

**REPUBLIC OF GHANA
MINISTRY OF EDUCATION**



**TEACHERS' HANDBOOK ON
SCHOOL BASED ASSESSMENT
FOR UPPER PRIMARY SIX**

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Enquiries and Comments on this Handbook should be addressed to:

The Director
Curriculum Research and Development Division (CRDD)
P. O. Box MB 45
GES, Accra, Ghana

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Preface

This Handbook has been developed by the Curriculum Research and Development Division (CRDD) in collaboration with Teacher Education, Inspectorate and Basic Education Divisions of the Ghana Education Service (GES) and the West African Examinations Council (WAEC). The writers of this Handbook were staff of CRDD working together with teachers and instructors in primary schools, Junior High Schools, Tertiary Education Institutions and WAEC. Our thanks go to all of them for a job whose completion spanned quite a few years. Our sincere thanks also go to UNICEF whose invaluable financial assistance helped in the development and production of this set of Handbooks.

The essential purpose of education is to help the individual to be able to use their learning and their own minds as the anvil for creating new ideas, new processes, new gadgets and new appliances. Development cannot obviously proceed if students and pupils are taught only to repeat what is taught in school without being given the chance to engage in critical productive thinking and application of their knowledge to a variety of situations while still in school.

This collection of School Based Assessment (SBA) tasks which replaces the previous Continuous Assessment system that had been in the school system since 1987, makes “projects” the central part of learning in schools. It is through school projects that students and pupils will have the opportunity to apply their learning in practical terms to develop new ideas, new processes and new products and thereby, acquire the critical thinking skills and habits that will help them in their future careers and in their personal lives.

The Handbook is in two parts. The first part is the preamble which provides the teacher with enough information on the purposes and procedures required in implementing this new SBA system.

The second part of the Handbook, which is the annex, provides teachers with samples of Class Assessment Tasks (CATs) in the subject of the Upper Primary curriculum. Sample items for CAT1, CAT2, CAT3 up to CAT12 are provided as guides to help teachers develop their own items for the CATs. As indicated in the preamble, project topics are provided for each class. Project topics should be administered in each term in accordance with the project administration procedures outlined in the preamble.

The project topics will be changed every three years and new ones supplied by CRDD. Each teacher is expected to contribute at least three project topics to the number supplied in this Handbook.

It is the expectation of the Ministry of Education and the Ghana Education Service that the SBA procedures presented in this Handbook will help immensely in improving learning quality and skills development of students and pupils in the school system of the country.



Benedicta Naana Biney (Ms.)
Acting Director-General
Ghana Education Service

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