MINISTRY OF EDUCATION
GHANA EDUCATION SERVICE/TVET SERVICE
CSSPS SCHOOL SELECTION FORM

CANDIDATE'S NAME:...   **INDEX NUMBER:**..

NAME OF JHS ....   **GENDER:**...

DISTRICT:..   **REGION:**...

CANDIDATE'S SCHOOL CHOICES

SN	SHS/TVI CODE	SHS/TVI SCHOOL NAME	CATEGORY	PROG. CODE	PROG. NAME	DAY/ BOARDING	CLUSTER OPTION (yes/no)
1							
2							
3							
4							
5							
6							

PARENT/GUARDIAN NAME:..   **CONTACT:**...

SIGNATURE:...   **DATE:**...

HEAD'S CONTACT:...   **SCHOOL STAMP:**....................................

1. INTRODUCTION

Students who complete the Basic Education Certificate Examination (BECE) at the Junior High School level and meet the requirements are able to enter Public Senior High/Technical Schools under the Ghana Education Service (GES) and Technical and Vocational Education and Training under TVET Service. This is done through a school placement system called the Computerized School Selection and Placement System (CSSPS).

Students who have the desire to pursue Science are encouraged to know that Science is all around us, shaping the world we live in and offering endless opportunities for exploration and discovery. The application of science and technology enables us solve societal challenges and come out with new inventions. Today, we want to inspire you, the junior high students, to embrace the wonders of science, technology and engineering and consider pursuing it at the High School and beyond.

The study of science opens up a whole new world of opportunities. You can be: a pilot, an astronomer, a teacher, a financial Analyst, a Science Journalist, a doctor, a stockbroker, a network Programmer, Software Developer, a food Service Managers, a nutrition Counsellor, a Water Quality Inspector, Park Naturalist, Marine Geologist, and many more.

2.0. GUIDELINES FOR SCHOOL SELECTION

BECE candidates must select their preferred schools in consultation with their parents/guardians and their school authorities, using the school register provided for that year by GES/TVETS.

Candidates who wish to enter SHS/TVET schools must, with guidance from parents/guardians and school authorities:

a) Select Six (6) schools and rank them in order of preference with the 1st being the most preferred choice.

b) Select a programme and residential status for each choice of school.

c) Select a compulsory day school as the 6th choice within 16km of the JHS attended or select a boarding school from the list of schools in **Appendix 3**.

d) Select **'5 schools from appendix "4" for a consideration of 2nd placement if you miss out on all your initial six (6) choices.**

PLEASE NOTE THAT CANDIDATES:

a) Cannot choose more than one (1) School from Category A

b) Cannot select more than two (2) schools from Category B

c) May select five (5) schools from Category C and One (1) from Category D (Day) or from Appendix 3 (Special Boarding).

d) Candidates who wish to offer purely TVET Programmes may select all six (6) TVET Institutes from CATEGORY A, B and C as Day or Boarding

e) Lastly, candidates who wish to offer programme choice in relation to future job prospects such as Engineers, Physicians, Astronauts etc. must, select STEM/science in all six(6) choices from category A, B and C as Day or Boarding

The school selection form must be signed off by a parent/guardian and submitted to the head teacher of JHS attended. Parent/Guardian must keep a copy.

After the selection is done, the District Exam Officers upload the data unto the database of the West African Examinations Council (WAEC) platform.

2.2 SCHOOL CHOICE VERIFICATION

Subsequently, GES/TVETS shall release a telephone short code (SMS) that can be used to verify the choices of candidates (schools, programmes of study and residential status) per the official records. This verification process is to enable any mistakes that may have been forwarded to WAEC to be remedied with the correct information.

3.0 PLACEMENT

Following release of the BECE results by WAEC, the placement process begins. Placement is done based on merit, using the candidate's aggregate from their four core subjects (English, Mathematics, Integrated Science and Social Studies), and two of their best grades from their elective subjects.

There are three modes by which placement is done under the CSSPS:

A. Automatic Placement

B. Self-Placement

C. Manual Placement

3.1 AUTOMATIC PLACEMENT

I. This is the process by which the CSSPS places the students, by merit, into one of their chosen schools. This is done automatically without any manual intervention.

II. If the candidate's aggregate falls within the merit of the programme chosen for their first choice, the CSSPS then checks the student's preferred residential status, and then places them accordingly based on the available 'space'. If the desired residential status is full, the CSSPS moves the candidate to their second choice, and then repeats the process until placement is done.

III. For instance, if a student with aggregate 8 would otherwise get placement in school A, but had chosen a Boarding option (which tends to be more competitive), and there happens to be no available space because other candidates with better aggregates have secured placement into the boarding house, the system will NOT place that student on Day Status in that school because the Day Option was not the candidate's residential choice for that school. Rather, the system will move them to their Second Choice of School to attempt to get both their preferred programme as well as their choice of residential preference and so forth. However, CSSPS will consider 2nd placement for candidate's who may miss out on their initial six (6) choices.

IV. Where a school is oversubscribed for a particular programme by students with similar aggregates, a Tie-Breaking System is employed to determine the placement, using the following:

a. Raw Score

Four core subject are used to break the tie (English, Mathematics, Integrated Science and Social Studies).

For example, if 100 students with Aggregate 6 are competing for Science in School A and there are only 50 available slots for Science, the ranking will be done such that those with **Highest Raw score will** be placed first.

b. Subject performance

A further tie-breaking, where necessary, will then follow taking into consideration the best grades obtained in the Core Subjects, in a manner as follows:

- English, then
- Mathematics, then
- Integrated Science, then
- Social Studies.

IV. The Placement results are then released by MOE/GES/TVETS   in an announcement via a Press Communication. After the official release, candidates can check their school placement via:

- Text message to check their placement information, or
- An Online portal i.e. http://www.cssps.gov.gh.

In checking their placements, candidates will be able to access the following information:

I. Placed school (name and location).

II. Residential status (whether Day or Boarding)

III. Programme of study

IV. Start date.

The placement results should then be printed out with other relevant documents and taken to the school in which the candidate has been placed, in order to enroll.

3.2 SELF-PLACEMENT

In some instances, a student may not be successful in securing placement in any of their choices. Self-placement is a process that gives such candidates an opportunity to go into the CSSPS portal and select from schools with available vacancies.

3.2.1 Features of Self-Placement

i. Only Schools with available vacancies will be displayed on the portal.

ii. Schools with vacancies will be displayed for candidates to choose based on their aggregate.

iii. Schools shown will have their location and residential options available.

iv. A candidate can change schools as many times as possible depending on available spaces. The changes **CEASE** immediately a candidate enrols in

3.2.2 The Self-Placement Process

A candidate will log into the system using their index number.

The candidate will choose their residential preference i.e **Day or Boarding**.

a. If a candidate selects Boarding, all schools with boarding vacancies will be displayed.

b. If a candidate selects Day, then there will be a drop down menu for the candidate to select:

i. Day within catchment area; **OR**

ii. Day outside catchment area

c. The 'Day within catchment area' option displays only schools with Day vacancies within 16km of the JHS the candidate attended.

d. Day outside catchment area displays all schools with day vacancies. Before the 'Day outside catchment area' option is effected, the candidate must confirm again if candidate intend to attend school outside their catchment area as a Day Student.

3.3   MANUAL PLACEMENT

The Manual/Special Placement is a means by which certain categories of candidates are placed due to their peculiar situations. The following categories of candidates are placed manually:

I. Special Needs and Gifted candidates (visually/hearing impaired, etc.)

ii. Seminarians

iii. Protocol Allocation

3.3.1   Manual Placement – Special and Gifted Students

There are specific schools which accept special and gifted candidates. The manual placement system provides the following capabilities for such candidates:

I. Allows re-entry for special students only

ii. There is a separate interface for manual processing for special students.

iii. Provides separate allocation of vacancies for special students in selected schools.

3.3.2   Manual Placement – Seminarians

Seminary schools are establishments that train a section of their students for future Priesthood.

These institutions conduct their own interviews and examination exercises to select specific candidates who are best suited for the purposes of the Seminary. A list of candidates from each Seminary Institution is submitted to GES headquarters for processing.

3.3.3   Protocol Allocation

A fraction of the declared vacancies is reserved for protocol allocation for schools. This allocation is mainly used to serve stakeholders of the schools.

Table 1: TOP 10 SUBSCRIBED SHS / SHTS / TVIs

SN	REGION	SCHOOL NAME	TOTAL SELECTION	VACANCY	%
1	Ashanti	Kumasi Senior High/Tech	69,260	2,758	4%
2	Central	Ghana National College	39,898	1,447	4%
3	Eastern	Presby Senior High/Tech, Aburi	33,751	972	3%
4	Ashanti	Adu Gyamfi Senior High	33,701	1,748	5%
5	Ashanti	KNUST Senior High	31,477	1,514	5%
6	Ashanti	Obuasi Senior High/Tech	27,737	1,949	7%
7	Ashanti	Anglican Senior High, Kumasi	27,003	1,925	7%
8	Ashanti	Kumasi Tech. Inst.	26,366	1,634	6%
9	Central	Aggrey Mem. A.M.E. Zion Snr. High	26,129	1,419	5%
10	Ashanti	T.I Ahmediyya Senior High, Kumasi	22,257	1,920	9%

4.0 DOs AND DON'Ts OF SCHOOL PLACEMENT

4.1 DOs

- Ensure you pay close attention to ALL of your school choices
- Ensure that your compulsory Day option is within your catchment area where you can conveniently commute.
- **As a parent/guardian, you must take active interest in your child/ward's school's selection**
- Ensure that you consult your child/ward's teacher to obtain a realistic prospect of the child's chances of gaining admission to a particular school.

4.2 DON'Ts

- Do not outsource school selection to someone without your express involvement.
- Do not assume that you can choose a school as a Day Student and switch to Boarding upon admission.
- Do not assume that you can choose a 'less competitive' Programme at a school and switch to a 'more competitive' one upon admission.
- Do not choose schools based on where your friends are going or what programme they want to read.

5.0 FREQUENTLY ASKED QUESTIONS

These twelve (12) frequently asked questions and answers are provided here to help teachers, parents/guardians and students to appreciate the placement system,

1. I missed out on all my choices. What do I do?

Candidates who miss out on all their choices after the automatic placement system is done, still have the opportunity to select schools with vacancies available through the **Self-placement process described earlier.**

2. Can a candidate with good grades miss out on their first, second or all of their choices?

YES. All spaces in the schools are competitively filled taking into consideration the available spaces in the school (i.e. Preferred residential status and programme of choice). Hence, qualified candidates are ranked from the highest score to the lowest and the total vacancies declared for that programme determines the number to be placed. The rest of the candidates are moved to their next choice.

3. Is it possible for someone with aggregate 7 not get access into a particular school but someone with aggregate 10 can get into same school?

YES. Programmes selected and residential status may differ from one candidate to the other. Therefore, the competition for slots may differ. For instance, in most cases, the Science programme of study is highly competitive over other programmes, and so is a Boarding accommodation status over a Day Status.

4. A candidate with Aggregate 10 got placed on a particular Programme and residential status and yet another with Aggregate 8 did not, even though they chose the same programme and residential statuses. How is this possible?

There is a protocol system of placement that allocates 5% of a school's declared vacancies to the school for allocation to its stakeholders. It is therefore possible for the ward of an alumni or a staff member of the school to get admission at the same school. Other stakeholders include the Missions and the Traditional Seats of the relevant school. Talented candidates such as those good in Sports may also be considered by a school for some of its protocol slots. Similarly, 30% of spaces in the country's top Category A schools have been reserved for candidates from public Junior High Schools. As such, candidates from Public Basic Schools across the country compete for the 30% of space. Hence, the competition for the 60% is different from the competition for the 30%.

5. Is it possible for someone who did not choose a particular school to be placed into that school?

NO. It is not possible during the automatic placement process. However, a candidate can get placement into a school through 'protocol' placement procedures.

6. Can a person change school after enrolment?

No. The Placement process ends once a candidate begins the admission process by going to the school to complete the relevant form(s). Any movement from one school to another after enrolment is considered a transfer. A student can only transfer after one academic year.

7. Can a student change residential status or programme of study after placement?

NO. A candidate usually gets placed into a particular school based on their preferred programme and the residency. A candidate competes for a slot in a particular school based on the preferences provided. Therefore, neither the residency nor the programme of study can be changed.

8. Can I change a school I selected through self-placement?

YES. A candidate who got placed in a school through self-placement, can change the school on the portal so long as that candidate has not enrolled in a school.

9. I selected and was placed in a school that was on my list of school choices. Can I change to another school?

NO. You cannot change to another school, if the school was one of the six schools you chose.

10. Can I be enrolled into a school when I or a representative of mine is not present?

NO. For enrolment to be successful, the school will need the student's unique ID, address and details of their parents or guardian, and phone number. Once a candidate or parent/guardian submits their forms to the school placed, the school uses the information provided on the forms to enroll the candidate. Therefore, it is not possible for a school to get all such personal information of a candidate without the candidate or a representative being present in the school.

11. I was enrolled in a school but my name can no longer be found on their system. What can be done?

If indeed a candidate was enrolled in a particular school but the details can no longer be found on the school's system, the Head of the school will formally report to the appropriate office for redress. The candidate should not be sent away from the school.

12. The head of the school I want my child/ward to attend says there is space in the school. Can the child be placed there on this basis?

NO. Schools have established ways of communicating to authorities. Placement is done on the basis of the vacancies declared by the schools. Once those vacancies have been filled by the CSSPS in that school, we are unable to do any further placements in the school.

FREE SHS

Access ★ Equity ★ Quality

WHAT YOU NEED TO KNOW ABOUT

SHS / TVET SCHOOL PLACEMENT