONS TO CANDIDATES	FOR EXAMINER'S USE ONLY	
	SECTION	MARK
1. Write your index number on each page of the question paper		
2. Do not open the question paper until you are told to do so		
3. Do not communicate with any candidate during the examination	A	
4. Answer all questions on the question paper	B	
5. Submit your question paper to the invigilator before you leave		
6. All questions carry equal mark		
7. Do not take away any examination material provided to you	C	
8. Mobile phones are not allowed in the examination hall		
	TOTAL	

SECTION A

MULTIPLE CHOICE QUESTIONS

Instruction: Answer **all** the questions in this Section by **circling the letter** corresponding to the correct or best answer on your question paper.

1. Which of the following **best** illustrates a teacher applying a constructivist approach to student learning?
 - A. A language arts teacher provides students with a concrete reward each time they turn in a written assignment that is free of errors.
 - B. A math teacher has students use hands-on materials and real-world problems to acquire new concepts and practice skills.
 - C. A science teacher demonstrates the correct procedures for performing complex experiments before having students perform the experiments.
 - D. A social studies teacher uses visual aids and a logical progression of ideas when presenting lessons about new or unfamiliar topics.

2. A JHS teacher gives students a term project that involves various activities such as conducting a research, interviewing people, writing a report and making a group presentation in class. Which of the following strategies should the teacher use to help the students successfully carry out their projects?
 - A. Explaining to students how the objectives of the project fit into a larger instructional plan.
 - B. Organizing project tasks in a step-by-step sequence and providing students with directions and reminders for completing each step.
 - C. Putting students into groups and scheduling regular times for them to meet.
 - D. Reassuring students that they possess all of the skills and abilities needed to complete the project tasks.

3. In a typical teaching and learning environment, students are most likely to be intrinsically motivated to learn when they _____
 - A. anticipate that they will receive positive rewards for achieving instructional objectives.
 - B. are interested in what they are learning and understand how it relates to their own lives.
 - C. know that they will be writing a test or examination in the near future.
 - D. perceive that their performance compares favourably with that of peers engaged in the same tasks.

4. The Free SHS Programme in Ghana is funded by the _____
 - A. Annual Budget Funding Amount
 - B. Chinese Government
 - C. Ghana Education Trust Fund
 - D. Scholarship Secretariat

5. Alhaji Musa has recently been appointed as the head of an educational institution. Upon assuming duty, he thought of carving a statement of the ideal future of the school. This statement will provide a dramatic look at what the entire school will be like at a distant point in the future, say five to ten years. This statement is a broad image of the possibilities that lie ahead. This statement is called a/an _____
- mission statement.
 - operations statement.
 - target statement.
 - vision statement.
6. Which of the following statements about effective classroom management is **false**? Classroom management involves _____
- planning ahead of the first day of class.
 - teachers having at least four rules to guide them.
 - the difference between calm productivity and total class disorder.
 - the same strategies but may vary in the techniques used for each class.
7. Global citizenship education is a form of _____ that involves students' active participation in projects that address global issues of social, political, and economic development.
- civic education
 - civic learning
 - global awareness
 - global culture
8. Which of the following affirms that quality is at the heart of education and therefore sets out the desirable characteristics for the various components for quality education – learners, content and systems?
- Global Education Policy Dashboard
 - Salamanca Statement and Framework for Action
 - World Bank Education Strategy
 - 2000 Dakar Framework for Action
9. Which of the following in Ghana has the objective of equitable educational opportunity and the prioritization of the disadvantaged in society?
- Disability Law
 - Inclusive Education System
 - Right to Education Principle
 - Special Education Provision
10. When making important administrative decisions, it helps to _____
- enlist advice from the assistant school head.
 - give teachers a chance to make their contributions.
 - implement changes as quickly as possible.
 - reward teachers who adapt more quickly.

11. The standards specified in the content of the new GES Curriculum for Basic Schools, adopted for implementation in September 2019 in Ghana, are based on not only what Ghana as a nation requires of its workforce, but also on the demands of globalization. At the points of exit, it is expected that graduates for the curriculum will have attained knowledge and skills that allow them to compete in the international job market. Which of the following goals of curriculum development is this reflected in?
- Better Ghana Agenda
 - Development of a sense of civic responsibility
 - Globally competitive Ghanaian workforce
 - Preservation of national resources and cultural values
12. Ensuring high teacher morale is important because teachers with high morale _____
- are more likely to remain on the job in spite of challenges.
 - are rewarded for their efforts.
 - ask more interesting questions of their students.
 - produce higher test scores.
13. During teacher evaluations the circuit supervisor or school head needs to take *objective evidence-based* notes to share with teachers in post-observation conferences and use them to guide the discussions. Which of the following statements **best** illustrates such notes?
- In a class of 42, the teacher calls on one student to answer four out of ten questions asked.
 - The teacher is highly responsive to the cultural and other types of student diversity in the class.
 - The teacher makes little or no effort to make instruction relevant to student interests and needs.
 - Throughout the lesson, the teacher uses a variety of effective strategies to monitor student understanding.
14. A school head is about to take over the leadership of a low-performing school. One of the school head's first goals will be to evaluate teacher quality in the school. The school head can **best begin** this process by _____
- arranging to observe instruction in each classroom.
 - comparing student grades in each subject area across classrooms.
 - having each teacher complete a teaching self-evaluation.
 - interviewing each teacher about his or her teaching practices.
15. The basic assumption that supervision has an expert tag attached to it means the supervisor _____
- must have a PhD qualification.
 - should ensure students have the requisite qualifications before they are admitted.
 - should ensure that teachers have the minimum academic qualification.
 - should ensure that teachers have lots of workload.

16. A school head has been transferred to a failing school. In order to turn it around the school head can best avoid early mistakes and promote a smooth transition by taking which of the following actions **first**?
- Communicating a willingness to refer initially to the experience and judgment of long-time school staff.
 - Holding discussions with many stakeholders to learn about local values, views, and priorities.
 - Presenting for discussion a comprehensive, research-supported plan for improved student achievement.
 - Seeking information from the previous school head about leadership strategies that did and did not work at the school.
17. Which one of the following factors should an educator consider as the **most important** when evaluating a programme?
- The cost involved in carrying out the evaluation of the programme.
 - The uses of the evaluation results.
 - Where and when the evaluation will take place.
 - Who the stakeholders of the programme are.
18. Which one of the following actions would you take in order to attain a high level of consistency in scoring students' responses to assessment tasks? By _____
- constantly following the scoring guide as the scripts are graded.
 - grading responses for all items for each script before the next script.
 - regularly referring to previously scored items when scoring new items.
 - scoring the responses based on the knowledge of students' identity.
19. A student-teacher who had grade B+ in Assessment in School could not write good items for an end-of-term examination. The head teacher of the school, therefore, questioned the teacher as to whether he really took part in the assessment course. Which one of the following characteristics of a *good test* might have informed the head teacher's question?
- Normality
 - Objectivity
 - Reliability
 - Validity
20. Which of the following purposes of assessment is often associated with a letter grade or number?
- Assessment as learning.
 - Assessment for learning.
 - Assessment from learning.
 - Assessment of learning.
21. A criterion-referenced assessment would **most likely** be used to _____
- decide a student's position in integrated science end-of-term examination
 - determine if a student qualifies for special-education services.
 - determine whether an individual student is meeting curriculum standards.
 - select a student for government scholarship

22. Which of the following statement(s) is /are false?
- I. It is easy to achieve the broad national goals of education when curriculum development is decentralized.
 - II. Students who follow a decentralized curriculum in deprived school districts are likely to be disadvantaged in the job market.
- A. I only
 - B. II only
 - C. Both I and II
 - D. Neither I nor II
23. The following constitute special units under GES *except* the _____.
- A. Girls Education Unit
 - B. Religion and Culture unit
 - C. Science Resource Centre
 - D. School Health Education Programme
24. The tenure of office of members of the GES Council is _____.
- A. five years
 - B. six years
 - C. three years
 - D. two years
25. The components of the Capitation Grant include all the following *except* _____.
- A. Improving access
 - B. Non-teaching staff
 - C. School facilities
 - D. School Management
26. Transfer Grant payable is equivalent to _____.
- A. two months gross salary
 - B. two months net salary
 - C. one-month net salary
 - D. one-month gross salary
27. The Government of Ghana mainstreamed KG into basic education in line with recommendations of the _____.
- A. Dakar World Forum for Education
 - B. Early Childhood Committee
 - C. Education 2030 Agenda
 - D. UNESCO Forum
28. The roles of the School Management Committees (SMCs) and head teachers in the management of Capitation Grant are all the following *except* to ensure _____.
- A. accountability of funds used
 - B. effective utilization of the Capitation Grant
 - C. implementation of activities provided in the SPIP
 - D. school opens a special bank account

29. In the computerized schools' selection and placement system, all the following are used **except** the scores of _____.
- all subjects taken by BECE candidates
 - BECE candidates and not grades
 - BECE candidates' core subjects
 - two best subjects of BECE candidates
30. The main purpose of the policy on girl child education by government is to ensure that _____.
- all girls of school going age go to and stay in school
 - all girls of school going age register in school
 - girls in the rural areas have equal access to schools
 - teenage pregnancy is eliminated
31. The '*scheme of service*' of teachers refers to the _____.
- activities of the teachers for the term approved by the school head
 - outline of lesson plans presented to circuit supervisors
 - scheme of work prepared by the teacher for the term
 - various ranks a teacher passes through in the teaching profession
32. One of the students of a class hardly talks in the class. How would you encourage him to express himself?
- By encouraging children to take part in activities.
 - By giving good marks to those who express themselves well.
 - By organizing discussions around classroom activities.
 - By organizing educational games/programmes which will make children feel like speaking.
33. A teacher is to use appropriate methods, techniques and sound principles of teaching and learning such as _____.
- building on past learning or previous knowledge and positive reinforcement.
 - providing guidance and practice in class before independent practice.
 - motivating and sustaining pupils' interest.
 - involving each learner in the teaching/learning process.
 - distributing evaluative questions evenly.
- I, II and III only
 - I, II, III and IV only
 - I, II, III, IV and V
 - II and III only
34. A curriculum is the sum total of a school efforts to influence a child's _____.
- behaviour
 - course
 - design
 - logical sequence

35. Which of the following is a teacher-centered model that focuses on students' activities being guided by the teacher?
A. Directive Model
B. Indirect Model
C. Pedagogical Model
D. Thinking Model

36. Any method of teaching which involves two or more students, can be termed as _____
A. class task
B. class work
C. group task
D. group work

SECTION B

TRUE OR FALSE QUESTIONS

Instruction: Answer all the questions in this Section by circling the letter corresponding to the correct or best answer on your question paper.

37. Evidence of a positive school ethos includes consistent shared values and standards.
A. True
B. False
38. It is important that circuit supervisors keep their teachers' lesson plan notebooks.
A. True
B. False
39. Students learn best in a multitude of ways rather than one dominant means.
A. True
B. False
40. The competency-based training curriculum delivery methodology is suitable for TVET training at the second cycle level of education.
A. True
B. False
41. Every goal in the 2030 Agenda requires education to empower people with the knowledge, skills and values to live in dignity, build their lives and contribute to their societies.
A. True
B. False
42. A school head promoting a professional learning community can lead to a sense of competition among teachers in a school.
A. True
B. False
43. As a supervisor, consulting your staff in advance when developing a plan may direct your attention to potential pitfalls.
A. True
B. False
44. The need for a supervisor to engage in a human relations angle of supervision means that the supervisor should be involved in problem solving and learner-centered education.
A. True
B. False
45. In mainstreaming special education students, it is important that they experience an educational environment that reinforces the differences between special education and general education students.
A. True
B. False

46. The school head should ensure that paid vouchers are numbered sequentially and entered same in the log book and properly filled.
A. True
B. - False
47. Climate Change, Environmental Education and Education for Sustainable Development have become major tools for protecting the environment and ensuring sustainable development.
A. True
B. False
48. Even though homework is important in the instructional system and teachers must therefore give homework as part of the instructional process, it is NOT scored as part of the School-Based Assessment in Ghana.
A. True
B. False
49. A teacher must test his/her students when assessing them.
A. True
B. False
50. Objective type tests **cannot** be used to assess higher-order thinking abilities.
A. True
B. False
51. Within the GES structure, decision-making takes place only within the GES council.
A. True
B. False
52. Transfers within the GES is an external exercise.
A. True
B. False
53. The GES Act 1995 [Act 506] and the Education Act 2008 [Act 877] are statutes that are directly related to the functions of GES.
A. True
B. False
54. In 1974, the new structure and content of education was introduced which brought about the JSS concept implemented on pilot basis from 1976 to 1987.
A. True
B. False
55. The Ministry of Education's main mandate is to formulate education policies. A legal incident in this mandate is monitoring and evaluating their performance.
A. True
B. False
56. Legitimate Power of a school head is conferred by virtue of his or her appointment to the position and therefore can exert administrative authority.
A. True
B. False

SECTION C

FILL IN QUESTIONS

Answer all the questions in this section by writing the correct answer in the spaces provided on the question paper.

57. According to Skinnerian Operant conditioning theory, a negative reinforcement is _____

58. In classroom management the teacher's strategies and techniques must be _____

59. The ultimate purpose of supervision is to ensure _____

60. Which Sustainable Development Goal is directly related to Education?

61. What does the Sustainable Development Goal which directly relates to Education state?

62. The CSSPS seeks to improve the manual system of selection and placement of qualified BECE candidates into public and private senior high schools, technical and vocational institutes by _____

63. The United Nations General Assembly proclaimed _____ as International Day of _____ in celebration of the role of _____

64. The rationale of educational planning in our education system is _____

65. The primary role of the mentoring teacher in the school of the pre-service teacher is most appropriately described as _____

66. The basic purpose for instructional supervision is for _____

67. When the school head directs an investigation into suspected fraud, the only authorities to impose sanctions are _____

68. The method of obtaining information to judge the worth of a curriculum while it is being implemented is known as _____

69. The ability of a student to use an appropriate rule or principle to help him/her solve a problem without being prompted is specified in the cognitive domain of Bloom's Taxonomy as _____

70. The type of assessment which is used to determine students' strengths and weaknesses for correction and remediation is known as _____

71. In the chain of command of the GES headquarters, the Director General is the chief executive accountable to the _____

72. What is the core function of the National Inspectorate Board? _____

73. The main role of the Education Sector Analysis (ESA) is to _____

74. The GES was established in the year 1974 as a national organization under the Ministry of Education (MOE) by the Act _____

75. It is important for teachers to know the Code of Conduct because _____

GHANA EDUCATION SERVICE



Ministry of Education
REPUBLIC OF GHANA

PROMOTION TEST TO ASSISTANT DIRECTOR I

CANDIDATE'S INDEX NUMBER: _____

EXAMINATION CENTRE: _____

DATE: FRIDAY 21ST FEBRUARY 2020

TIME ALLOWED: 1 HOUR 15 MINUTES

DURATION: 9:30 AM – 10:45 AM

INSTRUCTIONS TO CANDIDATES	FOR EXAMINER'S USE ONLY	
	SECTION	MARK
1. Write your index number on each page of the question paper 2. Do not open the question paper until you are told to do so 3. Do not communicate with any candidate during the examination 4. Answer all questions on the question paper 5. Submit your question paper to the invigilator before you leave the examination hall 6. All questions carry equal marks 7. Do not take away any examination material provided to you 8. Mobile phones are not allowed in the examination hall	A	
	B	
	TOTAL	

SECTION A
MULTIPLE CHOICE QUESTIONS

Instruction: Answer **all** the questions in this Section by **circling** the letter corresponding to the correct or best answer on your question paper.

1. Which of the following is **not** a value of the education sector?
 - A. Accountability and Transparency
 - B. Efficient Management of Resources
 - C. Financial Resource Inflows
 - D. Quality Education

2. What is the core mandate of the Ghana Education Service?
 - A. To develop national curriculum on education to be implemented by the Ministry of Education.
 - B. To formulate approved national policies and programmes on education.
 - C. To implement approved national policies and programmes on education.
 - D. To prepare approved salary structure for teachers for the Ministry of Education.

3. The governing body for the Ghana Education Service is the _____.
 - A. Directors of Education
 - B. Ghana Education Service Council
 - C. The Director General of Ghana Education Service
 - D. The Ghana Education Service Headquarters

4. Distinguish between Scheme of Work, S, and Terms and Conditions of Service, T.
 - A. S refers to classroom teachers' job description while T refers to contract of appointment regulating teachers' compensation, progression, work ethics, discipline, etc.
 - B. S refers to contract of appointment which regulates the relationship between the GES and teachers while T refers to classroom teachers' job description based on the syllabus.
 - C. S refers to the syllabus while T refers to contract of appointment which regulates the relationship between the GES and teachers.
 - D. S refers to classroom teachers' job description while T refers to the code of conduct for teachers.

5. The only apex disciplining authority that has the power to endorse any recommendation to summarily dismiss a teaching and non-teaching personnel from the GES is the _____.
 - A. Board of Governors
 - B. Director-General of GES
 - C. GES Council
 - D. Ministry of Education

6. Ghana Education Trust Fund (GETFund) provides support mainly in the area of _____.
 - A. administration expenses
 - B. assets and investment expenditure
 - C. compensation of employees
 - D. goods and services

7. Under the new primary school curriculum reforms, "Standard-based Curriculum" means _____.
- A. pupils shall demonstrate understanding and mastery of knowledge and skills as they progress in their education
 - B. pupils shall demonstrate understanding and mastery of knowledge and skills through a standard examination or assessment
 - C. standard assessment system to provide sufficient data to help fashion improvement in teaching and learning
 - D. there shall be a National Assessment at P2, P4 and P6 to track children's performance
8. The processes that improve the quality of teaching and learning are _____.
- I. use of questioning, illustrations, and demonstrations in lesson delivery
 - II. creation of opportunities for all learners to express their views
 - III. encouragement of learner-initiated tasks through motivation such as praise and friendly dialogue
 - IV. effective class control by following established rules of conduct and checking disruptive behaviour
 - V. use of appropriate procedures for assessing learners' work
- A. I, II and III only
 - B. II and III only
 - C. I, II, III and IV only
 - D. I, II, III, IV and V
9. A teacher is to use appropriate methods, techniques and sound principles of teaching and learning such as.
- I. building on past learning or previous knowledge and positive reinforcement
 - II. providing guidance and practice in class before independent practice
 - III. motivating and sustaining pupils' interest
 - IV. involving each learner in the teaching/learning process
 - V. distributing evaluative questions evenly
- A. I, II and III only
 - B. II and III only
 - C. I, II, III and IV only
 - D. I, II, III, IV and V
10. Complete the following Vision Statement of the Ghana Education Service. The Ghana Education Service seeks to create an enabling environment in all educational institutions and management positions that will _____.
- A. develop effective Learning and efficiency in the management of the attainment of the goals of the Service
 - B. facilitate effective formal and informal education in pre-tertiary institutions
 - C. facilitate effective teaching and learning and efficiency in the management of the attainment of the goals of the Service
 - D. promote effective teaching and efficiency in the management of the attainment of the goals of the Service

11. Which of the following is **not** a specific duty of the Ghana Education Service?
- A. Develop educational policies and programmes.
 - B. Maintain professional standards and the conduct of its personnel (knowledge of conditions of service and code of conduct required).
 - C. Register teachers and keep an up-to-date register of all teachers in the public system.
 - D. Register, supervise and inspect Private Pre-Tertiary Educational Institutions.
12. In a learner-centred school, which of the following activities would the school head encourage?
- A. Parents to design the curriculum.
 - B. Students to design the curriculum.
 - C. Teachers to avoid tests and other assessments because they demoralize students.
 - D. Teachers to develop lesson plans that use existing knowledge to construct new knowledge.
13. Which of the following statements about student grouping is correct?
- A. Grouping should be done throughout the school day rather than selectively during the school day.
 - B. Heterogeneous grouping is preferable to homogeneous grouping.
 - C. Homogeneous grouping is preferable to heterogeneous grouping.
 - D. None of the above
14. A test that measures a student's knowledge or skill in relation to a curriculum standard is _____.
- A. criterion-referenced
 - B. issue-referenced
 - C. norm-referenced
 - D. textbook referenced
15. Which of the following statements about teacher performance evaluation is **not** correct? The process can be _____.
- A. both formative and summative
 - B. formative
 - C. summative nor formative
 - D. summative
16. Which of the following statements about teacher summative performance evaluation is correct? The primary purpose is to _____.
- A. determine if a teacher should be re-employed
 - B. force teachers to develop lesson plans
 - C. improve the teachers' performance
 - D. remind teachers they are being watched
17. Which of the following statements about cooperative learning is correct? Cooperative learning _____.
- A. is another term for ability grouping
 - B. refers to learning contracts between teachers and parents
 - C. stresses student cooperation rather than student competition
 - D. to services delivered by joint service centres

18. In performance evaluation, merit and worth are important concepts. Which of the following statements about them is correct?
- A. Both merit and worth pertain to measuring an employee's effectiveness.
 - B. Merit pertains to measuring an employee's effectiveness.
 - C. Merit pertains to measuring an employee's value to the school.
 - D. Worth pertains to measuring an employee's effectiveness.
19. Which of the following is/are data produced by norm-referenced tests?
- A. Determination of whether students are performing at grade level.
 - B. Mastery of specific objectives in the curriculum.
 - C. Mastery of specific skills related to the curriculum.
 - D. All of the above.
20. Which of the following statements about interdisciplinary teacher teaming is **incorrect**?
- A. In teams, teacher preferences and power can result in one subject dominating other subjects.
 - B. Teaming is intended to accommodate curricula constructed around contemporary subjects and problems rather than disciplines (separate subjects).
 - C. Teams are usually more open to considering change than are traditional academic departments.
 - D. None of the above.
21. Which one of the following statements about a multi-track, year-round calendar is correct? The calendar _____.
- A. decreases the need for storage space
 - B. is intended to decrease the functional capacity of a school
 - C. is intended to increase the functional capacity of a school
 - D. reduces staffing needs
22. In a typical teaching and learning environment, students are *most* likely to be intrinsically motivated to learn when they _____.
- A. anticipate that they will receive positive rewards for achieving instructional objectives
 - B. are interested in what they are learning and understand how it relates to their own lives
 - C. know that they will be writing a test or examination in the near future
 - D. perceive that their performance compares favourably with that of their peers engaged in the same tasks
23. Which of the following statements about school culture is correct?
- A. A principal's behaviour is the sole determinant of school culture.
 - B. School culture consists of shared values and beliefs that tell educators how to address problems.
 - C. School culture describes a school's mission.
 - D. School culture describes the demographic composition of a school.

24. Which of the following statements accurately describes the process of reaching consensus?
 Consensus _____
- A. involves determining which faction's position will prevail
 - B. involves reaching a decision everyone can accept
 - C. is another term for voting
 - D. is the process of reaching an ideal decision
25. Decisions about what to do to improve schools entail higher levels of uncertainty. Why?
- A. A lot of time is spent on school improvement efforts.
 - B. Future conditions cannot be predicted accurately.
 - C. Teachers are not interested in participating in school improvement efforts.
 - D. The school head may be autocratic.
26. School philosophy is a cornerstone for continuous school improvement. Which of the following best explains a school philosophy? School philosophy _____
- A. addresses the shared values and beliefs of the school.
 - B. describes the shared purpose of the school.
 - C. entails the strategies for reaching the preferred future.
 - D. is the shared preferred future of the school.
27. In an open school climate, _____
- A. all decisions are made by the PTA.
 - B. interactions among stakeholders are promoted.
 - C. parents do not participate in decision making.
 - D. principals interact only with teachers.
28. A conflict matrix in relation to time tabling is designed to determine which of the following?
 Courses that _____
- A. cannot be scheduled at any time.
 - B. cannot be scheduled at the same time.
 - C. teachers are unwilling to teach.
 - D. teachers cannot teach.
29. As a strategy to improve schools, which statement is false about intensification mandates?
- A. They are imposed on schools from external stakeholders.
 - B. They are uniformly applied to all schools.
 - C. They require schools to do more of what they are already doing.
 - D. They require schools to use their plans to drive improvement.
30. Teachers pursuing moral and ethical behaviour in their schools usually _____
- A. cater for the needs of their constituency.
 - B. do not promote data-driven decisions.
 - C. seek to represent all stakeholders fairly and equally.
 - D. All of the above.

31. Which of the following statements about discipline and punishment is correct?
- Discipline focuses on imposing controls and punishment focuses on promoting positive behaviour.
 - Discipline focuses on promoting positive behaviour and punishment focuses on imposing controls.
 - Discipline is the responsibility of the principal and punishment is the responsibility of the superintendent.
 - Discipline is the responsibility of the superintendent and punishment is the responsibility of the principal.
32. Teachers are advised that in matters of student discipline, students should _____
- have a fair and impartial hearing.
 - have no recourse to appeal a decision.
 - present only the class teacher as a witness.
 - All of the above.
33. Teachers are expected to engage in extensive analysis when making unprogrammed decisions in the school. Why?
- Existing policy and rules do not prescribe the action to be taken.
 - The decision is of less importance to the school.
 - The decision would be evaluated by the school head.
 - The existing policy and rules prescribe the action to be taken.
34. Which of the following statements about teacher group decision making is correct?
- Group decision making indicates teachers have taken over decision making in schools.
 - Group decision making produces shared leadership in the school.
 - Group decision making shows individual teachers are unable to take decisions.
 - In group decision making, only unimportant decisions are made.
35. Effective teaching recommendations include _____
- presenting new material in small steps with learner practice after each step.
 - guiding learners as they begin to practice.
 - providing systematic feedback and corrections.
 - teachers consulting parents on what to teach.
- I, and II only
 - I, II, and III, only
 - II and III only
 - I, II, III, and IV
36. Which of the statements below is **not** an expectation of the National Teachers' Standards? The Standards expect the teacher to _____
- demonstrate good knowledge in the relevant subject(s) and curriculum areas.
 - demonstrate knowledge and understanding of how different learning styles impact on teaching.
 - have a sound knowledge of learners' different ways of organising their learning.
 - reflect on previous knowledge and utilize it as the only source of knowledge to teach.

37. Which of the following constitutes the National Teachers' Standards?
- A. Professional Associations, Professional Practice, Professional License
 - B. Professional Knowledge, Professional Practice, Professional License
 - C. Professional Values and Attitudes, Professional Associations, Professional Practice
 - D. Professional Values and Attitudes, Professional Knowledge, Professional Practice
38. Effective classroom management strategies do not include _____
- A. encouraging initiative.
 - B. letting students help establish guidelines.
 - C. modelling ideal behaviour.
 - D. providing textbooks.
39. Differentiated instruction is an effective method of teaching. Which statement accurately describes differentiated instruction? Differentiated instruction _____
- A. breaks the lesson note into smaller units.
 - B. facilitates the timely completion of lessons.
 - C. is a teacher's response to meeting the needs of learners.
 - D. works best with a homogenous learner group.
40. One of the key learning objectives of Sustainable Development Goals (SDG) 4; "to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all" is that the learner _____
- A. is able to identify his/her individual rights and clarify his/her needs and values related to work.
 - B. is able to recognize the intrinsic value of education and to analyse and identify his/her own learning needs in his/her personal development.
 - C. knows the basic principles of sustainable planning and building, and can identify opportunities for making his/her own area more sustainable and inclusive.
 - D. understands that inequality is a major driver for societal problems and individual dissatisfaction.
41. A/an _____ is an instrument used for measuring sample of behaviour.
- A. assessment
 - B. evaluation
 - C. measurement
 - D. test
42. Which one of the following processes is limited to quantitative description of a pupil's performance?
- A. Assessment
 - B. Evaluation
 - C. Measurement
 - D. Testing
43. The purpose of evaluation is to make _____ about students.
- A. decision
 - B. judgment
 - C. opinion
 - D. prediction

44. Evaluation is done to make judgment about the _____ of education.
- A. age
 - B. quality
 - C. quantity
 - D. time period
45. The type of evaluation that monitors learning progress is _____ evaluation.
- A. diagnostic
 - B. formative
 - C. placement
 - D. summative
46. Which of the following is a process of obtaining numerical values for students' characteristics?
- A. Assessment
 - B. Evaluation
 - C. Measurement
 - D. Test
47. A formal and systematic procedure of getting information about how much students have learnt is _____.
- A. assessment
 - B. evaluation
 - C. measurement
 - D. test
48. The purpose of evaluation in education is to _____.
- A. assign a mark or score to a student
 - B. measure the achievement of students
 - C. test the student in a subject
 - D. make judgement about the quality of learning
49. The *best* possible way of evaluating a student's performance is through _____.
- A. an on-going overall assessment throughout the year.
 - B. annual tests.
 - C. monthly tests.
 - D. weekly tests.
50. The end of term exams conducted in schools are largely _____.
- A. achievement tests.
 - B. aptitude tests.
 - C. intelligence tests.
 - D. standardized achievement tests.

SECTION B

TRUE OR FALSE QUESTIONS

Instruction: Answer all the questions in this Section by **circling** the letter corresponding to the correct or best answer on your question paper.

51. The District Education Oversight Committee (DEOC) is a structure to facilitate community participation in education.
A. True
B. False
52. The Capitation Grant was introduced in basic schools to remove fees as a barrier to access to Education.
A. True
B. False
53. One of the objectives of the 2008 Education Reform Programme is to enhance education sector management and budgeting procedures.
A. True
B. False
54. An attribute of good governance in GES is non - delegation of management control of an institution.
A. True
B. False
55. The core function of the Ghana Education Service is to formulate approved structure and content of education in the country.
A. True
B. False
56. The Ghana Education Service Act, 2008 (Act, 778) is the current Act governing the Ghana Education Service.
A. True
B. False
57. A school's "informal organization" refers to the structure of extra-curricular activities.
A. True
B. False
58. Giving teachers the authority and responsibility to apply their own professional knowledge to making decisions in their area of responsibility is an important aspect of collegiality.
A. True
B. False

59. Teacher survey is not an effective process for collecting data about instructional and organizational effectiveness.
A. True
B. False
60. Norm-referenced tests cannot be used to improve instruction.
A. True
B. False
61. Value-added assessment focuses on student learning gains in an academic year.
A. True
B. False
62. Complexity in school scheduling relates to meeting the different needs of students.
A. True
B. False
63. School heads should refrain from conducting community surveys.
A. True
B. False
64. Newly trained teachers are socialized in order to perpetuate the culture of the school.
A. True
B. False
65. Teachers exercise leadership in the school in their operations.
A. True
B. False
66. A school is considered efficient if inputs are low and outputs are high.
A. True
B. False
67. Grading students' performance has a powerful influence on school culture and contributes to shape how students learn both in the classroom and outside of the classroom.
A. True
B. False
68. Consensus in planning increases teacher sense of ownership in school improvement efforts.
A. True
B. False
69. Visioning identifies destination; planning provides the goals and strategies to get there.
A. True
B. False
70. Efficiency as a value affects school policy decisions.
A. True
B. False

71. Normative systems, such as grading on the curve, work against collaborative learning strategies.
- A. True
B. False
72. Involving teachers in the employment interviews of prospective teachers for the department is a bad idea.
- A. True
B. False
73. Performance tasks are hands-on activities that require students to demonstrate their ability to perform certain actions.
- A. True
B. False
74. It is **not** important to know the purpose of assessment before selecting an assessment approach.
- A. True
B. False
75. Grades as indicators of what students have learned become tainted if non-academic factors are counted and included in the evaluation.
- A. True
B. False

GHANA EDUCATION SERVICE



Ministry of Education
REPUBLIC OF GHANA

PROMOTION TEST TO ASSISTANT DIRECTOR II

CANDIDATE'S INDEX NUMBER: _____

EXAMINATION CENTRE: _____

DATE: 25TH FEBRUARY, 2021

TIME ALLOWED: 1 HOUR

DURATION: 9:30 AM – 10:30 AM

INSTRUCTIONS TO CANDIDATES	FOR EXAMINER'S USE ONLY	
	SECTION	MARK
1. Write your index number on each page of the question paper	A	
2. Do not open the question paper until you are told to do so		
3. Do not communicate with any candidate during the examination		
4. Answer all questions on the question paper	B	
5. Submit your question paper to the invigilator before you leave		
6. All questions carry equal mark		
7. Do not take away any examination material provided to you		
8. Mobile phones are not allowed in the examination hall		
	TOTAL	

SECTION A
MULTIPLE CHOICE QUESTIONS

Instruction: Answer all questions in this Section by circling the letter corresponding to the correct or best answer on your question paper.

1. The Common Core Programme (CCP) for Junior and Senior High Schools consist of how many subjects?
 - A. 7
 - B. 8
 - C. 9
 - D. 10

2. Which one of these agencies is **not** a body under the Ministry of Education which implements its policies and programmes related to education?
 - A. Complementary Education Agency
 - B. Ghana Library Board
 - C. Ghana Tertiary Education Commission
 - D. National Commission for Civic Education

3. Which of the following is/are the objectives of the 1987 Education Reform?
 - I. Increase access to basic education
 - II. Shorten the pre-university education structure from 17 years to 12 years.
 - III. Make education cost effective
 - IV. Improve quality of education by making it more effective to socio-economic conditions
 - A. I only
 - B. I, II and III only
 - C. I, II, III and IV
 - D. II and III only

4. Which of the following was part of the programmes and interventions implemented to facilitate the attainment of the Free Compulsory Universal Basic Education (FCUBE) policy objectives?
 - I. Quality Improvement in Primary Schools (QUIPS)
 - II. Child School Community Progress in Education (Child Scope)
 - III. Performance Monitoring Test (PMT)
 - IV. District Teacher Support Teams (DTST)
 - A. I, II and III only
 - B. I, II, III and IV
 - C. II and III only
 - D. III only

5. Ghana's system of education is aimed at which of these aspects of development?
 - A. Character formation.
 - B. Personality development.
 - C. Preservation of culture.
 - D. All of the above

6. The Ghana Education Service was established by the Ghana Education Service Act 1995,
- Act 506
 - Act 605
 - Act 778
 - Act 788
7. Which of the following is/are not the ways through which education policies are formulated?
- Imposition by elites
 - Political discussions
 - Stakeholder consultations
- I only
 - I, II and III
 - II only
 - III only
8. Which of the following subjects is not part of the list of subjects to be studied under the Common Core Programme for Junior and Senior High Schools in Ghana?
- Career Technology
 - History
 - Physical and Health Education
 - Religious and Moral Education
9. The current Deputy Director-General of the Ghana Education Service in charge of Quality and Access is known as
- Dr. Kwabena Bempah Tandoh
 - Lawyer Anthony Boateng
 - Professor Kwasi Opoku-Amankwa
 - Professor Mathew Opoku Prempeh
10. Membership of the Ghana Education Service is made up of all the following except
- all the stakeholders in education
 - other persons that may be employed for the Service.
 - teachers and non-teaching supporting personnel in pre-tertiary educational institutions in the public system.
 - the personnel of the Ghana Education Service existing immediately before the coming into force of the Ghana Education Act of 1995.
11. Which of the following is the least remedy for students' absenteeism in schools?
- Parents should be counseled to ensure regular attendance of their wards/pupils to school.
 - Parents should personally supervise the activities of their wards to ensure that they do not play truancy.
 - Pupils should be punished for absenteeism.
 - Teachers should desist from harassing students.

12. The headteacher in a learner-centred school undertakes all the following activities to enhance teaching and learning **except**
- A. empowering teachers to involve each learner in the teaching/learning process.
 - B. encouraging teachers to avoid tests and other assessments because they demoralize students.
 - C. encouraging teachers to develop lesson plans that use existing knowledge to construct new knowledge.
 - D. motivating and sustaining teachers' interest in teaching.
13. Which one of the following is the **most** common role of teachers in education?
- A. Build a warm environment in the classroom.
 - B. Mentor and nurture students.
 - C. Provide leadership for learning.
 - D. Set the tone of their classrooms.
14. Which one of the following is **not** one of the core competencies emphasized in the new standards-based curriculum?
- A. Clarity.
 - B. Collaboration.
 - C. Communication.
 - D. Critical thinking.
15. Which of the following methods, techniques and principles are teachers encouraged to use to promote effective teaching and learning?
- I. Building on past learning or previous knowledge and positive reinforcement.
 - II. Providing guidance and practice in class before independent practice.
 - III. Motivating and sustaining pupils' interest.
 - IV. Involving each learner in the teaching/learning process.
 - V. Even distribution of evaluative questions.
- A. I, II and III only
 - B. I, II, III, IV and V
 - C. I, II, III and IV only
 - D. II and III only
16. Supervision of teaching mainly ensures
- A. achievement of success in examination.
 - B. advancement of pupil welfare .
 - C. proper utilization of school facilities .
 - D. quality delivery of the curriculum.
17. Management is commonly defined as
- A. getting things done so that demand is fulfilled.
 - B. getting things done through other people.
 - C. knowing what actually has been produced and which should have been produced.
 - D. working for others.

18. Rote learning is more common with _____ curriculum.
- learner-centred
 - problem-based
 - standard-centred
 - subject-centred
19. All the following statements about the teacher are correct, **except** that the teacher
- imposes ideas on pupils.
 - is seen as a role model to pupils.
 - is the leader of the class.
 - serves as a facilitator to pupils/teaching.
20. Teaching objectives should be all the following, **except** being
- achievable.
 - realistic.
 - rigid.
 - time-bound.
21. The maturity level of students determines the
- appropriate motivational techniques needed to be employed.
 - learning tasks.
 - teaching methods.
 - all of the above.
22. Which one of the following reasons **best** explains why teachers should ensure that there are physical pathways for students in the classroom? The pathways
- allow student private space to work for themselves.
 - make it easier for teachers to attend to individual student needs.
 - make it easier for teachers to see the board from the back.
 - make students less likely to become distracted.
23. If teachers want to present information to students in interesting ways, they should start from what they
- already know.
 - are to know.
 - are willing to know.
 - don't know.
24. In order to effect a purposeful change in schools, a school leader should ask the question
- What do we hope to accomplish?
 - What resources do we require?
 - Why is the change taking place?
 - All of the above.
25. Heads of educational institutions can appropriately ensure the safety of their students against COVID-19 by the following measures **except** providing them
- face mask to wear.
 - hand gloves to protect their hands.
 - hand sanitizer to sanitize their hands.
 - water and liquid soaps to wash their hands.

26. Which one of these questions helps you the least to specify your lesson objectives for student learning, as a teacher?
- What do I want students to learn?
 - What do I want them to understand and be able to do at the end of class?
 - What is the topic of the lesson?
 - What will I do to explain the topic?
27. Which of these reflective questions would best help the classroom teacher to design learning activities for teaching?
- How will I check whether students know anything about the topic or have any preconceived notions about it?
 - What are the relevant real-life examples, analogies, or situations that can help students understand the topic?
 - What questions will I ask students to check for understanding?
 - What will I have students do to demonstrate that they are following?
28. Which of these Ghanaian languages is **not** approved for teaching and learning in Ghanaian schools?
- Dangme
 - Kasem
 - Nzema
 - Sefwi
29. Which these learners attributes is **not** a major aspect of school bonding? Attachment to
- friends.
 - teachers.
 - the non teaching staff.
 - the school.
30. For what reason might a school be unable to maintain adequate educational quality and student discipline?
- Both option A and B
 - Diversity
 - None of the above
 - Segregation
31. Which of the following types of Achievement Test Items can best be used to measure higher-order cognitive skills?
- Essay
 - Multiple-choice
 - Short Answer or Completion
 - True-false
32. All of these key terms relate to and/or describe reliability, **except**:
- consistency
 - credibility
 - dependability
 - trustworthiness

Use the information provided below to answer questions 33 – 35.

Bloom's Taxonomy of Educational Objectives lists six levels of intellectual understanding, namely: Knowledge, Analysis, Comprehension, Synthesis, Application and Evaluation. These levels of understanding assist in categorizing test questions.

For questions 33 - 35, link the sample question frames to the appropriate level of intellectual understanding.

33. A question which asks learners to 'Restate a concept in their own words' is an example of _____ test question frame.

- A. analysis
- B. comprehension
- C. knowledge
- D. synthesis

34. A question which asks learners to 'Infer from a concept' is an example of _____ test question frame.

- A. comprehension
- B. evaluation
- C. knowledge
- D. synthesis

35. A question which asks learners 'What is meant by...?' is an example of _____ test question frame.

- A. analysis
- B. application
- C. knowledge
- D. synthesis

36. Which one of these statements is **not** correct about examination malpractice?

- A. It is a sure way for candidates not to fail in an examination.
- B. It may lead to the cancelation of entire results of a school.
- C. People caught in examination leakage may be prosecuted at the law courts
- D. The general public may lose confidence in the certificates that are awarded to candidates

37. Programme evaluation is one of the many duties assigned to educational administrators. Which one of the following statements describes summative programme evaluation accurately?

- A. It is a process intended to determine if a programme has met its goals.
- B. It is a process intended to get input from teachers.
- C. It is a process intended to provide information that can be used to improve a programme.
- D. None of the above

38. Out of 50 students who took a test, 45 of them passed. What percentage of them failed?

- A. 5%
- B. 10%
- C. 20%
- D. 30%

39. Which of the following is an example of learning assessment metric for Ghanaian basic schools?
- Early Grade Mathematics Assessment (EGMA)
 - Early Grade Reading Assessment (EGRA)
 - National Examination Assessment (NEA)
 - Trends in International Mathematics and Science Study (TIMSS)
40. The general name for scoring guide used to evaluate the quality of students is called a/an
- checklist.
 - inventory.
 - rating scale.
 - rubric.
41. The SDG that relates to education aims to ensure
- equitable and inclusive education for all, especially the girl child.
 - improved access and participation in education for all school-aged children.
 - inclusive and equitable quality lifelong learning opportunities for all.
 - universal basic education for all.
42. As ways of mitigating the graduate unemployment issue, the government has introduced the following interventions **except**
- Nation Builders Corps.
 - National Youth Employment Programme.
 - Teachers and Nurses allowances.
 - Youth in Afforestation.
43. All the following are minimum levels of Standards every beginner teacher in Ghana must meet according to the components of the National Teachers' Standards (NTS), **except** professional
- ethics
 - knowledge
 - practice
 - values
44. Which of these general competencies envisioned by Ghana's pre-tertiary education curriculum framework seeks to promote entrepreneurial skills in learners?
- Communication and collaboration
 - Creativity and innovation
 - Critical thinking and Problem solving
 - Personal development and leadership
45. A student's ability to analyse issues and situations leading to the resolution of problems is a demonstration of what kind of competence?
- Communication and collaboration
 - Creativity and innovation
 - Cultural identity and global citizenship
 - Personal development and leadership competence

46. Which body within the Ghanaian education system has the overall responsibility for education sector policy formulation, planning, monitoring, evaluation, budgeting and coordinating?
- Ghana Education Service
 - Ministry of Education
 - National Council for Curriculum and Assessment
 - National Council for Tertiary Education
47. Which of the following is not part of the major regulatory laws governing financial administration in schools in Ghana?
- Education Act 778 of 2008
 - The Constitution of the Republic of Ghana, 1992
 - The Internal Audit Agency Act, 2003 (Act 658)
 - The Public Financial Management Act, 2016 (Act 921)
48. Which of these options is not a major aim of the Double Track intervention which was introduced in senior high schools in Ghana?
- Create room to accommodate the increase in enrolment
 - Expand physical school infrastructure and facilities
 - Increase the number of holidays (especially for teachers)
 - Reduce Class sizes
49. The activity of teachers investigating their own practices and developing useful ideas to improve their practices can be referred to as _____ research
- action
 - basic
 - qualitative
 - quantitative
50. Which of the following offices of the Ministry of Education houses the Education Management Information System (EMIS) data?
- Administration and General Services
 - Free Senior High School Secretariat
 - Reform Secretariat
 - Statistics, Research, and Information Management (SRIM)

SECTION B

TRUE OR FALSE QUESTIONS

Instruction: Answer all questions in this Section by identifying whether the statement provided is true or false. Circle the letter that corresponds to the correct or best option on your question paper.

51. Sustainable Development Goals (SDG) 4, Target 1 states that "by 2030, all boys and girls complete free equitable and quality primary and secondary education leading to relevant and effective learning outcomes".
- A. True
B. False
52. A school can directly improve academic performance of students by improving teacher's note-taking skills.
- A. True
B. False
53. One of the major quality assurance issues confronting heads of public senior high schools is the encroachment on school lands by the local chiefs and other people.
- A. True
B. False
54. The school timetable brings together subjects, teachers, classes, rooms, and school equipment in the best possible permutations.
- A. True
B. False
55. The overall goal of the Ministry of Education is to provide relevant and quality education for some Ghanaians.
- A. True
B. False
56. The goal of the education sector is in accordance with the Education Act 778.
- A. True
B. False
57. The guiding principle of guidance and counselling is that optimum emotional and psychosocial wellbeing of the learner is a determining factor for effective learning.
- A. True
B. False
58. Outstanding teachers may be selected for awards by school improvement and support officers, pupils/students, heads of institution and colleagues.
- A. True
B. False
59. The quality of teaching is determined by the total number of pupils in a class.
- A. True
B. False

60. The closing of schools, universities and colleges as a result of COVID-19 outbreak disturbed teaching for students around the world but could not affect education in any way as teaching and learning still go on.
- A. True
B. False
61. Equity, inclusion, gender and teachers are cross-cutting issues in education.
- A. True
B. False
62. Basic education is designed for all Ghanaian children from age four (4) to fifteen (15) within a period of eleven (11) years.
- A. True
B. False
63. Creativity and Innovation (CI) skills enable learners to develop their cognitive and reasoning abilities to analyse issues and situations leading to the resolution of problems.
- A. True
B. False
64. An important strategy that will help you as a teacher to introduce your topic is to anticipate students' questions.
- A. True
B. False
65. Summative assessment can take the form of progress review meetings between the teacher and student at various points in the term.
- A. True
B. False
66. It is **not** recommended to take statements directly from texts to make good 'true or false' question items.
- A. True
B. False
67. Strategies such as writing detailed test questions or prompts, including clear directions, and establishing and communicating clear grading criteria will increase test reliability.
- A. True
B. False
68. Two key characteristics of any form of assessment are validity and reliability. Another way to think of reliability is in terms of replicability.
- A. True
B. False

69. Student performance is higher in classes where the teacher devotes large amounts of time to the materials needed rather than teaching content.
- A. True
 - B. False
70. In Ghana, financial accountability is one of the major responsibilities of the head of schools.
- A. True
 - B. False
71. Procrastination is a productive behaviour pattern that causes you to enhance your on-the-job efficiency because you focus on tasks that aren't priorities for the day or week.
- A. True
 - B. False
72. An advantage of planning is that we tend to focus on what works today and not how to deal with the issues of tomorrow.
- A. True
 - B. False
73. Teacher Education Division (TED) is one of the divisions at the Ghana Education Service Headquarters.
- A. True
 - B. False
74. The Ghana Tertiary Education Commission comprise the National Accreditation Board and the National Council for Tertiary Education.
- A. True
 - B. False
75. The Ghana Education Service Council submits to the Minister of Education recommendations for tertiary education policies and programmes in Ghana.
- A. True
 - B. False

GHANA EDUCATION SERVICE



Ministry of Education
REPUBLIC OF GHANA

PROMOTION TEST TO ASSISTANT DIRECTOR II

CANDIDATE'S INDEX NUMBER: _____

EXAMINATION CENTRE: _____

DATE: FRIDAY 20TH FEBRUARY 2020

TIME ALLOWED: 1 HOUR

DURATION: 9:30 AM – 10:30 AM

INSTRUCTIONS TO CANDIDATES	FOR EXAMINER'S USE ONLY	
	SECTION	MARK
1. Write your index number on each page of the question paper	A	
2. Do not open the question paper until you are told to do so		
3. Do not communicate with any candidate during the examination		
4. Answer all questions on the question paper		
5. Submit your question paper to the invigilator before you leave the examination hall	B	
6. All questions carry equal marks		
7. Do not take away any examination material provided to you		
8. Mobile phones are not allowed in the examination hall	TOTAL	

SECTION A
MULTIPLE CHOICE QUESTIONS

Instruction: Answer all the questions in this section by circling the letter corresponding to the correct or best answer on your question paper.

1. The aim of Ghana's system of education is _____.
 - A. personality development
 - B. character formation
 - C. preservation of culture
 - D. All of the above

2. The Ministry of Education of Ghana, which is a multi-portfolio government ministry, was established in _____.
 - A. 1947
 - B. 1956
 - C. 1957
 - D. 1960

3. Which of the following is/are the objective(s) of the 1987 Education Reform?
 - I. Increase access to basic education.
 - II. Shorten the pre-university education structure from 17 years to 12 years.
 - III. Make education cost-effective.
 - IV. Improve the quality of education by making it more relevant to socio-economic conditions.
 - A. I only
 - B. II and III only
 - C. I, II and III only
 - D. All of the above

4. How many functional divisions does the Ghana Education Service have at the Headquarters?
 - A. 9
 - B. 10
 - C. 11
 - D. 12

5. The performance of a student can be evaluated in the *best* possible manner through _____.
 - A. annual assessments
 - B. continuous assessments
 - C. monthly assessments
 - D. weekly assessments

6. Which of the following is **not** a body under the Ministry of Education which implements its policies and programmes related to education?
- Ghana Education Service
 - Non-Formal Education Division
 - Teacher Education Division
 - Ghana Library Authority
7. Testing in education is only possible by using _____.
- achievement test
 - intelligence test
 - aptitude test
 - standardized achievement test
8. How many units has the Technical and Vocational Education Division (TVED) of the Ghana Education Service (GES) Headquarters?
- 7
 - 8
 - 9
 - 10
9. Which of the following is/are **not** the objective(s) of the Free Compulsory Universal Basic Education (FCUBE)?
- Improving the quality of learning and teaching.
 - Improving access to basic education facilities.
 - Encouraging private sector participation in the provision of education facilities.
 - Improving management efficiency.
- III only
 - II and III only
 - I, II and III only
 - None of the above
10. Which one of the following Acts established the Ghana Education Service in 1995?
- Act 506
 - Act 605
 - Act 778
 - Act 788

11. Which of the following is/are not the way(s) through which education policies are formulated?
- I. Imposition by elites.
 - II. Political discussions.
 - III. Stakeholder consultations.
- A. I only
 - B. I, II and III
 - C. II and III only
 - D. III only
12. How many divisions are under the jurisdiction of the Deputy Director-General (Quality and Access) of the Ghana Education Service?
- A. 5
 - B. 6
 - C. 7
 - D. 8
13. Curriculum provides guidance for _____.
- A. schools
 - B. teachers
 - C. students
 - D. parents
14. Psychological foundation plays its role in the development of curriculum, keeping in view of the _____.
- A. student's needs
 - B. student's interest
 - C. student's capabilities
 - D. All of the above
15. An outline of the topics of a subject to be covered in a specific time is called a _____.
- A. programme
 - B. syllabus
 - C. curriculum
 - D. course
16. All of the following statements regarding a teacher are correct **except** that the teacher _____.
- A. changes his/her attitudes and behaviour according to the needs of society
 - B. is a friend, guide and philosopher
 - C. is the leader of the class
 - D. teaches what the students know

17. The type of education acquired without any specific purpose, fixed period and place is called _____.
- formal Education
 - indirect Education
 - individual Education
 - informal Education
18. Why are co-curricular activities used in teaching?
- To assist the teacher.
 - To make teaching easy.
 - To make teaching attractive.
 - To make teaching interesting and effective.
19. Which of the following sentences is/are correct about the nature of teaching?
- It is remedial.
 - It is diagnostic.
 - It is both remedial and diagnostic.
- I only
 - II only
 - III only
 - All of the above
20. The procedure used to determine a learner's abilities is referred to as _____.
- criterion-referenced test
 - maximum performance test
 - norm-referenced test
 - typical performance test
21. What are the three components of the educational process?
- Direction, instruction and skill
 - Education, teacher and books
 - Teacher, student and education
 - Teaching, learning and practice
22. Teaching through the deductive method is done from the _____.
- easy to the difficult
 - general to the specific
 - macro to the micro
 - specific to the general
23. A/an _____ assessment is one which measures what it is intended to measure.
- consistent
 - fair
 - reliable
 - valid

24. The use of technology to enhance the learning process is called _____ in education.
- A. communication technology
 - B. information communication technology
 - C. information retrieval
 - D. information technology
25. The purpose of evaluation in education is to _____.
- A. assign a mark or score to a student
 - B. make judgement about the quality of learning
 - C. measure the achievement of students
 - D. test the student in a subject
26. According to John Dewey, the teacher should guide students in acquiring knowledge as a _____ in the learning process.
- A. facilitator
 - B. guider
 - C. partner
 - D. philosopher
27. The primary aim of educational psychology is to _____.
- A. contribute to an understanding of sound educational practices
 - B. provide the academic background essential for effective teaching
 - C. provide a theoretical framework for educational research
 - D. provide the teacher with a greater appreciation of his role in the education of the child
28. The word "Pedagogy" means to _____.
- A. educate the child
 - B. guide the child
 - C. lead the child
 - D. understand the child
29. A scoring guide used to evaluate the quality of students is called _____.
- A. checklists
 - B. inventories
 - C. rating scales
 - D. rubrics
30. Teachers should present information to the students clearly and in interesting ways, and relate new information to the things students _____.
- A. already know
 - B. are not willing to know
 - C. are willing to know
 - D. don't know

31. The field of study which is concerned with the construction of thought processes, including remembering, problem solving, and decision-making is called _____.
- A. cognitive Development
 - B. education
 - C. epistemology
 - D. pedagogy
32. The process of obtaining numerical value for a characteristic is known as _____.
- A. assessment
 - B. evaluation
 - C. measurement
 - D. testing
33. In teaching, the discussion method can be used when _____.
- A. the topic is easy
 - B. the topic is not known
 - C. the topic is very difficult
 - D. all of the above
34. Which of the following is/are the main aim(s) of teaching?
- A. To develop only thinking
 - B. To develop only reasoning
 - C. To give information
 - D. (A) and (B)
35. The quality of teaching is reflected by the _____.
- A. attendance of students in the class
 - B. duration of silence maintained in the class
 - C. percentage pass of students
 - D. quality of questions asked by students
36. A formal and systematic procedure of getting information is called _____.
- A. assessment
 - B. evaluation
 - C. measurement
 - D. testing
37. Which of the following is **not** considered a key behaviour essential for effective teaching?
- A. Effective use of bulletin board space
 - B. Instructional variety
 - C. Lesson clarity
 - D. Student success rate

38. An effective teacher is expected to _____
- A. encourage students to be initiative
 - B. make students feel that education is their need
 - C. reduce the anxiety level of students to moderate level
 - D. all of the above
39. An evaluation that monitors learning progress is referred to as _____ evaluation.
- A. diagnostic
 - B. formative
 - C. placement
 - D. summative
40. The main purpose of supervising teaching is to _____
- A. achieve success in examinations
 - B. properly utilize school facilities
 - C. carry out the curriculum
 - D. advance pupils' welfare
41. Mrs. Yamoah teaches Junior High School 3. When her students enter her classroom each day, they walk to their assigned desks and take their seats. Immediately, they take out their notebooks to write down and answer the question that is on the board that reviews the previous day's lesson. While the students are quietly working, Mrs. Yamoah takes attendance. Once everyone has answered the question, Mrs. Yamoah reviews it with her class before moving on to the day's lesson. Which of the following terms accurately describes the situation above?
- A. A disorganized classroom
 - B. A flexible classroom
 - C. A rigid classroom
 - D. A well-managed classroom
42. Which of the following is **not** one of the core domains of the National Teachers' Standards?
- A. Professional ethics
 - B. Professional knowledge
 - C. Professional practice
 - D. Professional values and attitudes
43. Which of the following is **not** a tool for formative assessment in scholastic domain?
- A. Conversation Skill
 - B. Multiple Choice Question
 - C. Projects
 - D. Oral Questions

44. What was Ghana's score on the Corruption Perception Index (CPI) released by Transparency International in 2018?
- A. 38%
 - B. 39%
 - C. 40%
 - D. 41%
45. Which one of the following political ideologies is Plato credited with?
- A. Collectivism
 - B. Democracy
 - C. Imperialism
 - D. Individualism
46. The first important step in teaching is _____.
- A. knowing the background of the students
 - B. organizing materials to be taught
 - C. planning before hand
 - D. summarising the lesson
47. A newly posted teacher who is maltreated in his/her class by students should deal with them by _____.
- A. applying punitive measures
 - B. changing his/her class after consultation with the headteacher
 - C. giving them a threat of expulsion
 - D. improving his/her qualities and expressing them in a good way
48. The main purpose of classroom assessment is to _____.
- A. compare students' performance
 - B. improve instruction
 - C. measure teachers' effectiveness
 - D. report to parents
49. Where is the International Court of Justice situated?
- A. The Hague
 - B. Berlin
 - C. Washington DC
 - D. Geneva
50. The term used for monitoring outcomes with reference to objectives is _____.
- A. evaluation
 - B. interview
 - C. measurement
 - D. test

SECTION B
TRUE OR FALSE QUESTIONS

Instruction: Answer all the questions in this Section by **circling** the letter corresponding to the correct answer on your question paper.

51. The Ministry of Education formulates and implements approved national policies and programmes on education in Ghana.
A. True
B. False
52. Teacher Education Division (TED) is one of the divisions at the Ghana Education Service Headquarters.
A. True
B. False
53. In any school situation, performance tasks are hands-on activities that require students to demonstrate their ability to perform certain actions.
A. True
B. False
54. Teachers who are respected and liked are associated with greater student satisfaction and higher achievement.
A. True
B. False
55. A teacher **cannot** exhibit referent power from the first day of class by giving students a sense of belonging and acceptance.
A. True
B. False
56. Classrooms are said to have norms when only few of the students agree on what is and/or what is not socially acceptable classroom behaviour.
A. True
B. False
57. Social psychologists believe that the process of group formation begins when its members agree to go against the norms of the group.
A. True
B. False
58. Licensure and exit tests are the *best* predictors of classroom performance of teachers.
A. True
B. False

59. If a teacher teaches with a high degree of clarity, he/she will spend less time going over material.
A. True
B. False
60. Student performance is higher in classes where the teacher devotes large amounts of time to the process and materials needed rather than teaching content.
A. True
B. False
61. What a teacher does not say is every bit as important as what a teacher does say.
A. True
B. False
62. Competitive activities have little value in establishing or maintaining an effective classroom climate and should thus be avoided.
A. True
B. False
63. Students feel important and are encouraged to participate in class when a teacher uses their ideas in moving a class lesson or activity forward.
A. True
B. False
64. Bid-rigging may result in the supply of inferior textbooks and supplies..
A. True
B. False
65. In assessing learning, it is **not** important to know the purpose of assessment before selecting an assessment approach.
A. True
B. False
66. Types of corruption in elementary-secondary education range from academic cheating to bribery and nepotism in teaching appointments, to bid-rigging in the procurement of textbooks and supplies.
A. True
B. False
67. When families are made to pay bribes for services, this puts poor students at a disadvantage and thus reduces equal access to education.
A. True
B. False

68. Giving teachers the authority and responsibility to apply their own professional knowledge to making decisions in their area of responsibility is an *important* aspect of collegiality.
- A. True
 - B. False
69. Establishing rules and procedures is one of the least important classroom management tasks.
- A. True
 - B. False
70. The performing stage begins when students want to show they can do some things independently of the teacher.
- A. True
 - B. False
71. Written assessments are activities in which the student selects or composes a response to a prompt.
- A. True
 - B. False
72. The teacher cannot alter the classroom climate but should work for student success regardless of the climate.
- A. True
 - B. False
73. In Ghana, the National Teachers' Standards set out the maximum levels of practice that all trained teachers must reach by the end of their pre-service teacher education course in order to play such a critical role.
- A. True
 - B. False
74. The skills that must be demonstrated in performance tasks cannot vary considerably.
- A. True
 - B. False
75. In a school, teachers have many different types of assessment available to them.
- A. True
 - B. False

GHANA EDUCATION SERVICE



Ministry of Education
REPUBLIC OF GHANA

PROMOTION TEST TO DEPUTY DIRECTOR

CANDIDATE'S INDEX NUMBER: _____

EXAMINATION CENTRE: _____

DATE: 26TH FEBRUARY, 2021

TIME ALLOWED: 1 HOUR: 15 MINUTES

DURATION: 9.30 AM – 10.45 AM

INSTRUCTIONS TO CANDIDATES	FOR EXAMINER'S USE ONLY	
	SECTION	MARK
1. Write your index number on each page of the question paper		
2. Do not open the question paper until you are told to do so		
3. Do not communicate with any candidate during the examination	A	
4. Answer all questions on the question paper		
5. Submit your question paper to the invigilator before you leave	B	
6. All questions carry equal mark		
7. Do not take away any examination material provided to you	C	
8. Mobile phones are not allowed in the examination hall		
	TOTAL	

SECTION A
MULTIPLE CHOICE QUESTIONS

Instruction: Answer **all** questions in this Section by circling the letter corresponding to the correct or best answer on your question paper.

1. Which one of the following agencies aside The National Teaching Council and The National Council for Curriculum and Assessment assist The Ghana Education Service to manage the pre-tertiary education system?
 - A. The Curriculum, Research and Development Division
 - B. The Ghana Tertiary Education Commission
 - C. The National Accreditation Board
 - D. The National Schools Inspectorate Authority
2. The Ministry of Education developed the Education Sector Medium Term Development Plan (ESMTDP) to span over the period of
 - A. 2018 – 2020.
 - B. 2018 – 2021.
 - C. 2018 – 2025.
 - D. 2018 – 2030.
3. The MOE supported by its agencies developed the Education Strategic Plan (ESP) alongside the
 - A. Education Sector Analysis
 - B. Free Compulsory Universal Basic Education
 - C. School Feeding Programme
 - D. Secondary Education Improvement Programme
4. Which of the following programmes did the Ministry of Education in partnership with the US Ambassador to Ghana launch in June 2020?
 - A. Ghana Learning Radio Reading Programme
 - B. GTV Learning Programme
 - C. Joy TV Learning Programme
 - D. National Science and Math Quiz
5. In which month of 2020 was the maiden edition of Ghana Education Service Newsletter; 'GES TODAY' released?
 - A. April
 - B. August
 - C. June
 - D. May
6. Which one of the following bodies is not an agency of the Ministry of Education?
 - A. Ghana Library Authority
 - B. National Accreditation Board
 - C. National Commission for Civic Education
 - D. National Service Secretariat

7. Which one of the following Acts under the PNDC Law 1993 established the Ministry of Education?
- A. 317
 - B. 327
 - C. 330
 - D. 462
8. Who chairs the District Education Oversight Committee?
- A. The Chief of the Community
 - B. The District Chief Executive
 - C. The District Director of Education
 - D. The Unit Committee Chairman
9. Which body under the Ministry of Education is responsible for monitoring performance targets of agencies under the Ministry?
- A. Education Reform Secretariat
 - B. Ghana Education Service
 - C. Ghana Tertiary Education Commission
 - D. National Teaching Council
10. Which of the following is the **highest** decision-making body within a local authority under the decentralised education management system in Ghana?
- A. District Education Oversight Committee
 - B. Parent Teacher Association
 - C. School Management Committee
 - D. The Unit Committee
11. Which of the following statements about classroom management is **true**?
- A. It is the same as behaviour management
 - B. Systems and procedures are age appropriate
 - C. There is a one size fits all template for use
 - D. There is no need of a classroom management plan
12. A teacher can use the following mechanisms to create a welcoming learning space, **except** by:
- A. focusing on keeping the classroom quiet.
 - B. personalizing the classroom with samples of students' work.
 - C. supplying the classroom with appropriate learning aids.
 - D. teaching students to keep their work space tidy.

13. As a teacher comes to class, the first activity is to organise the students into groups to answer questions on the board in their exercise book as a way of reviewing the previous day's lesson. While the students are working, the teacher moves round and takes attendance. Once the questions are answered, the groups present their responses to the whole class to be discussed before the day's work begins. Which of the following **best** describes the classroom setting?
- A. Disorganized
 - B. Flexible
 - C. Rigid
 - D. Teacher-centred
14. Which of the following personal information is **not** appropriate for a student to share on social media?
- A. Address
 - B. Hometown
 - C. Interests
 - D. Nickname
15. Which one of the following reasons **best** explains why teachers should ensure that there are physical pathways for students in the classroom? The pathways
- A. allow student private space to work for themselves.
 - B. make it easier for teachers to attend to individual student needs.
 - C. make it easier for teachers to see the board from the back.
 - D. make students less likely to become distracted.

Use the information below to answer questions 16 – 19

You have been posted as a District Director of Education for Atwima Nwabiagya District. As the manager of the District Directorate of Education, answer the following questions (16-19) based on your new role.

16. Which of the following is a **less** important quality or attribute to have?
- A. Competent
 - B. Innovative
 - C. Strict Discipline
 - D. Supportive
17. How should you handle sensitive information of the District?
- A. Create procedures for organizing, storing and eventual disposal of sensitive information.
 - B. Ensure that all sensitive paperwork stays with you so that no body else has access to it.
 - C. Post it on the internal website of the district for only internal members to access.
 - D. Shred it all and make sure you either burn them or recycle the waste

18. Which one of the following reasons **best** explains why you should be flexible in your new leadership role? You
- A. are on call for 24hrs a day.
 - B. work with all GES district Directors as well.
 - C. work with people from all walks of life
 - D. you prepare the same document several different ways.
19. Which of the following characteristics is of **least** importance to your new leadership role?
- A. Detail-oriented
 - B. Giving instructions
 - C. Great communicator
 - D. Taking initiative
20. Which of the following is a feature of centralized system of educational management?
- A. Bottom-up approach to policy-making
 - B. Hierarchy of authority in decision-making
 - C. Local level participation in decision-making
 - D. Top-down approach to policy-making
21. Mr. Cobbina wants to use authentic methods of assessment. Which of the following methods is he **less likely** to use?
- A. Developing portfolios
 - B. Multiple choice test
 - C. Oral presentation
 - D. Reflective journal
22. Quantifying any behaviour or characteristic using standard and rules is known as
- A. evaluation
 - B. interview
 - C. measurement
 - D. test
23. The type of validity which is reflected in appearance of the test is known as _____ validity.
- A. construct
 - B. content
 - C. face
 - D. predictive
24. Blooms Taxonomy of cognitive domain consist of how many levels?
- A. 3
 - B. 4
 - C. 5
 - D. 6

25. Which of the following statements least reflects a teacher's knowledge of subject matter?
- A. Adapts lesson to the level of learners.
 - B. Exhibits confidence in teaching.
 - C. Manages the class effectively.
 - D. Teaches effectively.
26. Which of the following issues is least important in managing Ghana's public pre-tertiary education?
- A. Classroom size
 - B. Family factors
 - C. Managing profits
 - D. Technology
27. Formal education in the public-school system in Ghana begins at the age of ____ years.
- A. four
 - B. six
 - C. three
 - D. two
28. Which of the following persons chairs Ghana Education Service (GES) Council?
- A. Dr. Matthew Opoku Prempeh
 - B. Mr. Michael Nsowah
 - C. Prof. Kwasi Opoku-Amankwah
 - D. Very Rev. Ama Afo-Blay
29. Which of the Sustainable Development Goals (SDG) relates to education?
- A. SDG 2
 - B. SDG 4
 - C. SDG 6
 - D. SDG 8
30. The SDG that relates to education aims to ensure
- A. equitable and inclusive education for all, especially the girl child
 - B. improved access and participation in education for all school-aged children
 - C. inclusive and equitable quality lifelong learning opportunities for all
 - D. universal basic education for all
31. Which of the following statements is not directly involved in Educational Administration?
- A. Acquisition of personnel for education delivery
 - B. Development of regulations and policies
 - C. Maintenance of official vehicles
 - D. Mobilization and utilization of funds for education

32. All the following are members of the School Management Committee EXCEPT
- A. District Director of Education or his/her representative
 - B. PTA representative
 - C. The headteacher
 - D. Unit committee chairperson
33. Which one of the following is **not** an attribute of a school's vision statement?
- A. Attractive
 - B. Credible
 - C. Ideal
 - D. Inspiring
34. Which of the following is not an example of a conducive school climate?
- A. Discipline plans and procedures reflect equity and respect for diversity in all areas
 - B. Expectations for academic achievement for all students are not evident
 - C. The physical environment is clean and orderly
 - D. The school environment is driven by a clear plan for school safety and Code of Conduct for staff and students.
35. Which of the following qualities is least important in team building?
- A. Good planning
 - B. Mutual respect
 - C. Self-respect
 - D. Shared trust
36. Which of the following is not a major reason why a School Improvement Support Officer (SISO) will visit a school?
- A. The constitution mandates him/her
 - B. The head is a colleague
 - C. The PTA is convening a meeting
 - D. The teachers are on strike
37. Which entity in the Ghana Pre-tertiary Education System recruits teachers?
- A. Educational Institutions
 - B. Ministry of Finance (MOF)
 - C. The Ghana Education Service (GES)
 - D. The Ministry of Education (MOE)
38. Which of the following structures is the highest decision making body at the Senior High Schools (SHS) level?
- A. Board of Governors
 - B. Governing Council
 - C. Metropolitan/Municipal/District Education Oversight Committee
 - D. School Management Committee

39. The best way to monitor the performance of teachers is through
- A. appraisal services
 - B. focus group discussions
 - C. in-service education and training (INSET)
 - D. school visit
40. What does it mean to 'think outside the box' as an educational leader?
- A. Employ more people
 - B. Follow the status quo
 - C. Generate innovative ideas
 - D. Respect your employees

BBBAAO

SECTION B
TRUE OR FALSE QUESTIONS

Instruction: Answer **all** questions in this Section by identifying whether the statement provided is **true or false**. Circle the letter that corresponds to the correct or best option on your question paper.

41. It is the direct responsibility of the School Management Committees (SMC) to see to the implementation of the School Performance Improvement Plan.
- A. True
B. False
42. The Capitation Grant was set up to achieve universal basic education.
- A. True
B. False
43. The provisions made in the Education Act 778 resulted in the Ministry of Education's decision to institute the professional licensing and registration policy for teachers.
- A. True
B. False
44. The governing council of GES is made up of fifteen members.
- A. True
B. False
45. GES is responsible for the implementation of approved national tertiary educational policies and programmes.
- A. True
B. False
46. In line with the Education Strategic Plan, the Ministry of Education is focused on ensuring Ghana becomes a learning nation.
- A. True
B. False
47. A teacher's attitude towards students with special needs can dramatically affect the quality of their learning experience.
- A. True
B. False
48. What serves as reinforcement of learning to one student will always work for another student.
- A. True
B. False
49. In Alpha-numeric classification of filing, files are arranged **only** in the order of numbers.
- A. True
B. False

50. A graphical illustration of the formal structure of personnel in a district or regional office is called a scalar chart.
- A. True
 - B. False
51. The **most suitable** Microsoft office application to keep personal records of staff in a school is Microsoft Access.
- A. True
 - B. False
52. Accountability and improvement are two major purposes of assessment in education.
- A. True
 - B. False
53. If a test is valid then it is reliable.
- A. True
 - B. False
54. An assessment procedure should **not** be based on the characteristic to be measured.
- A. True
 - B. False
55. The National Accreditation Board is responsible for accrediting service providers who offer in-service training services to teachers.
- A. True
 - B. False
56. Administration is the primary activity of any school but **not** the machinery for running the primary activities of the school.
- A. True
 - B. False
57. A School Improvement Support Officer (SISO) is an administrator.
- A. True
 - B. False
58. The National Teaching Council (NTC) is **not** a division of the Ghana Education Service (GES).
- A. True
 - B. False
59. Delegation in a school setting is a process by which school heads transfer their core responsibilities to their subordinates.
- A. True
 - B. False
60. The West African Examination Council does not operate in Francophone West Africa.
- A. True
 - B. False

SECTION C
FILL IN QUESTIONS

Instruction: Answer **all** questions in this Section by filling-in the space provided on your question paper with the correct or best answer.

61. In the implementation of the School Performance Improvement Plan (SPIP), The Metropolitan/Municipal/District directorate of education is responsible mainly for _____
62. The Complementary Basic Education (CBE) programme is targeted at which group of learners _____
63. The highest rank on the Ghana Education Service (GES) scheme of service is known as _____
64. Complete the mission statement of GES: "To ensure that all Ghanaian children of school going age are provided with inclusive and equitable _____ formal education and training".
65. In order for all students to move easily around the classroom a teacher can _____
66. The five principles of Leadership for Learning (Lfl) are a focus on learning, learning environment, learning dialogue, shared leadership and _____
67. When a teacher encourages a student to support another student, it is a teaching strategy known as _____
68. Paperless filing system means making use of _____
69. The abbreviation EMIS as used in the education sector stands for _____
70. There are three main domains of educational objectives. These are Cognitive, Affective and _____

71. The agency of the Ministry of Education responsible for implementing periodic external evaluation of quality and standards in pre-tertiary education in Ghana is the _____

72. As at October 2020, the number of local administrative districts in Ghana was _____

73. The type of motivation which involves engaging in a behaviour because it is personally rewarding rather than the desire for external reward is known as _____

74. There are two Deputies under the Director-General within the GES organogram. We have the Deputy Director-General Quality and Access and the Deputy Director-General _____

75. On the regional education office organogram, the drivers and security guards work under the _____

