

UNIVERSITY OF ESWATINI



FACULTY OF EDUCATION

DEPARTMENT OF EDUCATIONAL FOUNDATIONS AND MANAGEMENT

JANUARY, 2020

SUPPLEMENTARY EXAMINATION PAPER

COURSE CODE : EFM401/EDF401/EFM505 (F/T & IDE)

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

Hoy and Miskel (2008:103) confirm that “schools are formal organisations with many and the same characteristics as bureaucratic organisations”.

Identify and explain five (5) characteristics of bureaucratic organisations identifiable with Eswatini schools. **(25 marks)**

Question 2

As a newly appointed principal of Manzini High School, examine five (5) criteria that will guide you in your goal of converting your school into an effective one.

(25 marks)

Question 3

Discuss four (4) purposes of informal communication in a school setting.

(25 marks)

Question 4

Many school principals tend to fail in their leadership duties because of their failure to apply appropriate leadership styles. Examine four (4) situational factors that may affect leadership in schools. **(25 marks)**

Question 5

“Participatory decision making is indispensable in modern school organisations” (Gamage, 2006). Support this assertion with five (5) reasons in the context of Eswatini schools.

(25 marks)

Question 6

Examine five functions performed by the Head teacher in his/her office. **(25 marks)**