

UNIVERSITY OF ESWATINI



FACULTY OF EDUCATION

DEPARTMENT OF EDUCATIONAL FOUNDATIONS AND MANAGEMENT

MAY, 2019

MAIN EXAMINATION PAPER

COURSE CODE : EDF/EFM401

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.

Question 1

Justify with five reasons why it is imperative for Eswatini school principals to base on theories in their day to day school administration practices.

(50 marks)

Question 2

Examine five bureaucratic features characteristic of Eswatini schools.

(25 marks)

Question 3

Mavuso is appointed principal of Nkwene High School with a key mandate of transforming it into an effective school.

Discuss the implications of the mandate given to Mavuso with the support of four features of an effective school.

(25 marks)

Question 4

One of the strategies Eswatini school principals can use to boost performance in their schools is to establish a system of effective formal communication.

Discuss four characteristics of effective communication.

(25 marks)

Question 5

Like any effective leader, a school principal is expected to possess some personality traits in addition to some other leadership requirements.

Discuss five personality traits required of an effective principal.

(25 marks)

Question 6

One of the responsibilities of a school principal is to organise and plan meetings.

Discuss five characteristics of a successful staff meeting.

(25 marks)