

UNIVERSITY OF SWAZILAND

FACULTY OF EDUCATION



**DEPARTMENT OF EDUCATIONAL FOUNDATIONS AND
MANAGEMENT**

July, 2016

SUPPLEMENTARY EXAMINATION PAPER

COURSE CODE :EDF 401

**TITLE OF PAPER :School Administration BED/PGCE Full time /Part
Time**

TIME ALLOWED :THREE (3) HOURS

**INSTRUCTIONS:This paper is divided into TWO Sections.
Please answer any two questions from each section.**

TOTAL MARKS 100

**THIS PAPER IS NOT TO BE OPENED UNTIL PERMISSION TO DO
SO HAS BEEN GRANTED BY THE INVIGILATOR.**

Section A

Answer any two questions in this section

Question 1

- (a) Managing schools and Colleges in Swaziland has become more complex because of today's societal challenges such as the issue of Orphaned and Vulnerable Children (OVC); top-up fees; and economic challenges encountered by the country. As a head teacher, discuss how your office would ensure that the processes of teaching and learning are not affected in school? (25 marks)

Question 2

- (a) "Pocket veto" is one of the challenges facing administrators of schools and colleges in Swaziland. As a head teacher discuss how your office should improve the conditions to avoid the use of "pocket veto" under your administration? (25marks)

Question 3

- (a) Research is one of the key management tools in educational organisations such as schools. Discuss the necessary processes which your office as a head teacher can deploy in researching this topic: poor performance in English language. (25marks)

Section B (Please answer any two questions)

Question 1

- (a) Communication is one of the key ingredients for managing educational organisations such as schools and colleges. Critically discuss the role of communication in improving practices (teaching and learning) in schools (25 marks)

Question 2

- (a) The Swaziland Teaching Service Commission popular known as (TSC) is one of the educational organisations shaping the education system in Swaziland. Critically discuss its role in improving practice in schools (25 marks)

Question 3

- (a) Theories provide mental models necessary for managing schools and understanding the nature and effects of educational practices in educational organisations (Leithwood et al. 1999). Analyze the role of bureaucratic and collegial theory in improving practice in schools. (25marks)

End of paper