
UNIVERSITI SAINS MALAYSIA

Supplementary Examination
Academic Session 2007/2008

June 2008

**PGT 437E – GENERAL SCHOOL ADMINISTRATION
(PENTADBIRAN AM SEKOLAH)**

Duration: 3 hours
(Masa : 3 jam)

Please ensure that this examination paper contains **FIVE** printed pages before you begin the examination.

*[Sila pastikan bahawa kertas peperiksaan ini mengandungi **LIMA** muka surat yang bercetak sebelum anda memulakan peperiksaan ini.]*

Instructions: Answer **FOUR** questions. Answer **QUESTION 1** which is **COMPULSORY**, and **THREE** other questions.

[Arahan : Jawab **EMPAT** soalan. Jawab **SOALAN 1** yang **DIWAJIBKAN** dan mana-mana **TIGA** soalan lain.

Students are allowed to answer all questions either in English **OR** Bahasa Malaysia.

*Pelajar dibenarkan menjawab semua soalan samada dalam Bahasa Inggeris **ATAU** Bahasa Malaysia.*

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QUESTION 1 is COMPULSORY.

1. (a) Describe **FOUR (4)** challenges in preschool education administration.
(8 marks)
- (b) How can achievement in preschool education be improved?
Give reasons to support your answer.
(12 marks)
- (c) Give **TWO (2)** advantages and **TWO (2)** disadvantages that are related to the departmentalization of organizational structure.
(10 marks)
- (d) List **FIVE (5)** aims of having flexible timetables.
(10 marks)

Choose **THREE** other questions.

2. (a) Describe **FOUR (4)** internal structures of the school.
(8 marks)
- (b) To what extent the four sets of forces in the Model of Instructional Leadership influence student output?
(12 marks)
3. (a) Explain **FOUR (4)** general guidelines that a superior needs to follow when writing performance appraisals for subordinates.
(10 marks)
- (b) Compare and contrast the following two ways of contract termination under the Employment Act of Malaysia:
 - (i) With notice – Section 12
 - (ii) Without notice – Section 13
(10 marks)

4. (a) Discuss the importance of internal control and how it is used to solve the problems of financial management in school. (10 marks)
- (b) Describe the **THREE (3)** levels of the process of financial management of the organizational structure. (10 marks)
5. (a) What should be included in the guidance and counseling programme? (8 marks)
- (b) To what extent do you agree with the abolishment of corporal punishment in school? (12 marks)

TERJEMAHAN

SOALAN 1 DIWAJIBKAN.

1. (a) Huraikan **EMPAT (4)** cabaran dalam pentadbiran pendidikan prasekolah.
(8 markah)
- (b) Bagaimanakah meningkatkan pencapaian pendidikan prasekolah? Kemukakan alasan untuk menyokong jawapan anda.
(12 markah)
- (c) Berikan kelebihan-kelebihan dan kelemahan-kelemahan yang berkaitan dengan penjabatan dalam struktur organisasi.
(10 markah)
- (d) Senaraikan **LIMA (5)** tujuan mengadakan jadual waktu anjal.
(10 markah)

Pilih mana-mana **TIGA** soalan lain.

2. (a) Huraikan **EMPAT (4)** struktur dalaman sekolah.
(8 markah)
- (b) Sejauhmanakah keempat-empat daya set dalam Kepemimpinan Pengajaran Model yang mempengaruhi hasil pelajar?
(12 markah)
3. (a) Terangkan **EMPAT (4)** garis panduan am yang seseorang ketua perlu patuhi semasa menulis penilaian prestasi subordinat.
(10 markah)
- (b) Banding dan bezakan antara dua cara penamatan kontrak berikut di bawah Akta Pekerjaan Malaysia:
 - (i) Dengan notis – Bahagian 12
 - (ii) Tanpa notis – Bahagian 13
(10 markah)

4. (a) Bincangkan kepentingan kawalan dalaman dan cara penggunaannya dalam menyelesaikan masalah-masalah pengurusan kewangan di sekolah.
(10 markah)
- (b) Huraikan **TIGA (3)** peringkat proses pengurusan kewangan dalam struktur organisasi.
(10 markah)
5. (a) Apakah yang perlu dirangkumi dalam program bimbingan dan kaunseling?
(8 markah)
- (b) Sejauhmanakah anda bersetuju dengan hukuman dera dihapuskan di sekolah?
(12 markah)

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