

UNIVERSITY OF CAPE COAST  
COLLEGE OF EDUCATION STUDIES  
SCHOOL OF EDUCATIONAL DEVELOPMENT AND OUTREACH  
INSTITUTE OF EDUCATION

WORKSHOP ON ASSESSMENT AND MANAGEMENT FOR COLLEGES  
OF EDUCATION AFFILIATED TO THE UNIVERSITY OF CAPE COAST

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# Challenges from registration of students

**Challenges the Institute encounter from the colleges and students on registration issues are often centered on:**

- **Non-registration of students**
- **Delays in the registration of students**
- **Registration of wrong courses**
- **Wrong spelling of names**
- **The order of presenting names and others**

# The Way Forward

- **Registration officers should as much as possible, allow their students to do self-registration.**
- **The course structure and combinations (major/minor) should be pasted on the notice boards to guide students during the registration.**
- **After the registration, students should print out the registration forms and submit to the Registration Officer for endorsement. Any error students commit should be corrected during the endorsement.**

# The Way Forward con't.

- **After registration, Registration Officers should print the class list for the course tutors who should check students' roll during lectures. Any student whose name do not appear on the registration list should be made to register**
- **Students should be cautious of registering with wrong information, i.e., biodata information**

# Assessment challenges:

## *Challenges from the CA records*

- **Delays in the submission of CA scores from the colleges**
- **Frequent changes in the CA scores submitted**
- **Inconsistencies in the setting of headers when recording CA scores**
- **Single-digit CA scores**
- **Request for changes in CA scores without any supporting papers**
- **Status of candidates who miss mid-semester quiz**

# The Way Forward

- **Assessment Officer should team up with the Registration Officer to ensure that students are duly registered. Without the registration, students' names will not be captured on the broadsheet and will not be taken care of in any exams**
- **The need to reconcile information on candidates' statistics before any exams**
- **Colleges should publish the CA scores to be submitted to the Institute:  
Students should see the final CA scores to be submitted to the Institute**

# The Way Forward con't.

- **Colleges should kindly check all single figures of the CA scores to ensure they are correct; the IOE will surely verify single digit CA scores before publishing exams results**
- **A WEEK after the end-of-semester examination, Colleges should ensure that all CA scores have been submitted to the Institute for further action**
- **CA headers from the Colleges should be: College quizzes and assignments – 20; while the Institute's quiz should also be 20 (a total of 40 marks)**

# During Examinations: Observed Challenges

- **Differences in the College and Institute statistics on registered candidates for examinations**
- **Non-reconciliation of total examination questions from the Institute against the number of candidates to write the paper.**
- **Wrongful signing of the broadsheets by students**

## During Examinations: Observed Challenges con't.

- **Invigilators' double-ticking the broadsheet that students were present and wrote the paper without ensuring that every candidate who has signed has his/her script available.**
- **Poor information- flow on candidates who could not write the examination (absentees)**
- **Wrong labelling of scripts envelopes: envelope labelled EBS 105 but the content has EBS 107**

## During Examinations: Observed Challenges con't.

- **Errors in the counting of scripts in an envelope: i.e. envelope labelled to have 50 scripts but the actual content/scripts may be less or more.**
- **Non-adherence to the general examination rules and regulation guiding the conduct of the examination i. e. granting of extra time to candidates; permissible time for candidates to leave the hall after commencement of the paper and before the end of the paper**
- **Uncooperative behaviour of some invigilators**

# The way forward

- **Signing of the broadsheets should be done carefully; invigilators should move from one candidate to the other to ensure that the candidates sign against their names and nothing else, the student's ID card should be used.**
- **Double-ticking the broadsheet should be pursued vigorously. The double tick should be done after the candidate's script is verified.**

# The way forward con't.

- **Please, make sure that scripts collected are well counted and labeled and the envelope contains the exact scripts bearing the code at the back of the envelope i.e. envelope labeled EBS 105 should not contain EBS 107 scripts**
- **Each envelope should contain 50 scripts exactly**

The way forward con't.

- **Broadsheets/marked sheets should be packed in the last envelope. If the last envelope is full, package the marked sheet separately**
- **Labelling of the envelopes: Red ink – level 100; Blue ink - level 200; Black ink- level 300; Green ink- level 400**

- **Note: Bagging of the Scripts Envelopes- Kindly pack the section A separate from the section B but tie the two together and bag them in the same sack**