

UNIVERSITY OF SWAZILAND



FACULTY OF EDUCATION

DEPARTMENT OF EDUCATIONAL FOUNDATIONS AND MANAGEMENT

MAY, 2018

FINAL EXAMINATION PAPER

- COURSE CODE : EFM/EDF 401**
 - TITLE OF PAPER : SCHOOL ADMINISTRATION**
 - TIME ALLOWED : THREE (3) HOURS**
 - INSTRUCTION : ANSWER ANY FOUR QUESTIONS.**
- ALL QUESTIONS CARRY EQUAL MARKS.**

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

Question 1

- (a) Discuss five reasons advanced by the view that Formal and Informal Organisations are interdependent. (15 marks)
- (b) Explain five reasons why it is important for a school administrator to carefully manage the informal organisation in a school. (10 marks)

Question 2

“The school is an open system within a larger environment” (Lipham et al., 1985)

Examine ten different aspects in which the principals and teachers in Swaziland schools conscious of the above notion can make their respective schools effective.

(25 marks)

Question 3

“Administrators use communication to accomplish goals as well as to improve and maintain positive relationships” (Hoy & Miskel, 2008).

- (a) Identify five barriers and explain how each can threaten effective communication in our schools. (10 marks)
- (b) Identify five characteristics of effective communication and explain how they can improve formal communication in our schools. (15 marks)

Question 4

“Leadership is the process of influencing the activities and behaviours of an individual or a group in efforts towards goal achievement in a given situation” (Musaazi, 1987:53).

- (a) Discuss three characteristics generally associated with effective leaders. (15 marks)
- (b) Explain how each of the above characteristics can enable principals in Swaziland schools to be effective leaders. (10 marks)
- (c)

Question 5

“Participatory decision making is the way to go in modern school organisations.”
(Gamage, 2006)

Give and explain five reasons in agreement with the above assertion in the context of the schools in Swaziland. (25 marks)

Question 6

Examine five roles expected of principals in Swaziland schools. (25 marks)