

MINISTRY OF EDUCATION

REPUBLIC OF GHANA

GHANA EDUCATION SERVICE

PROMOTION EXAMINATIONS

EXAMINATION RULES AND REGULATIONS FOR THE GHANA EDUCATION

SERVICE (GES) PROMOTION EXAMINATIONS

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

1.0 Qualifying to write the GES Promotion Examination

A candidate shall qualify to write the GES Examination if:

1.1 He/She is due for promotion and has applied.

1.2 He/She has been assigned a center and a registration number.

2.0 Examination rooms and sitting arrangements

2.1 The examination will take place at approved venues which would be sent by text to the candidate.

3.0 Sitting arrangement would be by the examination manager

3.1 Identity Cards, last promotion letter and any other necessary document of the applicants will be inspected before examinations by Ghana Education Service.

4.0 Entering and Leaving the Examination Rooms

4.1 A candidate should make himself/herself available at the examination venue at least 30 minutes before commencement of the examination.

4.2 Candidates who arrive after the examination has started will not be allowed extra time to complete the paper.

4.3 A candidate shall not bring to the examination room any books, papers written information or any other unauthorized material. A candidate who is suspected of hiding unauthorized material on him/her may be asked by the invigilator to submit. himself/herself to a body search. Refusal to comply would constitute an examination offence.

4.4 Candidates may leave the examination room temporarily, but only with the permission of the invigilator. In such case, the invigilator will be required to certify that the candidates do

not carry on them any unauthorized material. An attendant designated by the supervision/invigilator will accompany a candidate who allowed to leave the examination room temporarily.

- 4.5 Candidates should spend a minimum of 30 minutes in the examination room before submitting examination scripts.
- 4.6 A candidate who completes an examination ahead of time and intends to leave the examination room shall draw the attention of the supervisors/invigilator who shall collect the candidate's answer booklets before he/she is permitted to leave.
- 4.7 Candidates who fall in the examination room should inform the supervisors/invigilator for the appropriate action to be taken.

5.0 Procedures during the Examination

- 5.1 Candidates must ensure that they sign the examination attendance sheet. On receipt of the answer booklets, candidates should carefully read the instructions on the front cover of the answer booklets and enter their index numbers and other details as required.
- 5.2 No part of the answer booklet may be torn off and all used answer booklets must be left on the table.
- 5.3 It shall be the candidate's responsibility to provide for themselves such materials as pens for the examination. Borrowing of these materials will not be allowed. Candidates are to ensure that they are given the right question paper and other material(s) needed for the examination.
- 5.4 Under no circumstances should a candidate write his/her name on any part of the answer booklet provided. Candidates are required to use only their Index Numbers throughout the examination period. **Unless otherwise instructed, candidates are to sit according to their Index Numbers for all written papers.**
- 5.5 There should be no verbal or any other form of communication between candidates during the period of the examination.
- 5.6 Candidates would be told by the invigilator(s) when to start answering the questions. Candidates would be allowed a reading time to check that the question paper is the correct one, all questions are readable and there are no missing pages.
- 5.7 As soon as the '**stop work**' order is announced, candidates are to stop writing. Candidates should remain seated for their answer booklets to be collected by the supervisor/invigilator before they leave the examination room. **Candidates have personal responsibility for ensuring that their answer booklets are collected by the supervisor/invigilator.**

6.0 Absence from Examination

- 6.1 Any candidates who fails to attend the examination should be reported to GES.

EXAMINATION OFFENCES

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

NO.	OFFENCE	PENALTY
1	Leakage of Examination questions. This involves any knowledge or possession of examination questions before the examination.	To be determined by GES
2	Possession of unauthorized materials related to the examinations and are likely to be used during the examinations c.g. blank piece(s) of papers, notes, textbooks prepared materials, programmable calculators, mobile phones, iPod and mp3.	To be determined by GES
3	Copying from prepared notes or from a colleague's script during examinations: stealing, converting or misappropriating the scripts of other candidates, substituting worked scripts during or after the examination.	To be determined by GES
4	Persistently looking over other candidates(s) shoulders (stretching neck or "giraffing") in order to cheat.	To be determined by GES
5	Impersonating impersonated another candidate or allowing one's self to be impersonated	To be determined by GES
6	Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate or non-candidate.	To be determined by GES
7	Consulting or trying to consult during examination any books, notes or other unauthorized materials. Persistently disturbing other candidate(s) or distracting their attention.	To be determined by GES
8	Persistently disturbing other candidate(s) or distracting their attention	To be determined by GES
9	a) Verbal assault/threat on supervisors/ invigilators/examiners inside or outside examination hall. b) physical assault/threat on supervisors/ invigilators/examiners inside or outside examination hall.	To be determined by GES
10	Bringing into the examination hall or using anything including chemical substance with intent to cause temporary or permanent injury to any authorized person(s) and other candidates in the examination hall.	To be determined by GES
11	Destroying materials suspected to be help establish cases of examination malpractices e.g. blank piece(s) of paper, notes, textbooks, prepared materials, programmable calculators, mobile phones, pods and mp3.	To be determined by GES
12	Destroying any examination material inside or outside examination hall, e.g. tearing of leaflets from answer booklets and tearing question papers.	To be determined by GES
13	Writing after the examination has ended after persistent reminder to stop.	To be determined by GES

14	Frequently seeking permission to attend nature's call during the examination with intent to cheat and cheating.	To be determined by GES
15	Failure to write index number on question paper after persistent reminder.	To be determined by GES

OTHER REGULATIONS

1. Colleges should:

- i. Construct temporary urinals close to the examination centers.
- ii. Provide first aid boxes and drinking water close to the examination centers.

RULES AND REGULATIONS (FOR EXAMINERS, SUPERVISORS AND INVIGILATORS) GOVERNING EXAMINATIONS IN THE COLLEGES OF EDUCATION

1. Invigilator(s)/Supervisor(s)/ Examiner(s) who before, during or after an examination
 - i. give(s) an examination paper to another person
 - ii. disclose(s) the content of an examination paper to another person
 - iii. make(s) a change in the original script of the candidate
 - iv. fraudulently replace(s) the original script of the candidate
 - v. fraudulently alter(s) the examination number, photograph or other identification of a candidate.
 - vi. act(s) in a manner with intent to falsify the record of GES

2. Supervisor(s)/ invigilator(s), who intentionally act(s) in a manner that encourage(s) students to cheat e.g. looking away, attending to mobile phones in or outside the examination room, frequently leaving the examination room, reading newspaper or any other document while invigilating or supervising and jesting with candidates in the examination hall.

3. An examiner(s) whom after an examination fraudulently alter(s) the results of a candidate.

PENALTIES FOR OFFENCES COMMITTED BY EXAMINERS, SUPERVISORS AND INVIGILATORS

NO.	OFFENCE	PENALTY
1	Invigilator(s)/ Supervisor(s)/ Examiner(s)/ Monitor(s) who before, during or after an examination i. give(s) an examination paper to another person ii. disclose(s) the content of an examination paper to another person iii. make(s) a change in the original script of a candidate	To be determined by GES

2	Supervisor(s)/ invigilator(s), who intentionally act(s) in a manner that encourage(s) students to cheat eg. looking away, attending to mobile phones in or outside the examination room, frequently leaving the examination room, reading newspaper or any other document while invigilating or supervising and jesting with candidates in the examination hall.	To be determined by GES
3	An examiner(s) whom after an examination fraudulently alter(s) the results of a candidate.	To be determined by GES