

UNIVERSITY OF ESWATINI



FACULTY OF EDUCATION

DEPARTMENT OF EDUCATIONAL FOUNDATIONS AND MANAGEMENT

JANUARY, 2019

SUPPLEMENTARY EXAMINATION PAPER

**COURSE CODE :** EFM401/EFM505  
**TITLE OF PAPER:** SCHOOL ADMINISTRATION  
**TIME ALLOWED:** THREE (3) HOURS  
**INSTRUCTION :** ANSWER QUESTION ONE AND ANY OTHER TWO.  
**NB. QUESTION ONE IS COMPULSORY.**

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

*EFM401/EFM505 Supplementary Examination Paper July 2019*

**Question 1**

Examine **five (5)** reasons why it is important for a school administrator to carefully manage the informal organisations in a school. **(30 marks)**

**Question 2**

With examples based on Eswatini schools, discuss **three (3)** advantages and **two (2)** disadvantages of a bureaucratic model of organisation. **(25 marks)**

**Question 3**

- (a) Explain what is meant by the upward flow of communication. **(5 marks)**
- (b) Examine **four (4)** advantages of the upward flow of communication in a school setting. **(20 marks)**

**Question 4**

Examine **five (5)** roles expected of a school principal as the school's instructional leader. **(25 marks)**

**Question 5**

Decision making is indispensable for the principals in their day to day school administration. Justify the above assertion with **five (5)** reasons. **(25 marks)**