

**CHUKA**



**UNIVERSITY**

**UNIVERSITY EXAMINATIONS**

**EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF EDUCATION  
IN ECDE**

**ECDE 422: ADMINISTRATION AND MANAGEMENT OF ECDE PROGRAMMES**

**STREAMS: B.ED (ECDE) Y4S2 SB**

**TIME: 2 HOURS**

**DAY/DATE: THURSDAY 12/04/2018**

**2.30 P.M. – 4.30 P.M.**

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**INSTRUCTIONS:**

- Answer question ONE and any other THREE questions.
- Do not write on the questions paper.

**QUESTION ONE**

- (a) Identify the meaning of the following concepts.
- (i) Administration. (2 marks)
  - (ii) Management. (2marks)
- (b) State four challenges encountered in the administration of ECDE centres in Kenya. (4 marks)
- (c) Explain two considerations an ECDE manager should make when organizing an ECDE programme. (4 marks)
- (d) Explain two characteristics of effective discipline in an ECDE centre. (4marks)
- (e) Discuss three roles of a centre manager in staff welfare in an ECDE centre. (9 marks)

**QUESTION TWO**

- (a) Differentiate between formative and summative evaluation of ECDE programmes. (4 marks)
- (b) Outline three characteristics of the following types of ECDE programme evaluation
- (i) Formative (3 marks)
  - (ii) Summative (3 marks)

- (c) Identify three importance of evaluation of ECDE programmes. (3 marks)
- (d) State two roles of a centre manager in ECDE programme evaluation and follow-up activities. (2 marks)

**QUESTION THREE**

- (a) Discuss three emerging trends and issues affecting the administration of ECDE centres in Kenya today. (9 marks)
- (b) Explain three roles played by NACECE. (6 marks)

**QUESTION FOUR**

- (a) Highlight three examples of financial records in an ECDE centre. (3 marks)
- (b) Describe three importance of a scheme of work to an ECDE teacher. (6 marks)
- (c) Discuss the following types of professional records in an ECDE centre.
  - (i) Progress records (2 marks)
  - (ii) Record of work (2 marks)
  - (iii) Admission register (2 marks)

**QUESTION FIVE**

- (a) Using a diagram explain the structure of ECDE in Kenya. (8 marks)
  - (b) Identify four factors to be considered by a centre manager when delegating duties to staff members in ECDE. (4 marks)
  - (c) State three disadvantages of poor remuneration in an ECDE centre. (3 marks)
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