

**FINAL EXAMINATION****BACHELOR OF EARLY CHILDHOOD EDUCATION (HONOURS)**

**COURSE : MANAGEMENT AND ADMINISTRATION IN
EARLY CHILDHOOD EDUCATION**

COURSE CODE : ECM2053

DURATION : 3 HOURS

1. The question paper consists of **THREE (3)** parts. PART A (20 questions)
PART B (5 questions)
PART C (2 questions)
2. Answer ALL questions from PART A, PART B and PART C.
 - i. Answer PART A in the Objective Answer Sheet.
 - ii. Answer PART B and C in the Answer Booklet provided.
3. Please check to make sure that this examination pack consists of:
 - i. The Question Paper
 - ii. An Objective Answer Sheet
 - iii. An Answer Booklet
4. Do not bring any writing material into the examination hall.
5. Please write your answer using permanent ink.

MYKAD/PASSPORT NO. : _____

ID. NO. : _____

LECTURER : _____

SECTION : _____

DO NOT OPEN THIS QUESTION PAPER UNTIL YOU ARE TOLD TO DO SO

This question paper consists of 8 printed pages including the front page

PART A: MULTIPLE CHOICE QUESTIONS**Answer ALL questions.**

1. Who manages the daily operation of TASKA?
 - A. Parents
 - B. Children
 - C. Principal
 - D. Neighbors

2. Which element is part of physical management?
 - A. Lesson Plan
 - B. Teacher's salary
 - C. Classroom arrangement
 - D. Standard Operational Procedure (SOP)

3. What is the key responsibility in human resource management?
 - A. Making toys
 - B. Writing SOPs
 - C. Decorating classrooms
 - D. Hiring and supervising staff

4. Which of the following is NOT a function of administration in ECE?
 - A. Playing with toys
 - B. Planning activities
 - C. Evaluating learning
 - D. Organizing resources Playing with toys

5. Which SOP would be MOST important during emergencies?
 - A. Safety SOP
 - B. Financial SOP
 - C. Curriculum SOP
 - D. Human Resources SOP

6. Why is budgeting essential for childcare centres?
- A. To avoid staff training
 - B. To spend money freely
 - C. To limit learning resources
 - D. To control expenses and ensure sustainability
7. Preparing teaching tools helps teachers to _____.
- A. save money only
 - B. replace parents' duties
 - C. reduce children's creativity
 - D. deliver lessons effectively and engage children
8. Which practice demonstrates effective time management?
- A. Ignoring nap times
 - B. Random teaching methods
 - C. No schedule for meals and play
 - D. Flexible routines with planned activities Random teaching methods
9. Which of the following best describes organizational management in Early Childhood Education?
- A. Managing time only
 - B. Decorating classrooms
 - C. Teaching children in groups
 - D. Coordinating resources and people to achieve goals
10. Administration in Early Childhood Education institutions mainly focuses on _____.
- A. curriculum planning
 - B. daily teaching routines
 - C. policy-making and decision-making
 - D. supervising children during playtime

11. Which of the following is **NOT** a function of management in Early Childhood Education?
- A. Planning
 - B. Leading staff
 - C. Controlling resources
 - D. Recording attendance
12. The physical environment in a childcare centre should _____.
- A. only have toys
 - B. focus on teacher comfort
 - C. exclude outdoor play areas
 - D. be attractive, safe, and age-appropriate
13. Human Resource Management in Early Childhood Education institutions ensures _____.
- A. only children's health records
 - B. only parent-teacher meetings
 - C. only purchasing teaching aids
 - D. staff recruitment, training, and motivation
14. Which is an example of time management in a kindergarten?
- A. Buying toys regularly
 - B. Keeping health records
 - C. Attending parent meetings
 - D. Creating a balanced daily timetable
15. Standard Operating Procedures (SOPs) are important in Early Childhood Education institutions because it _____.
- A. make learning more creative
 - B. reduce the need for teachers
 - C. focus only on financial reports
 - D. provide clear safety, health, and operational guidelines

16. Financing in TASKA and TADIKAs involves _____.
- A. avoiding financial planning
 - B. buying luxury items for staff
 - C. only paying teachers' salaries
 - D. budgeting, fee collection, and resource allocation
17. A kindergarten has limited toys, most of which are broken. The manager wants to improve the learning environment. Which step should be prioritized first?
- A. Ignore old resources
 - B. Repair damaged resources
 - C. Purchase age-appropriate and safe toys
 - D. Train teachers on proper use of teaching tools
18. When setting up its organizational structure, a new TASKA must include _____.
- A. daily meal menu for children
 - B. only the names of all children enrolled
 - C. decoration themes for each classroom
 - D. clear roles and responsibilities for staff
19. Which of the following statement is **TRUE** about financing and budgeting in TASKA/TADIKAs?
- A. It is not necessary for small childcare centres
 - B. It focuses only on collecting fees from parents
 - C. It ensures proper planning and control of income and expenses
 - D. It is to prepare only when the childcare centre faces a financial problem

20. Which of the following reflects proper human resource management in an Early Childhood Education institution?
- A. Ignoring staff performance and attendance
 - B. Providing staff training and clear job responsibilities
 - C. Allowing staff to work without supervision or guidance
 - D. Hiring staff without considering any qualifications to Early Childhood Education

(TOTAL: 20 MARKS)

PART B: STRUCTURED QUESTIONS

Answer ALL questions.

1. Explain **THREE (3)** important part of human resources management in Early Childhood Institutions.

(6 marks)

2. Identify **THREE (3)** effective ways an Early Childhood Education (ECE) institution can manage its financing and budgeting to ensure sustainability and quality services.

(6 marks)

3. Explain **THREE (3)** important aspects that must be considered when preparing Standard Operating Procedures (SOP) for an Early Childhood Education (ECE) institution.

(6 marks)

4. You are a new supervisor at a kindergarten. Suggest **THREE (3)** important records you must include and briefly explain why they are necessary.

(6 marks)

5. Propose **THREE (3)** actions you would take to improve the quality and safety of learning resources.

(6 marks)

(TOTAL: 30 MARKS)

PART C: ESSAY QUESTIONS

Answer ALL questions.

1. Time management play an important role while designing timetable for the early childhood institutions. Define time management in an Early Childhood Education setting. Explain **FIVE (5)** reasons why time management is essential for young children.

(25 marks)

2. Parents complain that the childcare centre does not have proper safety and hygiene guidelines. State the purpose of a Standard Operating Procedure (SOP) in ECE institutions and suggest **FIVE (5)** elements to be included in an SOP for safety and health practices.

(25 marks)

(TOTAL: 50 MARKS)

(TOTAL: 100 MARKS)

END OF QUESTION PAPER