



The University of Fiji
(An Entity of Arya Pratinidhi Sabha of Fiji)



SCHOOL OF HUMANITIES AND ARTS
DEPARTMENT OF EDUCATION
Semester 1: Year 2026

FINAL EXAMINATION PAPER

**EDU325: SCHOOL ADMINISTRATION PLANNING AND
REPORTING**

Important Instructions to Students:

1. Read the questions, instructions carefully and answer the questions.
2. You are allowed an **extra 10 minutes reading time** (during this time, you are not allowed to write with pen) and **180 minutes (3 Hours) to complete this paper**.
3. Silent, non-programmable calculators are allowed, but not supplied.
4. Write all your answers in the answer booklet provided. If you need extra sheets, please ask from the supervisor. Write your name, course code and student identification number in the answer booklet and in the attendance sheet.
5. This paper contains **six (6) sections A, B, C, D, E and F**. All questions are compulsory to answer **except** section F which has choices.
6. Write all your answers legibly. The marker has the right to award zero for answers that are not legible.
7. This is a **Closed Book Examination**. The University views plagiarism, cheating and dishonest practice as serious offences and if found, offenders are penalized.

Examination Paper Content (Format):

<u>Section</u>	<u>Question</u>	<u>Content</u>	<u>Marks</u>	<u>Suggested Time</u>
A	1-20	Multiple Choice	20	20 minutes
B	21-30	Fill in the Blanks	10	15 minutes
C	31-40	Matching	10	35 minutes
D	41-50	Short Answers	20	20 minutes
E	51-52	Paragraph Writing	20	45 minutes
F	53-54	Essays (Choose any ONE out of Two)	20	45 minutes
		TOTAL	100	180 Minutes

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All questions are compulsory in this section. You are to circle the correct letter in the Answer Grid. **Each question is worth 1 mark.**

1. School administration
 - A. is systematic management of institutions to achieve educational goals.
 - B involves the planning, organising, coordinating, directing, and evaluating of resources and processes to achieve educational goals effectively
 - C. ensures alignment between national goals, institutional vision, and curriculum outcomes.
 - D. all of the above

2. Why does administration matter?
 - A. Ensures efficiency
 - B Supports teaching & learning
 - C. Aligns policy with practice
 - D. All of the above

3. What is a curriculum?
 - A. A roadmap of education that guides what is taught, how it is taught, and how learning is assessed.
 - B. Refers to the planned educational experiences, content, and learning processes that a school provides to students to achieve specific educational objectives.
 - C. Pedagogical strategies – methods and approaches used to deliver content effectively.
 - D. All of the above
 - E. None of the above

4. In Fiji, school planning is mainly guided by
 - A. Private organisations
 - B. Ministry of Education policies
 - C. Parents only
 - D. Students' councils

5. Which of the following is a key function of school administration?
 - A. Curriculum design only
 - B. Financial management
 - C. Student punishment
 - D. Playground supervision only

6. A School Strategic Plan typically covers
 - A. daily activities
 - B. short-term classroom tasks
 - C. long-term goals and objectives
 - D. examination schedules only
7. Which of the following is part of effective school planning?
 - A. Ignoring stakeholders
 - B. Setting clear objectives
 - C. Avoiding evaluation
 - D. Limiting communication
8. The purpose of school reporting is to
 - A. punish teachers
 - B. share information about school performance
 - C. reduce workload
 - D. eliminate planning
9. Which document outlines a school's vision, mission, and goals?
 - A. Attendance register
 - B. School Strategic Plan
 - C. Examination timetable
 - D. Student report card
10. Who is primarily responsible for school administration?
 - A. Students
 - B. Teachers only
 - C. School principal/Headteacher
 - D. Parents
11. Which of the following is an example of internal school reporting?
 - A. Report to Ministry
 - B. Teacher reports to principal
 - C. National statistics
 - D. Media publication

12. Which of the following best describes school planning?

- A. Random decision-making
- B. Structured process of setting goals and strategies
- C. Ignoring future needs
- D. Only focusing on exams

13. A key element of school administration is

- A. leadership
- B. entertainment
- C. sports only
- D. holidays

14. Financial reporting in schools ensures

- A. misuse of funds
- B. transparency and accountability
- C. less responsibility
- D. no supervision

15. Which stakeholder is important in school planning?

- A. Community
- B. Students
- C. Teachers
- D. All of the above

16. Monitoring and evaluation in school planning helps to

- A. avoid improvement
- B. track progress and outcomes
- C. increase confusion
- D. delay decisions

17. Effective school administration promotes

- A. poor communication
- B. organizational efficiency
- C. conflicts
- D. lack of discipline

18. Which of the following is part of school reporting?
- A. Budget report
 - B. Academic report
 - C. Attendance report
 - D. All of the above
19. The role of the Ministry of Education in Fiji includes
- A. ignoring schools
 - B. policy development and regulation
 - C. teaching all classes
 - D. managing only private schools
20. Accountability in school administration means
- A. avoiding responsibility
 - B. being responsible for decisions and outcomes
 - C. ignoring results
 - D. blaming others

SECTION B**FILL IN THE BLANKS****(10 MARKS)**

Fill in the blank space with appropriate answers. Use the words given below. **Each question is worth 1 mark.**

21. School administration involves managing _____ and resources within a school.
22. The _____ is the head of the school responsible for overall administration.
23. A school's long-term goals are outlined in the _____ Plan.
24. In Fiji, school policies are guided by the _____ of Education.
25. School planning requires setting clear _____ and objectives.
26. Reporting helps to ensure _____ and accountability in schools.
27. Monitoring and evaluation are used to track _____ in school plans.
28. Financial reporting ensures proper use of school _____.
29. Teachers reporting to the principal is an example of _____ reporting.
30. Effective school administration promotes _____ in the organization.

SECTION C**MATCHING QUESTIONS****(10 MARKS)**

Match the items in **Column A** with the correct answers in **Column B**.

COLUMN A

31. School Principal/Headteacher

32. Strategic Plan

33. Financial Report

34. Ministry of Education

35. Monitoring

36. External Reporting

37. School Ethos

38. Evaluation

39. Accountability

40. School planning

COLUMN B

A. Long term goals

B. Head of School

C. Tracks progress

D. Setting goals and strategies

E. Responsibility for actions

F. Assesses outcomes

G. Shared values, beliefs and behaviour

H. Tracks use of funds

I. Policy guidance

J. Reports to outside bodies

K. Reports within school

SECTION D**SHORT ANSWERS****(20 MARKS)**

Answer **all** questions. **Each question is worth 2 marks.**

41. What is meant by school administration?
42. State two roles of a school principal or headteacher.
43. What is a School Strategic Plan?
44. Mention two key elements of effective school planning.
45. Why is school reporting important?
46. What is the role of the Ministry of Education in Fiji?
47. Differentiate between internal and external reporting.
48. What is meant by monitoring in school planning?
49. State one benefit of effective school administration.
50. What is accountability in school administration?

SECTION E**PARAGRAPH WRITING****(20 MARKS)**

All questions are **compulsory** in this section. Each question is worth 10 marks

- 51. Explain how school ethos influences administration and planning processes in schools. (10 marks)
- 52. Discuss the role of school culture in effective reporting and accountability in schools. (10 marks)

SECTION F**ESSAY WRITING****20 MARKS**

Write an essay of about 1000-1200 words on **ONE** of the selected questions. Include examples to support your arguments.

- 53. Discuss the role of school administration in improving teaching and learning in schools. (20 marks)
- 54. Explain the importance of school planning and reporting in ensuring accountability and effective school management in Fiji. (20 marks)

THE END