

STUDENT'S ID NO: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



UNIVERSITY OF GHANA  
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DEPARTMENT OF TEACHER EDUCATION  
SCHOOL OF EDUCATION AND LEADERSHIP  
COLLEGES OF EDUCATION

END OF SEMESTER ONE EXAMINATIONS FOR LEVEL 300, 2021/2022  
B.ED. PROGRAMME

COURSE CODE: TEUP 301

COURSE TITLE: GUIDANCE AND COUNSELLING FOR PRIMARY SCHOOLS

**Instruction:** Answer all questions in Section A and any three questions in Section B.  
Time: 2 hours

**SECTION A**

[25 Marks]

Answer **ALL** the questions in this section.

1. Which of the following statements best explains the distinction between guidance and counselling?
  - A. A client is counselled not to take an unwise decision while guidance is given to a student who took a wrong decision to change it.
  - B. Counselling is given to a person with so many problems and decision to make while guidance is provided for pupils with specific needs.
  - C. The counsellor looks out for pupils who are emotionally disturbed and counsel them while the guidance coordinator gives guidance to any pupil that invites him.
  - D. While guidance does not require someone specially trained for the purpose, counselling requires a specialist to handle.
2. Counselling can most appropriately be described as...
  - A. Influencing attitudes or behaviour through persuasion
  - B. Influencing voluntary behaviour change
  - C. Influencing change through information giving
  - D. Influencing behaviour by admonishing
3. Fosua is going through challenges as she transitions from early childhood into mid childhood. As a counsellor, what type of counselling will you give Fosua?
  - A. Rehabilitative counselling
  - B. Developmental counselling
  - C. Preventive counselling
  - D. Remedial counselling

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4. After displaying excellent dancing skills, Aseye was asked by Counsellor Ofori to join the cultural troupe. Afterwards, the Counsellor visited the cultural troupe during rehearsals to monitor Aseye. The two guidance services appropriately operating here are:
  - A. Counselling and Referral
  - B. Appraisal and Referral
  - C. Placement and Follow-up
  - D. Counselling and Follow-up
5. In trying to ascertain the strengths, weaknesses and the emerging needs of students, the counsellor is engaged in the...
  - A. Appraisal service
  - B. Counselling service
  - C. Evaluation service
  - D. Information service
6. In order for the school counsellor to know if the guidance programmes and services being offered are meeting the needs of the pupils, he/she needs to do.....
  - A. appraisal
  - B. counselling
  - C. consultation
  - D. evaluation
7. Which of the following is verbal communication behaviour in counselling?
  - A. Bodily contact
  - B. Exclamation
  - C. Facial expression
  - D. Posture
8. Counsellor Amoako encouraged his students to use hand sanitizers and wear face masks on/outside campus. This best describes.....
  - A. Educational information
  - B. Orientation information
  - C. Personal-social information
  - D. Vocational information
9. The MOST appropriate technique a counsellor can use to monitor the progress of a primary school pupil with special education needs after referring him/her to a special educator for help is.....
  - A. Test
  - B. Questionnaire
  - C. Observation
  - D. Interview

10. Counsellor to client: "As for me I don't have time for any adult above 70 years in my office. At your age, you should know everything." The MOST appropriate Guidance principle the counsellor is violating is...
- A. Guidance is a continuous process
  - B. Guidance emphasizes the positive
  - C. Guidance is concerned primarily and systematically with the personal development of the individual
  - D. Guidance is based upon recognising the dignity and worth of the individual as well as the right to choose
11. Counsellor to a client: Shut up! You don't have any excuse for not attending the guidance seminar. You will be punished." The MOST appropriate Guidance principle this is violating is...
- A. Guidance is a team effort
  - B. Guidance is concerned primarily and systematically with the personal development of the individual
  - C. Decision making is essential
  - D. Guidance is oriented toward co-operation and not compulsion
12. Naya Bingi, a Rastafarian student, walks into Counsellor Ramatu's office for counselling. She quickly exclaims: "This is not our culture. Walk out and trim those dreadlocks before you come here." This best violates...
- A. Acceptance
  - B. Genuineness
  - C. Patience
  - D. Rapport
13. How will you, as a teacher, deal with a child who steals frequently?
- A. Confront him/her harshly
  - B. Disgrace him/her before the class
  - C. Refer him/her to the school counsellor
  - D. Report to his/her parents to discipline him/her
14. Mr. Boateng said to his grieving client, "I'm very sorry for your loss." Which among the following is MOST appropriate?
- A. Acceptance of self
  - B. Focusing on self
  - C. Encouraging and supporting
  - D. Reflection of feelings
15. Assisting students to select a new school in line with their future vocation is known as ...
- A. academic counselling.
  - B. educational placement.
  - C. educational choice.
  - D. vocational choice.

16. "Ruphinatu, what activities do you carry out on Mondays?" This best explains...
- A. Clarifying
  - B. Closed-ended question
  - C. Open-ended question
  - D. Questioning
17. Mrs. Quainoo said to her client Kofi: "You said earlier that your science book was stolen but you are now saying you gave it to your friend to keep." This best describes...
- A. Clarifying
  - B. Listening
  - C. Paraphrasing
  - D. Confronting
18. The most appropriate person the guidance coordinator should consult on the persistent dozing of a pupil in a class is ...
- A. former class teacher.
  - B. head teacher.
  - C. parents.
  - D. school nurse.
19. When Obed entered the school counsellor's office, the counsellor said to him: "You are welcome. Please sit down. You look very smart this morning." Which among the following is MOST suitable?
- A. Attentiveness
  - B. Genuineness
  - C. Empathy
  - D. Rapport
20. Mr. Mfum-Appiah gave a talk to his student on "Smoking wee and its effects." What category of information was provided in this activity?
- A. Education information
  - B. Occupational information
  - C. Personal-social information
  - D. Vocational information
21. Ms Sophy, the Guidance teacher asked, "What do you seek to achieve after counselling?" What stage in counselling is best operating here...?
- A. Goal setting
  - B. Intervention and problem solving
  - C. Problem identification
  - D. Relationship building

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22. After failing his Maths exam, a basic seven pupil said to himself: "I am a failure and good for nothing." The MOST suitable counselling technique to use to help him is...
- A. Assertiveness training
  - B. Cognitive restructuring
  - C. Relaxation
  - D. Systematic desensitization
23. The third-year students of a College of Education were anxious prior to their Maths exam. As a result, their tutor gave them an assignment, followed by an exercise, then a series of quizzes and a trial exam to prepare them adequately. The MOST suitable technique their tutor is using is ...
- A. Cognitive restructuring
  - B. Modelling
  - C. Relaxation
  - D. Systematic desensitization
24. Under which of the following situations can confidentiality be violated?
- A. When client and counsellor disagree on issues
  - B. When counsellor feels like disclosing client's information
  - C. When client is a danger to him/herself or others
  - D. When client's relatives insist on knowing the problem at hand
25. Which of the following is false?
- A. Assessment inventories for counselling are used for establishing rapport
  - B. Assessment inventories for counselling and practicum are used for diagnosing
  - C. Assessment inventories for counselling and practicum are used for treatment planning
  - D. Assessment inventories for counselling and practicum are used for progress evaluation

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**SECTION B**

**[75 Marks]**

Answer any **three (3)** questions in this section.

1.
  - a. Explain the concept Guidance. **(4 marks)**
  - b. Explain the concept Counselling. **(3 marks)**
  - c. Explain three (3) differences between Guidance and Counselling. **(9 marks)**
  - d. Explain three (3) similarities between Guidance and Counselling. **(9 marks)**
2.
  - a. Briefly explain confidentiality in counselling to a friend **(5 marks)**
  - b. How relevant is confidentiality in counselling? **(5marks)**
  - c. Explain any four (4) circumstances under which confidentiality could be broken. **(15 marks)**
3.
  - a. What are guidance services? **(5 marks)**
  - b. Explain what is meant by orientation service. **(5 marks)**
  - c. Discuss three (3) purpose of orientation service. **(15 marks)**
4. Discuss five (5) basic principles of Guidance **[25 marks]**
5.
  - a. Discuss any two (2) barriers to effective communication in counselling. **[5 marks]**
  - b. If you were appointed a guidance coordinator in a school, describe how you would develop the following services for your school:
    - i. An appraisal services
    - ii. A counselling services **[20 marks]**