



KIBABII UNIVERSITY

UNIVERSITY EXAMINATIONS

2021/2022 ACADEMIC YEAR

.....3RD..... YEAR 1ST..... SEMESTER

MAIN EXAMINATION

FOR THE DEGREE OF BACHELOR OF EDUCATION ARTS

REGULAR

COURSE CODE: ECD 324

**COURSE TITLE: ADMINISTRATION AND SUPERVISION OF PRE-
SCHOOL EDUCATION**

DATE: 24/05/2022

TIME: 9-11AM

INSTRUCTIONS TO CANDIDATES

Answer Question One and Any other TWO (2) Questions

QUESTION ONE

- a) Discuss the importance of organisation in a pre-school centre in Kenya (10 mks)
- b) Justify the importance of educational managers in an organisation (10 mks)
- c) Highlight duties of an effective supervisor in a pre-school centre (10 mks)

QUESTION TWO

- a) Describe **FIVE** records needed in pre-school management (10 mks)
- b) Employment of staff in an organisation is done by an administrator. Discuss (10 mks)

QUESTION THREE

- a) With a relevant example, describe five records pre-schools should have at the pre-school (10 mks)
- b) Explain **FIVE** importance of staff evaluation in any management of an organisation (10 mks)

QUESTION FOUR

- a) Explain ways an administrator will ensure accountability in pre-school management (10 mks)
- b) Describe **FIVE** documents needed in pre-school management (10 mks)

QUESTION FIVE

- a) Discuss importance of staff development in an organisation (10 mks)
- b) Highlight **FIVE** financial records ECDE managers should have in pre-school management (10 mks)