

APRIL 2023  
EBS 338  
INTRODUCTION TO GUIDANCE  
AND COUNSELLING  
2 HOURS

Candidate's Index Number
Signature:

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

COLLEGES OF EDUCATION  
FOUR-YEAR BACHELOR OF EDUCATION (B.ED)  
THIRD YEAR, END-OF-SECOND SEMESTER EXAMINATION, APRIL 2023

26<sup>TH</sup> APRIL 2023

INTRODUCTION TO GUIDANCE  
AND COUNSELLING

8:00 AM – 8:30 AM

This paper consists of two sections, A and B. Answer ALL the questions in Section A and TWO questions from Section B. Section A will be collected after the first 30 minutes.

SECTION A  
(20 MARKS)

Answer ALL the questions in this Section.

For items 1 to 15, each stem is followed by four options lettered A to D. Read each item carefully and circle the letter of the correct or best option.

1. Guidance is defined as a process because it .....
  - A. is full of practical activities.
  - B. is performed by an expert.
  - C. produces tangibles.
  - D. takes place over time.
2. Which guidance service emphasizes the uniqueness and individuality of each child?
  - A. Appraisal
  - B. Counselling
  - C. Information
  - D. Orientation
3. The ability of the counsellor to capture and grasp the message delivered by a client in both verbal and non-verbal form is known as ..... skill.
  - A. acceptance
  - B. empathy
  - C. genuineness
  - D. listening

4. Which one of the following is regarded as the primary source for communication of emotion?
- Body contact
  - Facial expression
  - Gestures
  - Head nods
5. Ben was asked to repeat his class due to poor academic performance. What type of guidance service has been provided to him?
- Follow-up
  - Orientation
  - Placement
  - Referral
6. Which of the following is **not** a reason for using questioning in counselling?
- Checking clients' level of intelligence
  - Clarifying issues
  - Satisfying curiosity
  - Showing interest
7. The counsellor asked Kofi, his client, to write a story about himself and come along with it for counselling on next appointment. What name will you give to that document?
- Anecdotal record
  - Autobiography
  - Bibliography
  - Biography
8. Which one of the following persons is the **most** appropriate for the guidance coordinator to consult on the persistent sleeping of a learner in class?
- Head teacher
  - Parents
  - Peer
  - School nurse
9. A female teacher after teaching her normal mathematics lesson, decided to give her learners a talk on Covid-19. This activity could be referred to as .....
- counselling.
  - follow-up.
  - guidance.
  - orientation.
10. Which one of the following is the **major** reason for offering counselling to students? Helping students to .....
- choose good schools.
  - improve on their study habits.
  - make good friends.
  - solve their problems.
11. A service activity carried out by Junior High School counsellors to acquaint themselves with the progress of their students after placement in Senior High School is known as .....
- counselling
  - evaluation
  - follow-up
  - orientation

12. Which one of the following is **not** a method used for appraising learners?
- A. Aptitude test
  - B. Autobiography
  - C. Field trip
  - D. Observation
13. Which one of the following personalities was a counsellor?
- A. B. F. Skinner
  - B. C. Rogers
  - C. J. Weschler
  - D. L. R. Gray
14. The activity that allows clients to relax, settle and develop trust in the counsellor is known as establishment of .....
- A. hospitality.
  - B. rapport.
  - C. understanding.
  - D. orientation.
15. In which year was the cumulative record cards launched in elementary schools in some districts in Ghana?
- A. 1971
  - B. 1972
  - C. 1981
  - D. 1982

**Items 16 and 17 are statements followed by True and False options. Read each statement carefully and indicate whether it is True or False by circling the letter of the correct option.**

16. In counselling, the counsellor has the right to pass judgement?
- A. False
  - B. True
17. Confidentiality in counselling is absolute.
- A. False
  - B. True

**For items 18 to 20, write the appropriate responses in the spaces provided.**

18. Placement service can be categorized into educational, vocational and .....
19. The **two** forms of acceptance are self and .....
20. Another name for information is .....

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INTRODUCTION TO GUIDANCE  
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8:30 AM – 10:00 AM

SECTION B  
[40 MARKS]

Answer any TWO questions from this Section.

1. State and explain any **five** reasons why Guidance and Counselling is important in Ghanaian Basic Schools. **20 marks**
2. Discuss any **five** Guidance principles that can help a counsellor to discharge his/her duties effectively. **20 marks**
3. Discuss any **five** challenges that the guidance coordinator faces in Ghanaian Basic Schools. **20 marks**
4. State and explain any **five** factors that enhance effective communication in counselling. **20 marks**