

UNIVERSITY OF SWAZILAND
DEPARTMENT OF EDUCATIONAL
FOUNDATIONS AND MANAGEMENT
FINAL EXAMINATION QUESTION PAPER, MAY 2005

- TITLE OF PAPER** : **EDUCATIONAL ADMINISTRATION PAPER 1, B.ED. IV**
- COURSE CODE** : **EDF 400 (i) (M)**
- TIME ALLOWED** : **THREE (3) HOURS**
- INSTRUCTIONS** :
1. **THIS QUESTION PAPER CONSISTS OF SECTIONS A AND B. MAKE SURE THAT YOU HAVE BOTH.**
 2. **SECTION A CARRIES 25 MARKS, AND CONSISTS OF SHORT ANSWERS. ANSWER ALL QUESTIONS IN THIS SECTION ON THE QUESTION PAPER ITSELF.**
 3. **IN SECTION B ANSWER ANY THREE (3) QUESTIONS. EACH QUESTION CARRIES 25 MARKS AND YOU ARE REMINDED THAT IN ASSESSING YOUR ANSWERS IN THIS SECTION, ACCOUNT WILL BE TAKEN OF THE GENERAL QUALITY OF EXPRESSION.**
 4. **AT THE END OF THE EXAMINATION PUT YOUR SECTION A INSIDE THE ANSWER FOLDER WHICH HAS SECTION B.**

THIS PAPER IS NOT TO BE OPENED UNTIL PERMISSION HAS BEEN GIVEN BY THE INVIGILATOR.

SECTION A

ID. NO: _____

There are 25 answer items in this section, for a total of 25 marks. Write your answers to all items in the spaces provided.

1. With reference to the communication model that you have studied, complete the sentences that follow:
 - (a) The answers that you are writing now in response to the instructions that you are given in this examination can be described as _____ .
 - (b) The process in which you are engaged as you try to understand the words and sentences that you see in front of you in this examination is known as _____
 - (c) The words and sentences that you are reading were put together by the writer in a process known as _____ .

2. Indicate whether each statement below is TRUE or FALSE:
 - (a) Vertical communication, particularly that going upwards, is affected by the number of layers (levels) of management _____
 - (b) Downward communicating prevents subordinates from communicating freely and effectively with their seniors _____
 - (c) In schools horizontal communication can be used for both social and work purposes _____

3. A memorandum addressed to the academic staff of the University says, "Correspondence originating from a member of staff to the administration should be submitted through, and copied to the relevant Heads of Department and Deans/Directors." With reference to this statement, say whether it would be TRUE or FALSE to say that:
 - (a) This memorandum is prescribing upward communication _____
 - (b) This memorandum is an example of downward communication _____
 - (c) This memorandum is meant to discourage upward communication _____
 - (d) Upward communication which is done according to this memorandum is likely to be delayed _____

4. According to Musaaazi (1987), "General social planning can be conceptualized as having four functions." List these four functions below:
- (a) _____
 - (b) _____
 - (c) _____
 - (d) _____
5. State whether each statement below is TRUE or FALSE:
- (a) In recent years many "private schools" have been established by individuals in Swaziland, some of which are not registered as schools with the Ministry of Education as the law requires. The phenomenon indicates that:
 - i. There is a lot social demand for education in Swaziland _____
 - ii. More and more of the people of Swaziland now prefer private schools to the other types of school found in Swaziland _____ .
 - iii. There is big need for educated manpower in Swaziland _____
 - iv. There is a lack of good planning on the part of the Ministry Education _____
 - (b) In Swaziland today the social demand approach to educational planning is followed for primary and secondary education, whilst for tertiary education the manpower approach is followed _____
 - (c) The manpower approach to educational planning is the same thing as the rate-of-return approach _____
 - (d) The problem of unemployment in Swaziland can be reduced by adopting the manpower approach to educational planning _____
 - (e) A country can make an educational plan even if it does not have the actual money to put such a plan into effect _____
 - (f) When a developing country adopts a policy to restrict opportunities for people to study certain fields in higher education because trained people are no longer in big demand in those fields, that country is following the manpower approach to educational planning _____

- (g) The expansion of primary and secondary education in many developing countries, including Swaziland, is always in response to social demand _____
- (h) When schools in Swaziland put students into the various streams according to subject groups, they do so on the basis of the manpower requirements of the country _____

SECTION B

Attempt any three questions in this section. This section has a total of 75 marks.

1. Use examples from a school or schools you know to explain and discuss the purposes of downward communication that have been outlined by Newell (1978).
[25 marks]
2. Discuss the difficulties and fear of delegation that have been outlined by Musaazi (1987), using examples from a school or schools you know.
[25 marks]
3. What are the major criticisms that have been levelled against the social demand approach to educational planning and, in your view, how relevant are they to the situation in Swaziland as you know it?
[25 marks]
4. With reasons, say which between the social demand approach and the manpower approach to educational planning you would recommend for Swaziland in the provision of tertiary education.
[25 marks]