



# **MAASAI MARA UNIVERSITY**

**REGULAR UNIVERSITY EXAMINATIONS  
2022/2023 ACADEMIC YEAR  
FIRST YEAR SECOND SEMESTER**

**SCHOOL OF EDUCATION  
BACHELOR OF EDUCATION WITH GUIDANCE  
AND COUNSELING**

**COURSE CODE: EGC 1204-1  
COURSE TITLE: INSTITUTIONAL COUNSELING  
SERVICES**

**DATE: 24/4/2023                      TIME: 1100 – 1300 HRS**

## **INSTRUCTIONS TO CANDIDATES**

1. Answer Question **ONE** and any other **TWO** questions
2. **DO NOT WRITE ANYTHING ON THIS PAPER**

### **QUESTION ONE (COMPULSORY)**

- a) Define the following concepts:
- i. Guidance **(2 marks)**
  - ii. Counseling sources **(2 marks)**
  - iii. Office management **(2 marks)**
  - iv. Special need file **(2 marks)**
  - v. Advocacy **(2 marks)**
- b) Briefly explain the rationale for the development of counseling in learning institutions **(10 marks)**
- c) Briefly discuss the critical areas in which students require counselling. **(10 marks)**

### **QUESTION TWO**

- a) Describe how a counseling room/office is arranged and managed **(10 marks)**
- b) Identify FIVE roles of counselors in learning institutions **(5 marks)**

### **QUESTION THREE**

- a) Explain FIVE reasons as to why a school counsellor has to train in record management **(10 marks)**
- b) Outline FIVE reasons for the importance of networking and liaison in school guidance and counselling program **(5 marks)**

### **QUESTION FOUR**

- a) Discuss FIVE factors to be considered during school orientation exercise for form one students **(10 marks)**
- b) Give FIVE disadvantages of lack of orientation to new students in secondary schools **(5 marks)**

### **QUESTION FIVE**

- a) Identify FIVE practical problems encountered by a school counsellor in developing and administering school guidance and counselling programme **(10 marks)**
- b) Expound on FIVE skills/techniques of an effective school counselor **(5 marks)**

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