



**B Ed – IECD LAM 222 SESSIONAL EXAMINATIONS JAN-JUN 2019**

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**BOTSWANA OPEN UNIVERSITY**

**BACHELOR OF EDUCATION INTEGRATED EARLY CHILDHOOD  
DEVELOPMENT**

**LEADING AND MANAGING IN EARLY CHILDHOOD**

**LAM 222**

**SESSIONAL EXAMINATION**

**MARKS: 100**

**DURATION: 3 HOURS**

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**Instructions to students:**

1. The examination consist of **Five Sections**
  2. Answer all the questions according to instructions given in each section
  3. Write answers in the answer booklet provided
  4. Write in grammatical English
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**SECTION A: MULTIPLE CHOICE**

**10 MARKS**

**INSTRUCTION:**

- 1. Answer all questions.**
- 2. Each item has four possible responses, read each item carefully then writes the best possible answer in the answer booklet.**

1. Which one of the following items is not part of the first aid kit contents?
    - A. Plastic bag
    - B. Scissor
    - C. Nail
    - D. Cotton wool
  2. The importance of providing play materials in an early childhood learning environment is to ....
    - A. promote scientific awareness on learners
    - B. enhance socio - emotional aspect on learners
    - C. provide for learners who show the desire to play
    - D. provide evidence that teaching and learning is effective
  3. How does displaying learners' family pictures in the classroom help?
    - A. Improves the appearance of the classroom
    - B. Tracks the relationship between learners and their siblings
    - C. Meets the required standard of an early childhood classroom
    - D. Makes the classroom appear closer to the home environment
  4. Justify the need to develop intellectual skills on young learners. To
    - A. promote problem solving skills
    - B. improve eye – hand coordination
    - C. promote development of motor skills
    - D. improve the ability to work with others
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5. Identify the first step in the process of staff recruitment in early childhood centres
- A. Conduct needs assessment
  - B. Develop a policy
  - C. Decide on the selection criteria
  - D. Write down job description
6. Identify the last step in the process of staff selection
- A. Interview candidates
  - B. Complete reference books
  - C. Advertise the position
  - D. Make an offer and contacting successful candidates
7. Amongst the methods below, select the one which does not belong to in-service training.
- A. Orientations
  - B. Classroom observations
  - C. Group discussions
  - D. Workshops
8. The importance of developing learners' socio emotional skills is to...
- A. provide means for them to express their feelings and emotions
  - B. increase their oral communication skills
  - C. develop creativity and imagination
  - D. develop visual discrimination
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9. Denote the statement which is true about feedback. It should be ...
- A. constructive rather than destructive
  - B. destructive rather than constructive
  - C. provided at the end of school term
  - D. provided at the time suitable for the supervisor
10. Identify a characteristic of an autocratic teacher from the following:
- A. Encourages participation of learners.
  - B. Involves learners in decision making
  - C. Coerces learners to take classroom orders
  - D. Allows learners to make choices of what they want to learn

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**SECTION B: MATCHING ITEMS**

**10 MARKS**

**INSTRUCTIONS**

- i) Match the following with the correct responses.
- ii) Write the number with corresponding letter on the answer booklet  
provided statements

<b>PART A</b>	<b>PART B</b>
1. The process of obtaining sufficient number of employees in an organisation	A. Staff appraisal ✓
2. The type of leadership where the school head makes all decisions without consulting stakeholders.	B. Experiential centres ✓
3. Compiled evidence of teaching	C. Creativity ✓
4. The type of leadership in which consultation with the stakeholder is paramount	D. Portfolio ✓
5. The type of leadership in which there is less respect for policies	E. Selection ✓
6. Parents and teachers working towards a common goal	F. Autocratic ✓
7. The means of sieving the relevant personnel for the job	G. Recruitment ✓
8. Framework of activities and processes to be carried out in an organisation	H. Democratic ✓
9. Places in the classroom that enhance new discoveries	I. Parent-teacher collaboration ✓
10. The process of putting together new experiences	J. Strategic plan ✓
	K. Liaises faire ✓



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**SECTION C: STRUCTURED QUESTIONS**

**20 MARKS**

**INSTRUCTION:**

**Answer all the questions.**

1. Differentiate leadership and management. **(4 marks)**
  
2. List **three** management skills of the school head. **(3 marks)**
  
3. Describe **two** methods through which teachers can be appraised. **(4 marks)**
  
4. Identify **three** contents of a first aid box. **(3 marks)**
  
5. Justify the need for the following services on teachers. **(4 marks)**
  - i. In-service training
  - ii. Needs assessment
  
6. Why is it important for a manager to have good communication skills?  
**(2 marks)**

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**SECTION D: CASE STUDY**

**20 MARKS**

**Instruction:**

**Read the case-study below and answer all the questions that follow.**

It was that time of the month when parents were expected to come to Wallace day care centre to view their children's work. All learners were given letters to remind their parents to come to school as scheduled except for two learners who were not given letters on account that their parents never honour the invitation.

**Questions**

1. Explain parental involvement. **(2 marks)**

2. In **two points**, argue against the statement in the box below; **(4 marks)**

It was okay for the teacher to leave out some learners when issuing letters inviting parents to school.

3. List any **four** obstacles to parental involvement in early childhood centres. **(4 marks)**

4. State **three** factors that may contribute to an inviting school climate. **(3 marks)**

5. Explain an advantage of parental involvement to each of the following stakeholders; **(4 marks)**

i. Learner

ii. Teacher

6. Elaborate **three** strategies that a teacher can use to enhance parental involvement. **(3 marks)**

*Creating inviting extra school climate*  
*conducting*  
*Devising some strategic*  
*Annual program*  
*Class. committees*  
*P & T instruction*

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**SECTION E - ESSAY QUESTIONS**

**(40 MARKS)**

**INSTRUCTION:**

**Select any two (2) questions in this section and write an essay on them.**

**1. Discuss the following interpersonal roles of the school manager: (20 marks)**

- Leader
- Liaison officer *↳ connect  
- give information*
- Ceremonial head *↳ signs  
- gives speech*

*hopp*

**2. Discuss three causes of negative attitude of teachers towards staff appraisal.**

- \* *Question is valid and reliable* *↳ accept is inter spe appraiser* **(20 marks)**
- \* *expose them.* *↳ provides information of procedure*
- \* *Dishonest*

**3. Discuss how a teacher can support the following domains of child development:**

**(20 marks)**

- Social emotional aspect *↳ social  
- stages  
- games*
- Physical aspect *↳*
- Intellectual aspect *↳ blocks  
- find answers  
- problem solving*

*behavioral*