

UNIVERSITY OF ESWATINI



FACULTY OF EDUCATION

DEPARTMENT OF EDUCATIONAL FOUNDATIONS AND MANAGEMENT

DECEMBER, 2019

MAIN EXAMINATION PAPER

COURSE CODE : EFM401/EFM505 (PGCE F/T and IDE P/T)

TITLE OF PAPER: SCHOOL ADMINISTRATION

TIME ALLOWED : THREE (3) HOURS

INSTRUCTION : ANSWER ANY FOUR QUESTIONS.

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

Question 1

Discuss five weaknesses of a bureaucratic model of organisation in the context of Eswatini schools. **(25 marks)**

Question 2

In Eswatini, the operations of schools and the processes of teaching and learning are affected by differences in school practices such as teachers' failure to prepare lesson plans on daily basis.

As a headteacher explain how your office could address these problems through legal processes. **(25 marks)**

Question 3

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 4

In your capacity as headteacher, explain how you could prevent educational related chaos in schools. Give practical examples to support your answers. **(25 marks)**

Question 5

Mention the four styles of decision making and discuss their respective characteristics) . **(25marks)**

Question 6

Discuss how your office (or as a headteacher) could avoid exclusionary practices in your school. **(25 marks)**