

1.0 INTRODUCTION

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

As the world evolves and gravitates towards information technology (IT), robotics, and artificial intelligence (AI), STEM education has become necessary; hence, students are encouraged to select STEM schools to meet the growing trend.

Technical and Vocational Education and Training (TVET) provides hands-on, skillbased training that leads to careers in construction, engineering, digital technology, manufacturing, and renewable energy.

The global economy hinges on practical, employable skills and lifelong learning. Students who have the desire to pursue TVET programmes should select TVET institutions.

2.0 GUIDELINES FOR SCHOOL SELECTION

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

- Select eight (8) schools in total, your main schools should be ranked in order of preference with the 1st being the most preferred choice
- Select programmes and residential preferences for each choice of school (5 Boarding and 3 day).
- Candidates may select two(2) category B school as Boarding and one category B school as Day.
- Candidates may select two(2) category C school as Boarding and one category C school as Day.
- Candidates may select Pilot Private Senior High Schools as Category B / Category C as Day

Note: Candidates MUST NOT repeat a school selected, irrespective of the status. All day schools should be within catchment area(schools you can easily attend). Candidate placed in any of their choices will NOT be changed.

PLEASE NOTE THAT CANDIDATES:

- Cannot choose more than two(2) School from Category A.
- Cannot select more than three (3) schools from Category B.
- May select all eight (8) schools from Category C / Pilot Private Senior High Schools (5 Boarding and 3 Day).
- May select Pilot Private Senior High Schools as Category B / Category C as Day.
- Candidates who wish to offer purely TVET Programmes must select all eight (8) TVET Institutes from Categories A, B, and C as Day or Boarding
- Candidates who wish to offer programme choices about future job prospects, such as Engineers, Physicians, Astronauts, etc., must select STEM/Science in all eight (8) choices from categories 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 the JHS attended.

PARENT/GUARDIAN MUST KEEP A COPY OF THE SCHOOL SELECTION FORM.

After the selection is done, the **Designated Officer(s)** upload the data into the database of the West African Examinations Council (WAEC) platform.

2.2 SCHOOL CHOICE VERIFICATION

Subsequently, **CSSPS** 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 the 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:

- Automatic Placement
- Self-Placement
- Manual Placement

3.1 AUTOMATIC PLACEMENT

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

i. 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 the candidate is placed.

ii. For instance, if a student with an aggregate 8 who otherwise could 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. The system will move the student to the Second Choice of School to attempt to get both their preferred programme as well as their choice of residential preference, and so forth.

iii. 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:

Raw Score

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

For example, if 100 students with an 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 the 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 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., <https://www.cssps.gov.gh>

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

- Placed School (Name and Location)
- Residential status (whether Day or Boarding)
- Programme of study
- 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, to enrol.

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 allows such candidates to go into the CSSPS portal and select from schools with available vacancies. Parents/Guardians/Candidates should visit Metro/Municipal/District Education offices for the necessary assistance.

3.2.1 FEATURES OF SELF-PLACEMENT

- Only Schools with available vacancies will be displayed on the portal.
- Schools with vacancies will be displayed for candidates to choose from based on their aggregate.
- The school shown will have its location and residential options available.

iv. A candidate can change schools as many times as possible, depending on available spaces. The changes CEASE immediately after a candidate enrolls in a school.

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

3.3 MANUAL/SPECIAL 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:

- Special Needs and Gifted candidates (visually/hearing impaired, etc.)
- Seminarians
- Protocol Allocation

3.3.1 MANUAL PLACEMENT - SPECIAL AND GIFTED STUDENTS

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

- Allows re-entry for special students only.
- There is a separate interface for manual processing for special students.
- Provides a 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 the future Priesthood and Sisterhood. These institutions conduct their own interviews and examination exercises to select specific candidates who are best suited for the Seminary. A list of candidates from each Seminary Institution is submitted to GES headquarters for processing.

2025 TOP 10 HIGHLY SUBSCRIBED SCHOOLS AS CANDIDATES' FIRST CHOICE

SCHOOL CODE	NAME OF SCHOOLS	FIRST CHOICE SELECTION	VACANCY DECLARED BY THE SCHOOLS
9050101	Kumasi Tech. Inst.	19,792	1,380
50104	T. I. Ahmadiyya Senior High, Kumasi	18,713	1,280
10110	Achimota Senior High	16,628	1,250
80101	Tamale Senior High	14,250	1,380
50102	St. Louis Senior High, Kumasi	13,872	1,150
70102	Mawuli School, Ho	13,839	1,380
60104	Sunyani Senior High	12,071	1,580
50201	Yaa Asantewaa Girls Senior High	8,720	1,200
20104	Ghana Senior High, Koforidua	8,492	1,280
50110	Opoku Ware School	8,278	1,040

PARTNERSHIP WITH PRIVATE SECOND-CYCLE INSTITUTIONS

The Ministry of Education in collaboration with the Associations of Private Second Cycle Institutions have integrated some Private Second Cycle Institutions into the Free Senior High School (FSHS) Programme.

Further communication on this will be given in due course.

4.0 DOS & 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 an area where you can easily attend.
- As a parent/guardian, you must take an active interest in your child/ward's school 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.
- Do accept placement in any of your choices.

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.
- Do not select more than five(5) boarding schools out of the eight (8) choices.

5.0 FREQUENTLY ASKED QUESTIONS

These twelve (12) frequently asked questions and answers are provided here to help teachers, parents/guardians, and students address placement issues.

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 determine the number to be placed. The rest of the candidates are moved to their next choice.

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

YES. Programmes selected and residential status may differ from one candidate to another. 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 in a particular Programme and residential status, and yet another with Aggregate 8 did not, even though they chose the same programme and residential status. How is this possible?

There is a protocol system of placement that allocates a percentage of a school's declared vacancies to the school for allocation to its stakeholders. It is therefore possible for the ward of an alumnus or a staff member of the

school to get admission to 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 30% of the 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 in 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 or self-placement.

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 forms. 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 the 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 eight(8) schools you chose.

10. Can I be enrolled in 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, details of their parents or guardians, and phone number. Once a candidate or parent/guardian submits their forms to the school, the school uses the information provided on the forms to enrol the candidate. Therefore, a school cannot 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?

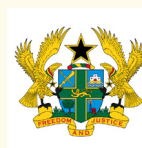
NO. Schools have established ways of communicating with authorities. Placement is done based on the vacancies declared by the schools. Once those vacancies have been filled by the CSSPS in that school, we are unable to do any further placements in the school.



WHAT YOU NEED TO KNOW ABOUT

SHS / TVET & PILOT PRIVATE SHS

SELECTION / PLACEMENT



MINISTRY
OF
EDUCATION