



COMMISSION FOR TECHNICAL
AND VOCATIONAL EDUCATION
AND TRAINING

STUDENT GUIDE

HIGHER NATIONAL DIPLOMA/DIPLOMA/
CERTIFICATE EXAMINATIONS IN GHANA

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DEFINITION OF TERMS

ASSESSMENT

An appraisal of an individual's ability.

ASSESSOR

The qualified person, who will make judgements on evidence of achievement and provide feedback to students.

CENTRE

The organisation / institution approved to offer assessment.

COURSE

The component part of a programme, being a unit of learning in a subject.

CREDIT

The weight assigned to a course of study as a component of a whole programme. One hour of contact between students and lecturer per week for one semester (16 weeks) is weighted as one credit.

EXTERNAL EXAMINER

A qualified person appointed by the Commission to provide monitoring and guidance in assessment processes including moderation and verification.

INTERNAL EXAMINER

A member of the academic staff appointed by the institution to set questions and perform internal moderation for assessment purposes.

INVIGILATOR

An invigilator is a person appointed by an institution to be responsible for the conduct of a particular examination session in the presence of candidates and charged with the role of upholding the integrity of the examination.

MODERATION

The quality assurance process that ensures conformity to appropriate standards. It involves checking and reviewing draft test items, marking schemes and assessor judgements.

MONITORING

The process of checking a centre's delivery of quality assessment.

PROGRAMME	A specialized field of study that prepares an individual for a future career or employment. A programme consists of a number of courses, each having its own individual credit weighting.
SEMESTER	A defined period normally of a sixteen-week duration which is devoted to actual instruction and learning. Registration, orientation, and break periods do not count towards the semester duration.
SEMESTRAL YEAR	The academic year consisting of two semesters (Thirty-two weeks).
VERIFICATION	The process of sampling assessments to confirm quality, including moderating assessors' judgements of students' achievements.

1.0 INTRODUCTION

This handbook is the property of the Commission for Technical and Vocational Education and Training (CTVET). The handbook provides a guide for students on the policies, procedures, and regulations of the various categories of examinations conducted by the Commission.

The CTVET is established under an Act of Parliament, Act 1023, 2020, to regulate, promote and administer technical and vocational education and training for transformation and innovation for sustainable development.

2.0 ADMISSION REQUIREMENTS

The various requirements for admission into various programmes of the Commission have been enumerated as follows:

2.1 Admission Eligibility Criteria for HND Programmes

Admissions are open to:

- i. **SSSCE HOLDERS** with credit passes (A-D) in English Language, Mathematics and Integrated Science/Social Studies plus credit passes (A-D) in Three Elective subjects relevant to the programme of study
- ii. **WASSCE HOLDERS** with credit passes (A1-D7) in English Language, Mathematics and Integrated Science/Social Studies plus credit passes (A1-C6) in Three Elective subjects relevant to the programme of study
- iii. **NEW CERTIFICATE II HOLDERS:** Certificate II Applicants with at least passes (D) in three (3) core subjects (English, Mathematics, and Integrated Science/ Social Studies/ Entrepreneurship) plus at least three (3) lower credits (C-) in relevant elective subjects are eligible for HND Programmes (See appendix A).

- iv. **OLD CERTIFICATE II HOLDERS** with Passes in six (6) subjects comprising three (3) core subjects (English, Mathematics, and Integrated Science/Social Studies) plus three (3) passes in relevant elective subjects are eligible for HND Programmes.
 - v. **ORDINARY LEVEL** Holders with credit in at least Five (5) subjects at the GCE 'O' Level (or its equivalent) including English and Mathematics, and any other three (3) passes in the subjects relevant to the programme of study. Holders of two (2) passes in A Level would be an advantage.
 - vi. **DIPLOMA IN EDUCATION APPLICANTS:** A holder of Diploma in Education from accredited institutions plus five passes at the GCE O'Level/SSSCE/WASSCE including English and Mathematics.
 - vii. **DIPLOMA IN BUSINESS STUDIES (DBS) APPLICANTS:** Applicants should hold DBS with at least four (4) passes. In addition, applicants would be required to have three (3) credit passes in WASSCE/SSSCE/ RSA II/GBCE passes including English and Mathematics.
 - viii. **MATURE APPLICANTS**
 - a. Must be at least 25 years old and must show proof of date of birth with any national document.
 - b. Must have at least two (2) years relevant industrial experience.
 - c. Must pass a written examination and oral interview.
- OR
- a. Must be at least 25 years old and must show proof of date of birth with any national document.
 - b. Must have at least two (2) years' relevant industrial experience.
 - c. Must show proof of credit passes in English Language and Mathematics in SSSCE/WASSCE/CERTIFICATE II.

FOREIGN APPLICANTS Foreign applicants will be admitted if they possess the same qualifications or qualifications equivalent to the aforementioned. Those from non-English speaking countries, will be required to show evidence of proficiency in English language.

2.2 Entry Requirements for Diploma Programmes.

Five (5) SSSCE/ WASSCE passes including English Language and Mathematics/ GBCE passes.

- i. Five (5) Old Certificate II passes including English Language and Mathematics.
- ii. Five (5) New Certificate II passes including English Language and Mathematics.
- iii. One Year Certificate Programme in a relevant area from any accredited institution.

2.3 Entry Requirements for Certificate Programmes.

Four (4) SSSCE/ WASSCE passes including English Language and Mathematics/ GBCE passes.

Four (4) Old Certificate II passes including English Language and Mathematics.

Four (4) New Certificate II passes including English Language and Mathematics.

OR

- a. Must be at least 25 years old and must show proof of date of birth with any national document.
- b. Must have at least two (2) years' relevant working experience.

3.0 STUDENT IDENTIFICATION NUMBER

Each student, on registration, shall be assigned a matriculation number which he/ she maintains throughout his/her academic period in the institutions.

4.0 LEVELS OF QUALIFICATION

Qualifications are awarded at the following progressive levels:

- a. Certificate
- b. Diploma
- c. Higher National Diploma (HND)

5.0 QUALIFICATION CODES

Programmes offered in the Institutions shall be approved from time to time until further notice. The following codes shall apply to all programmes under the Commission.

C - Certificate Programme

D - Diploma Programme

HND - Higher National Diploma Programme

6.0 PROGRAMME AND PROGRAMME PREFIXES

CTVET is responsible for issuing all Programme and Course codes. All course codes shall be composed of approved programme prefixes followed by three digits. For existing programmes, the following prefixes shall apply:

6.1 HND Programmes

Table 1: List of HND Programmes and Programme Codes

SN	PROGRAMME CODE	HND PROGRAMMES
1.	ACC	ACCOUNTANCY
2.	ACO	ACCOUNTING WITH COMPUTING (COMPUTERISED ACCOUNTING)
3.	ACS	ACTUARIAL SCIENCE
4.	AGE	AGRICULTURAL ENGINEERING
5.	AED	AGRO- ENTERPRISE DEVELOPMENT
6.	AUE	AUTOMOTIVE ENGINEERING
7.	BAF	BANKING AND FINANCE
8.	BSM	BILINGUAL SECRETARYSHIP AND MANAGEMENT STUDIES
9.	BOM	BILINGUAL OFFICE MANAGEMENT
10.	BET	BIOMEDICAL ENGINEERING TECHNOLOGY
11.	BUT	BUILDING TECHNOLOGY
12.	CHE	CHEMICAL ENGINEERING
13.	CIE	CIVIL ENGINEERING
14.	COA	COMMERCIAL ART
15.	COE	COMPUTER ENGINEERING
16.	CNM	COMPUTER NETWORK MANAGEMENT
17.	COS	COMPUTER SCIENCE
18.	CEM	CONSTRUCTION ENGINEERING AND MANAGEMENT
19.	DIT	DISPENSING TECHNOLOGY
20.	ECA	ECOLOGICAL AGRICULTURE
21.	EEE	ELECTRICAL/ELECTRONICS ENGINEERING
22.	ENF	ENTREPRENEURSHIP AND FINANCE
23.	ESM	ESTATE MANAGEMENT
24.	EVM	EVENT MANAGEMENT
25.	FDT	FASHION DESIGN AND TECHNOLOGY
26.	FDT(CBT)	FASHION DESIGN AND TEXTILES(CBT)
27.	FOT	FOOD TECHNOLOGY

SN	PROGRAMME CODE	HND PROGRAMMES
28.	FDP	FURNITURE DESIGN AND PRODUCTION
29.	GEA	GENERAL (ECOLOGICAL) AGRICULTURE
30.	GEO	GEOINFORMATICS
31.	HOM	HOSPITALITY MANAGEMENT
32.	HCIM	HOTEL, CATERING, AND INSTITUTIONAL MANAGEMENT
33.	INA	INDUSTRIAL ART
34.	ICT	INFORMATION COMMUNICATION TECHNOLOGY
35.	IMT	INFORMATION MANAGEMENT & TECHNOLOGY
36.	IAFP	INTERIOR ARCHITECTURE AND FURNITURE PRODUCTION
37.	IDT	INTERIOR DESIGN AND TECHNOLOGY (CBT)
38.	MAR	MARKETING
39.	MAE	MATERIALS ENGINEERING
40.	MEE	MECHANICAL ENGINEERING
41.	MMC	MEDIA AND MASS COMMUNICATION
42.	MLT	MEDICAL LABORATORY TECHNOLOGY
43.	PLM	PROCUREMENT AND LOGISTICS MANAGEMENT
44.	PRE	PRODUCTION ENGINEERING
45.	PUS	PURCHASING AND SUPPLY
46.	RESE	RENEWABLE ENERGY SYSTEMS ENGINEERING
47.	SILT	SCIENCE AND INDUSTRIAL LABORATORY TECHNOLOGY
48.	SMS	SECRETARYSHIP AND MANAGEMENT STUDIES
49.	STA	STATISTICS
50.	STM	STATISTICS AND MATHEMATICS
51.	SPM	SPORTS MANAGEMENT
52.	INJ	INVESTIGATIVE JOURNALISM
53.	WSE	WATER AND SANITATION ENGINEERING
54.	IAE	INSTRUMENTATION AND AUTOMATION ENGINEERING
55.	TOM	TOURISM MANAGEMENT
56.	SLT	SCIENCE LABORATORY TECHNOLOGY
57.	HIM	HEALTH INFORMATION MANAGEMENT
58.	WFE	WELDING AND FABRICATION ENGINEERING
59.	PGT	PLUMBING AND GAS TECHNOLOGY
60.	POT	POST HARVEST TECHNOLOGY
61.	EMT	ENVIRONMENTAL MANAGEMENT TECHNOLOGY
62.	EMS	ENERGY MANAGEMENT SYSTEM

6.2 Diploma Programmes

Table 2: List of Diploma Programmes and Programme Codes

SN	PROGRAMME CODE	DIPLOMA PROGRAMMES
1	DAGF	AGRIBUSINESS AND FINANCE
2	DBTA	BANKING TECHNOLOGY AND ACCOUNTING
3	DBUA	BUSINESS ADMINISTRATION
4	DACO	ACCOUNTING WITH COMPUTING (COMPUTERISED ACCOUNTING)
5	DPMU	PROCUREMENT & MATERIALS MANAGEMENT
6	DELM	ELECTRONIC MARKETING (E- MARKETING)
7	DPUA	PUBLIC ADMINISTRATION
8	DPUR	PUBLIC RELATIONS
9	DFAD	FASHION DESIGN
10	DFIM	FILM MAKING
11	DEHS	ENVIRONMENTAL HEALTH AND SAFETY
12	DBUA	BUSINESS ADMINISTRATION
13	DCOS	COSMETOLOGY
14	DBCT	BUILDING AND CONSTRUCTION TECHNOLOGY
15	DPLT	PLUMBING TECHNOLOGY
16	DLFC	LAUNDRY AND FABRIC CARE

6.3 Certificate Programmes

Table 3: List of Certificate Programmes and Programme Codes

SN	PROGRAMME CODE	CERTIFICATE PROGRAMMES
1	CFIM	FILM MAKING
2	CORF	ORGANIC FARMING
3	CFAI	FASHION ILLUSTRATION
4	CGAC	GARMENT CONSTRUCTION
5	CBUA	BUSINESS STUDIES (ACCOUNTING OPTION)
6	CBUS	BUSINESS STUDIES (SECRETARIAL OPTION)
7	CBUM	BUSINESS STUDIES (MANAGEMENT OPTION)
8	CBUT	BUSINESS STUDIES (MARKETING OPTION)
9	CBUP	BUSINESS STUDIES (PURCHASING AND SUPPLY OPTION)
10	CBST	BUSINESS STUDIES (STATISTICS OPTION)
11	CLFC	LAUNDRY AND FABRIC CARE
12	CCOS	COSMETOLOGY

*New course codes and programmes will be added later

6.4 Compulsory/Core Courses

Table 4: List of Compulsory Courses and Codes

SN	PREFIX	COURSE
1.	AFS	AFRICAN STUDIES
2.	COS	COMMUNICATION SKILLS
3.	ENT	ENTREPRENEURSHIP
4.	COL	COMPUTER LITERACY
5.	INA	INDUSTRIAL ATTACHMENT
6.	PRW	PROJECT WORK

7.0 COURSE DIGITS

The 3 digits in the course code shall be defined as follows:

Table 5: Interpretation of Course Digits

DIGIT	INTERPRETATION
1st digit	Year of Course
2nd digit	Departmental Number Code
3rd digit	Semester in which course is offered

EXAMPLES OF COURSE CODES

The course code MEE 243 shall be defined as follows:

MEE – programme prefix indicating a course offered by the Mechanical Engineering Department.

- 2 a second-year course (1st digit: 2)
- 4 a departmental number code (any number from 0 to 9)
- 3 a course offered in the first semester (3rd digit, odd number: 3)

Similarly, the course code PUS 312 shall indicate a 3rd year course (1st digit) offered by the Purchasing and Supply Department in the second semester (3rd digit, even number: 2)

Again the course code AFS 100 shall indicate a first year African Studies Course (1st digit: 1) offered in both semesters (3rd digit: zero)

8.0 CONDUCT OF EXAMINATIONS / EXAMINATION RULES AND REGULATIONS

Technical Universities and other Affiliate Institutions shall apply their internal rules and guidelines for the conduct of examinations.

Examinations conducted by the institutions may be monitored by CTNET appointed Examiners.

The examination shall be conducted under CTVET examination rules and regulations. Copies of the rules and regulations shall be given to candidates by their respective institutions.

8.1 Seen Examination Papers

In circumstances where the rules of examination require that candidates see or handle examination papers in advance (Case study, Practical assignment, etc), rules regulating their exposure shall be strictly adhered to.

8.2 Safety Regulations

Students are advised to observe to the letter, all safety regulations in all practical examinations. The Commission **SHALL NOT** be held liable for any injury sustained during examination.

8.3 Examination Malpractices

All examination malpractices shall be dealt with in accordance with the provisions stipulated in;

- i. The Criminal Offences Act, Act 1960, Act 29 and
- ii. The Criminal Procedure Code Act 30, as well as
- iii. Approved CTVET and Institutions examination regulations.

These include:

- a. Illegal prior possession, knowledge or use of examination papers;
- b. Leakage of examination papers;
- c. Impersonation during examinations;
- d. Copying during examinations;
- e. Communication either verbal or non-verbal during examinations;

- f. Insult and assault on external or internal examiners (for example, invigilators, supervisors, inspectors, etc.) before, during and after examinations.

8.4 Sanctions

Where a candidate, before or during an examination, is found acting in breach of the regulations mentioned in section 8.3 of this document, the candidate:

- a. shall be disqualified from taking the examination or the results of the specific paper under examination shall be cancelled; and
- b. may be prohibited from taking any examination conducted by the Commission for a period of not less than two years immediately following the breach.

The penalties contained in this section shall be in addition to any penalties that may be imposed by the institution or a court.

Any person who;

- a. before or during an examination, without lawful authority, gives an examination paper to any person; or
- b. without lawful authority, discloses the contents of any examination paper to any person; or
- c. fraudulently alters the results sheet of any candidate; or
fraudulently replaces the original scripts of any candidates; or
- d. without lawful authority, makes a change in the original script of a candidate; or
- e. fraudulently alters the examination number, photograph or any other identification feature of a candidate; or
- f. acts in any manner with the intent to falsify the records of the Commission with regard to an examination or

examination results in relation to a candidate; commits an offence and is liable to conviction to a fine not less than fifty (50) penalty units and not exceeding one hundred (100) penalty units or to imprisonment for a term not more than one year or both.

9.0 ASSESSMENT

The Commission uses a wide variety of methods or tools to evaluate, measure, and document the academic readiness, learning progress, skill acquisition, or educational needs of students.

The purpose of assessment is to enable students to demonstrate that they have fulfilled the objectives of the programme of study and achieved the standards required for the award they seek. The Commission requires all programmes of study to be subjected to course regulations which relate to the assessment requirements of the programme and the objectives of the Commission. It is within these course assessment regulations that the Commission makes their judgements on students' performance.

9.1 Assessment Criteria

a. Competency Based Training (CBT) Programmes

The CBT programme focuses on competencies rather than theoretical knowledge. The assessment monitors the quality and consistency of determinations about whether a student is ready to move on and signal rigorous definitions of mastery or proficiency. Learning outcomes emphasize competencies that include the application and creation of knowledge. The process of reaching learning outcomes encourages students to develop skills and dispositions important for success in school, careers and citizenship.

The assessment tools provided by CTVET is a combination of multiple assessment methods which include tests, presentations, and performance-based real-world assessments. The CBT assessment constitutes 70% practical and 30% theory. The assessment requires students to demonstrate real-world skills and abilities.

b. Traditional Programmes

The assessment criteria for traditional programmes (non-CBT programmes) is a combination of Continuous Assessment and End-of-Semester Examination with weightings as captured in Table 6.

Table 6: Assessment criteria for traditional programmes

ASSESSMENT TYPE	WEIGHTING
CONTINUOUS ASSESSMENT	20 %
MID-SEMESTER EXAMINATION	20 %
END-OF-SEMESTER EXAMINATION	60%

The Continuous Assessment component consists of take-home assignments, class quizzes and tests, term/semester papers, and practical work. For programmes that require a project work and/or industrial attachment to be completed, the required weight shall be given. These components give students the opportunity to demonstrate their abilities on a wider variety of learning tasks and a broader variety of work environments than is possible under formal examination conditions.

For example, through continuous assessment, students can learn the values and processes of teamwork, planning and solving real-life problems. There shall be a minimum of two (2) Continuous Assessment components per course per semester.

In all cases, practical sessions shall attract half of the credit hours assigned to theoretical courses.

9.2 Duration of End-of-Semester Examinations

The duration of end-of-semester examinations is determined by the credit weighting of the course as captured in Table 7.

Table 7: Duration of end of semester examination Credit Weighting

COURSE CREDIT HOURS	DURATION OF EXAMINATION
One-Credit Course	1-1½ hours
Two-Credit Course	1½-2 hours
Three-Credit Course	2-3 hours
Practical Courses	2-3 hours

10.0 GRADING SYSTEMS

Students performance in HND/Diploma (Non-CBT) Courses/Programmes shall be graded as follows:

Table 8: Grading System

SN	MARK RANGE	LETTER GRADE (LG)	INTERPRETATION	NUMERICAL EQUIVALENCE (NE)
1.	85+	A+	Excellent	5.0
2.	80-84	A	Very Good	4.5
3.	75-79	B+	Good	4.0
4.	70-74	B	Above Average	3.5
5.	65-69	C+	Average	3.0
6.	60-64	C	Below Average	2.5
7.	55-59	D+	Pass	2.0
8.	50-54	D	Marginal Pass	1.5
9.	Below 50	F	Fail	0
10.		X	Absent	-
11.		Z	Disqualification	-
12.		IC	Incomplete	-

10.1 Incomplete (IC)

An Incomplete "IC" is a temporary grade which may be given to a student when illness, necessary absence, or other reasons beyond the control of the student that prevent completion of course requirements by the end of the academic semester/year.

A student is graded incomplete when he/she misses one or more components of the assessment. It should be noted that it is the responsibility of students to ensure that all incomplete grades (ICs) are rectified within the approved duration.

Incomplete grades must be made up and final grades submitted within one calendar year from the date Incomplete was awarded.

If a student fails to redeem himself/herself of the IC status within one academic year, he/she has to re-sit the paper.

10.2 Disqualification (Z)

A grade 'Z' denotes disqualification from an examination because of an examination malpractice or offence. Grade Z shall be awarded whenever it is established that a candidate has attempted to gain an unfair advantage in an examination be it continuous assessment or end-of- semester examination.

A candidate awarded a grade Z may be barred from taking the Commission's examinations for a stated period or indefinitely or may be expelled from the University or the Institution depending on the gravity of the offence.

11.0 GRADE POINT (GP)

Each grade is assigned a numerical equivalence as indicated in table 8. The Grade Point (GP) earned by a student for each course completed is computed as the product of the number of credit hours for the course and the numerical grade obtained in the course. For example, a student who obtains grade B in a 3-credit hour course will have the GP computed as follows:

Numerical value for grade B is 3.5

Credit hour for the course is given as 3

The GP for the course = Numerical Value * credit hour
= $3.5 * 3$
= 10.5

12.0 GRADE POINT AVERAGE (GPA)

The GPA is computed by adding all the grade points earned by a student and dividing them by the total number of credit hours.

For example:

Table 9: Grade Point Average

COURSES	SCORE	LETTER GRADE(LG)	NUMERICAL EQUIVALENCE (NE)	CREDIT HOURS (CR)	GRADE POINT (GP)
Economics I	85	A+	5.0	3	15
Taxation II	76	B+	4.0	2	8
Communication Skills	63	C	2.5	2	5
Total				7	28

The GPA is calculated as follows:

$$\begin{aligned}
 \text{GPA} &= \frac{\text{Total GP}}{\text{Total CR}} \\
 &= \frac{28}{7} \\
 &= 4.0
 \end{aligned}$$

13.0 CUMULATIVE GRADE POINT AVERAGE (CGPA)

The student's cumulative grade point average is calculated by dividing the total number of grade points obtained, up to any specified time (accumulated number of semesters), by the number of credit hours for all courses for which the student has registered up to that time.

The CGPA should be rounded to two (2) decimal places.

14.0 RESIT POLICY

Where a candidate fails an examination, he/she shall be offered an opportunity to re-sit during the next regular re-sit examinations within the academic year.

- Where a candidate is unable to take an examination due to circumstances beyond his/her control he/she shall be offered the opportunity to take the next regular re-sit.
- Candidates shall have a maximum of three (3) opportunities to re-sit a paper.
- Marks achieved at a re-sit attempt are not capped; and the credit hours doubled only once.

Registration for re-sit

All students with trails are required to register for the courses they have trailed. The institution shall provide examination questions for them to re-sit whether they registered for first or second semester.

15.0 DECLARATION OF EXAMINATION RESULTS

Final examination results shall be issued by CTVET and forwarded to the Head of the university/institution concerned for publication.

Results of an examination taken at the end of each semester shall normally be published before the commencement of the next semester.

16.0 PROGRESSION

- a. For progression, the student is required to maintain a minimum cumulative grade point average of 1.0.
- b. The cumulative grade point average of less than 1.0 at the end of a semester shall attract probation. If a student must be put on probation a second consecutive time after re-sit, he/she shall be withdrawn from the programme.
- c. The CGPA of 1.0 or more but less than 1.50 at the end of the year after re-sit shall attract a repetition if the student is not trailing in 4 courses.
- d. All re-sit papers at the end of each semester should be written within four (4) weeks after the release of the semester results.
- e. A student who trails in four (4) courses at the end of the year after re-sit and obtains CGPA of less than 1.0 shall be repeated for not more than two consecutive times. A student who is unable to redeem him or herself shall be counselled to change his or her programme. A student who fails to change his or her programme of study after two consecutive repetitions shall not be re-admitted into the same programme.
- f. A student who obtains a CGPA of less than 1.0 at the end of the first year after re-sit, should be counselled to change the programme. A student who fails to change his/her programme of study after being counselled to do so, shall be withdrawn from the programme.
- g. In subsequent years, a student who obtains a cumulative grade point average (CGPA) of less than 1.0 after re-sit shall be repeated for not more than two consecutive times. A student who is unable to redeem him or herself after two consecutive repetitions shall be counselled to change his or her programme.
- h. For a student to qualify for a re-sit examination, he/she should have taken the main semester examination during the academic year.
- i. A student who fails four or more courses at the end of any semester (except in first semester, first year) shall be put on probation provided the cumulative grade point average (CGPA) obtained is not less than 1.0.
- j. Courses designated as prerequisites to more advanced courses must be passed before the latter courses are offered.
- k. Transcripts shall reflect all grades and marks a candidate obtains for all courses. All grades for courses taken shall be used in the computation of a student's CGPA. Nonetheless, if a student is able to redeem him/herself in a re-sit examination the transcript should not display the previous F grade obtained in the course.
- l. In case of repeating a student, records of that academic year should be erased for new records to be entered for the student.

17.0 DEFERMENT OF PROGRAMME

A student is allowed to defer a programme for a maximum of two (2) years.

- a. A student can defer the programme for one year within the course period.
- b. A grace period of two (2) years is allowed for students to redeem themselves, after the required three-year period for HND programmes. Any exception would be considered by the Examinations Committee.
- c. A grace period of one (1) year is allowed for students to redeem themselves, after the required two-year period for Diploma programmes. Any exception would be considered by the Examinations Committee.
- d. A student shall have a maximum of eight years (three-year course work and five-year grace period) including the period of regular studies to satisfy all the requirements for the awards of certificate. This is an interim arrangement by the Commission and is subject to review.

18.0 CREDIT /STUDENT TRANSFER

Credit Transfer is the acceptance of prior learning represented in course units or credits applied and articulated (denoted) on a student's academic transcript. The credits may be recorded to show the level of performance in the course transferred as well as other attributes such as when the course was taken.

Students are to make sure the courses they are considering for transfer are eligible for transfer of credit.

A student intending to transfer credit from an accredited institution to another should have completed a full academic year without any pending re-sit examination from that institution. A student transferring credit can join another institution at the beginning of the first semester of the second year or the first semester of the third year.

18.1 Transfer of Credit for Foreign Students

A foreign student who is seeking to transfer credit from a programme assessed and certified by the Commission to be equivalent to any of its programmes shall be admitted to the level of the programme applicable.

19.0 AWARD OF HIGHER NATIONAL DIPLOMA, DIPLOMA AND CERTIFICATE PROGRAMMES

All certificates issued by the Commission shall, among others, bear the following details:

- a. The signature of the Director General of CTVET
- b. The Identification number of the Candidate
- c. The name of the institution.
- d. The signature of the Head of the institution.

All certificates issued by the Commission shall have candidates' picture embossed and be recorded into a special register.

20.0 GENERAL PROGRAMMES

The awards for the general programmes shall be classified as found in Table 10.

Table 10 Award for General Programmes

CLASS OF AWARD	CGPA
1st Class	4.5 and above
2nd Class Upper	3.5-4.49
2nd Class Lower	2.5-3.49
Pass	1.50-2.49
Fail	Below 1.50

CBT Programmes

The awards for the Competency-Based Training programmes shall be classified as follows:

Student performance in HND/Diploma (CBT) Course/ Programme shall be awarded as found in Table 11.

Table 11: Award for CBT programmes

SN	CLASS AWARDS	MARK RANGE	CREDIT POINT AVERAGE (CPA)
1.	Competent with Distinction	80 and above	4.0 and above
2.	Competent with Merit	60-79	3.0-3.9
3.	Competent	50-59	2.0-2.9
4.	Not yet Competent	Below 50	Below 2.0

21.0 BEST STUDENT AWARD

The criterion for the selection and award of best student is based on the performance of students in academic work (CGPA), however, where there is a tie, extra curriculum activities, regularity, punctuality and participation in workshop, social and cultural events could be used.

22.0 CONFERMENT OF AWARDS

To qualify for an award, a student shall be expected to:

- Satisfy all general requirements of CTVET and those of the relevant institution.
- Accumulate the minimum prescribed credit hours for the programme.

Notwithstanding previous conferment of award, the Commission may, at any time, revoke an award with retrospective effect if it becomes known that:

- a candidate had gained admission with false qualification; or
- had impersonated someone else; or
- had been guilty of examination malpractice; or
- there are other compelling reasons that would have led to the withholding of the award in the first place.

23.0 ATTESTATIONS, TRANSCRIPTS AND CONFIRMATION OF CERTIFICATES

- a. Attestation and confirmation of certificates shall be issued by CTNET for a fee approved by the Commission.
- b. Transcripts of Academic record shall be issued by the institution on request for a fee.

24.0 RE-ISSUE/CONFIRMATION OF RESULTS

The Commission **SHALL NOT** re-issue certificates in replacement for lost ones or certificates damaged beyond recognition. It may, however, issue a statement of confirmation of a candidate's result when requested for a fee.

25.0 EXEMPTION AND EQUIVALENCE

The Commission may grant full or partial exemption(s) in cases where the equivalence of a certificate has been established by Ghana Tertiary Education Commission (GTEC).

26.0 ACADEMIC APPEAL

An academic appeal is a procedure which allows a student in certain circumstances to ask for a review of a decision relating to his/her academic progress or award.

All academic appeals relating to academic progress shall be addressed by the institutions and appeals relating to the award and certification shall be addressed to the Director-General of CTNET for redress through the student's institution. The decision of the Commission shall be final and binding.

The application must include:

- a. the name and identification number of the candidate.
- b. the name of the institution or the centre where the examination was taken.
- c. the year and month of the examination.
- d. the course and the programme.

27.0 COGNISANCE

Every student shall be deemed to have understood and accepted the rules and regulations of the Commission and those of their respective institutions.

28.0 AMENDMENTS

Amendments to this document shall be the sole right of the Commission and shall be done in every three years or as and when necessary.

APPENDIX A

OLD vs REVISED GRADING SYSTEM - CERTIFICATE II EXAMINATIONS

OLD GRADING SYSTEM FOR CERTIFICATE II EXAMINATIONS		REVISED GRADING SYSTEM FOR CERTIFICATE II EXAMINATIONS		
REMARKS	MARK RANGE	MARK RANGE	REMARKS	GRADE
DISTINCTION	75 - 100	75 - 100	DISTINCTION	A
CREDIT	55 - 74	70 - 74	UPPER CREDIT	B+
		65 - 69		B-
		55 - 64	CREDIT	C+
PASS	40 - 54	50 - 54	LOWER CREDIT	C-
		45 - 49	PASS	D
		40 - 44		E
FAIL	0 - 39	0 - 39	FAIL	F



**COMMISSION FOR TECHNICAL
AND VOCATIONAL EDUCATION
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DIRECTOR GENERAL

**COMMISSION FOR TECHNICAL AND
VOCATIONAL EDUCATION AND TRAINING**

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