

**NOVEMBER 2023
EBS 349
SCHOOL MANAGEMENT AND
ADMINISTRATION
30 MINUTES**

Candidate's Index Number
Signature:

**UNIVERSITY OF CAPE COAST
COLLEGE OF EDUCATION STUDIES
SCHOOL OF EDUCATIONAL DEVELOPMENT AND OUTREACH
INSTITUTE OF EDUCATION
COLLEGES OF EDUCATION
FOUR-YEAR BACHELOR OF EDUCATION (B.ED)
THIRD YEAR, SECOND SEMESTER MID-SEMESTER QUIZ, NOVEMBER 2023**

22ND NOVEMBER 2023

**SCHOOL MANAGEMENT AND
ADMINISTRATION**

12:00 PM – 12:30 PM

**Answer ALL the questions.
(20 MARKS)**

Items 1 to 20 are stems followed by four options lettered A to D. Read each item carefully and circle the letter of the correct or best option.

1. Principles, techniques, theories, practices, and processes are the bases upon which Kwabena runs his organization. In this case, it can be said that Kwabena uses the of management.
A. Art
B. Science
C. Theory X
D. Theory Y
2. Which one of the following is a practice of making people obey rules or standards of behaviour using punishment to correct disobedience?
A. Culture
B. Discipline
C. Influence
D. Thrust
3. Which one of the following is the ability to see the big picture of where the organization or the team is heading, what it is capable of achieving, and what it will take to get there?
A. Covenant
B. Inspiration
C. Mission
D. Vision

4. Working together to gain synergy and establishing cordial relations with each other can be equated to "Unity is strength". This is seen in Henri Fayol's Principle of management as
- Esprit de Corps.
 - Parity of Authority.
 - Scalar Chain.
 - Unity of Command.
5. The headteacher of Grace Preparatory School dislikes taking risks and does not make any effort to assess the work and behaviours of his teachers because he holds the notion of "each one for himself". The headteacher is therefore exhibiting style of leadership.
- autocratic
 - democratic
 - laissez-faire
 - transformational
6. Stephen is fond of using unique personal skills, intuitions, hunches, common sense, and experiences in managing his business brilliantly. In this case, it can be said that Stephen uses the of management.
- Art
 - Science
 - Theory X
 - Theory Y
7. In this type of decision, the administrator relies heavily on his/her problem-solving ability, creativity, intuition, tolerance for ambiguity and judgment. Which one is it? decision.
- Appellate
 - Intermediary
 - Non-programmed
 - Programmed
8. Unresolved disputes in a school can lower morale and productivity and may even drive away competent teachers. It is for this reason that headteachers must take the role of
- mediator and communicator of disputes.
 - mediator and negotiate compromises as disputes occur.
 - negotiator and liaison officer between disputants.
 - negotiator and spokesperson of disputants.
9. Headteachers and teachers use rules, regulations, rewards, penalties, and sanctions in their day-to-day activities at school. This is done to
- enable pupils perform well academically.
 - enable pupils respect their parents at home.
 - put fear into pupils.
 - reinforce socially acceptable behaviour.
10. This approach to decision-making sees the decision-maker as an administrative man who must necessarily make decision when information he/she has is incomplete and recognizes that man has limited information-processing ability.
- Classical Decision-making Theory.
 - Classical Management Theory.
 - Dynamic Engagement Theory.
 - Lindblom's Theory of Muddling Through.

11. The decision by the headteacher of St. John's Basic School to punish a student who leaves school without exeat or report a teacher to the Municipal Director of Education for coming to school drunk for disciplinary action can be said to fall within decision.
- appellate
 - intermediary
 - non-programmed
 - programmed
12. The extent to which schools succeed in delivering services to their clients depends largely upon
- quality of personnel and availability of materials.
 - quality of personnel and their effectiveness.
 - quantity of personnel and availability of materials.
 - quantity of personnel and their effectiveness.
13. It is viewed as the milieu, atmosphere, culture, feel, tone, or the internal quality of an organization especially as experienced by its members and noticed by visitors to the organization. This description refers to organizational
- climate.
 - discipline.
 - iceberg.
 - thrust.
14. Which of the following statements are classified as school factors that can result into indiscipline among school children?
- Male teachers' immoral relationship with schoolgirls.
 - Peer influence.
 - Schools' inability to enforce rules and regulations.
 - Teacher absenteeism
- I, II, III.
 - I, II, IV.
 - II, III, IV.
 - I, II, III, IV.
15. In which type of school climate is the headteacher viewed as considerate and somewhat energetic but assumes more the style of a benevolent dictator than of a professional role model? climate.
- Controlled
 - Familiar
 - Open
 - Paternal
16. Which one of the following is used by teachers to ensure routine is maintained, school rules and regulations are enforced, and students are in a safe learning environment?
- Covenant,
 - Discipline
 - Influence
 - Thrust

17. Why is decision-making in an organization considered as the very heart of the administrative process and leadership? It
- A. involves making alternative choice.
 - B. is a concrete phenomenon driven by rationality.
 - C. is core to the job description and integral part of administration.
 - D. is one of the defining characteristics of leadership.
18. Power based on fear or the ability of the leader to use punishment for non-compliance with his/her orders or directives is referred to as power.
- A. coercive
 - B. expert
 - C. legitimate
 - D. reward
19. The headteacher of Bethel Basic School recognizes that satisfaction with the status quo poses a serious threat to the organization's survival. What type of leadership does he/she display? leadership.
- A. Autocratic
 - B. Democratic
 - C. Transactional
 - D. Transformational
20. Mr. Dickson believes that leaders can be made because when trained appropriately, they can function effectively. This shows that Mr. Dickson is in support of approach to leadership.
- A. behavioural
 - B. contingency
 - C. situational
 - D. trait