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DEPARTMENT OF TEACHER EDUCATION  
SCHOOL OF EDUCATION AND LEADERSHIP  
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END OF SECOND SEMESTER EXAMINATIONS FOR LEVEL 400, 2022/2023  
B.ED. PROGRAMME

COURSE CODE: TEEG/TEJS/TEUP 402

COURSE TITLE: ADMINISTRATION AND MANAGEMENT OF EARLY GRADE,  
PRIMARY & JUNIOR HIGH SCHOOLS

**Instruction:** Answer all questions in Section A and any three questions in Section B.  
Time: 2 hours

SECTION A

[25 Marks]

Answer all the questions in this section.

1. The form of organization that is constructed to seek specific goals and guided by formally stated set of rules and regulations is called.....
  - A. Informal organization
  - B. Formal organization
  - C. Non-formal organization
  - D. Disjoint organization
2. Which of the following is not a management function?
  - A. Coordinating
  - B. Organizing
  - C. Planning
  - D. Teaching
3. It involves working within defined guidelines to achieve educational goals. This best relates to.....
  - A. Corporate administration
  - B. Corporate management
  - C. Educational administration
  - D. Educational management

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4. Madam Yaa Mansah is the Headteacher of Fantsinikor Basic School. Which administrative process allows her as head to interrelate and harmonize issues?
  - A. Coordinating
  - B. Directing
  - C. Organizing
  - D. Reporting
5. As the head of a public basic school, Mr. Kojo Broni knows that reporting is not just about giving stakeholders needed information, but more importantly, it is about...
  - A. accountability.
  - B. cooperating.
  - C. motivation.
  - D. supervising.
6. Reporting has to do with the following EXCEPT...
  - A. accounting.
  - B. consultancy.
  - C. financial control.
  - D. fiscal planning.
7. Effective instructional supervision is conducted for several specific reasons. Which of the following CANNOT be classified as a purpose of supervision in our schools?
  - A. Helping teachers to become aware of their teaching and its consequences for learners
  - B. Enabling teachers to try out new instructional techniques in a safe, Supportive environment
  - C. Finding out teachers mistakes and reporting same to authorities to recommend sanctions
  - D. Providing a mechanism for teachers and supervisors to increase their understanding of the teaching-learning process through collective inquiry with other professionals
8. In Prestige Basic School, all the class teachers maintain good relationship among themselves. They have the same rank and meet to talk during break time. This situation best describes...
  - A. horizontal clique.
  - B. vertical clique.
  - C. friends' clique.
  - D. mixed clique.
9. Which of these is not an advantage of informal organization? It...
  - A. can bring strength and vitality to an organization.
  - B. assists formal organization to become humanistic and prevents its dehumanization.
  - C. provides identification and emotional support for members.
  - D. makes workers waste working hours.

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10. A situation where the headteacher and his staff have a good rapport and communicate freely, that situation is termed as.....
- Horizontal clique
  - Mixed clique
  - Vertical clique
  - Friends clique
11. What management theory recognizes a human being as having an inherent dislike for work?
- Theory v
  - Theory x
  - Theory y
  - Theory z
12. Until she decides to quit teaching, Lawrenzia would be teaching till she goes on retirement. Which of the following theories believes in this assumption of long-term service?
- Theory v
  - Theory x
  - theory y
  - Theory z
13. Teachers' strategies and sensitivity in management of gender and inclusive constraints to learning inside the classroom should consider all the following EXCEPT...
- allowing time to deal with gender specific problems, if any.
  - Prescribing specific drugs and manufacturing assistive devices for interventions.
  - supporting to students with learning disabilities.
  - watching for indications of bullying, sexual harassment, impact of peer pressure, among others.
14. The following are functions of a curriculum lead at the school level EXCEPT.....
- Develop the school's vision of a quality curriculum
  - Develop the school's own program of studies
  - Develop a learning-centered schedule
  - Allocate teachers to specific classrooms based on their strength
15. The support that a school can get from its old students include the following EXCEPT.....
- Purchase computers for the school
  - Report the school to authorities
  - Build a library for the school.
  - Funds for sports.

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16. What specific duty does the headteacher of an inclusive basic school perform when he/she oversees effective implementation of resource allocation plans, tracks progress, and assesses the impact of the resources on the school's overall performance and makes adjustments or reallocation of resources?
- A. Equity and equality
  - B. Fund raising
  - C. Monitoring and evaluation
  - D. Promotion of diversified teaching methods
17. The head of the district education oversight committee is the.....
- A. Municipal/metropolitan/district chief executive
  - B. Regional director of education
  - C. District director of education
  - D. The paramount chief of the area.
18. Who is the secretary of a school management committee?
- A. Headteacher
  - B. Assistant headteacher
  - C. Any teacher
  - D. School Improvement Support Officer (SISO)
19. The best document of the school, which can be of help when there is a need to verify the availability or not of a child in school the previous day is the...
- A. class register.
  - B. exercise book.
  - C. Child's portfolio.
  - D. inventory book.
20. All the following documents can regulate the punctuality and regularity of teachers EXCEPT...
- A. lesson notebook.
  - B. teachers' attendance book.
  - C. teachers' attendance chart.
  - D. LOG book.
21. As the head teacher of your school, you would take all the following factors into account before allocating teachers to classes EXCEPT the...
- A. availability of teachers.
  - B. temperament of teachers.
  - C. abilities of the teachers.
  - D. economic status of the teachers.

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22. This head teacher seeks information from their workers and listens to them, shows concern for their welfare and willingly listens to their problems. This leader is oriented by which of Douglass Macgregory's Theory?
- A. Theory X
  - B. Theory Y
  - C. Theory U
  - D. Theory Z
23. A head teacher demonstrates capacity in respect of creating an environment that reflects an understanding of the realities of girls' and boys' lives in the school and addresses their issues appropriately. The head teacher can best be described as being gender...
- A. analytical
  - B. bias
  - C. responsive
  - D. stereotype
24. Which of these CANNOT be considered in defining the school as a formal organization?
- A. A social group that has been deliberately constructed
  - B. An institution established to achieve a goal
  - C. A mechanism or basic framework enabling persons to work effectively and achieve the set goals through integrated group effort
  - D. Workers group who are of similar rank in an organization and who work in a common area
25. The sanction that may be meted out to a teacher who fails to prepare his/her lesson notes for the first time is ...
- A. caution.
  - B. dismissal.
  - C. embargo is placed on salary.
  - D. written query to answer.

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**SECTION B**

**(75marks)**

**Answer any three questions in this section**

1. a) Define leadership. **(5marks)**  
b) Explain **four** reasons why there should be a headteacher at the early grade level. **(20marks)**
2. a) Communication plays an important role in every organization. Discuss any **four (4)** guidelines that can enhance effective communication in the school environment. **(10marks)**  
  
b) Discuss **three (3)** barriers to effective communication in the school. **(15marks)**
3. a) Explain **two (2)** types of school climate that may exist in a school. **(10marks)**  
  
a) A healthy school climate is the ideal for effective teaching and learning. Discuss **three (3)** features of a healthy school climate. **(15marks)**
4. Madam Serwaa, a headteacher, was identified by her staff as a good leader. Discuss **five (5)** of the attributes that make Madam Serwaa a good leader. **(25 marks)**
5. As the head teacher of a public basic school, examine **five (5)** challenges that could be encountered in the administration of the schools. **(25 marks)**