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## Questions and Answers on Educational Management & Administration for GES Promotion Aptitude Test

1. Which word appears to have come from the Latin word 'minister' which means to render service to others
  - A. Management
  - B. Leadership
  - C. Administration**
  - D. Ministration
2. The mechanism (s) for sharing and coordinating the work of two or more people could be referred to as
  - A. Administration**
  - B. Organization
  - C. Planning
  - D. Leadership
3. ....represents a wide range of activities involved in running successful educational organisations but has been mostly regarded as the executive functions of the organization.
  - A. Educational Management**
  - B. Educational Leadership
  - C. Educational administration
  - D. Educational institution
4. They are intrinsically interconnected and interlocked concepts but have been emphasized differently at different times and settings
  - A. Educational institution, planning and leadership
  - B. Educational administration, leadership and management**
  - C. Planning, organization and structuring
  - D. Educational management, administration and ministration
5. Educational management is considered as an act, science, discipline and .....
  - A. Profession
  - B. Event
  - C. Entity**

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- D. Unity
6. Educational management is seen as a collective group of professionals working in government agencies and educational organizational organizations including schools. What nature of educational management does this statement fall under?
- A. Educational management as an entity**
- B. Educational management as a science
- C. Educational management as an art
- D. Educational management as an act
7. Educational management as a process consist of how many aspect?
- A. Five
- B. Two
- C. Three**
- D. Four
8. The practice of educational administration also involves the use of unique ..... which might not be generic to all administrations
- A. Personal character
- B. Attributes
- C. Personal skills**
- D. Personal knowledge
9. Hierarchically, how many levels of educational management do we have in Ghana?
- A. Two
- B. Three
- C. Four**
- D. One
10. The development of curriculum for education; acquisition and maintenance of physical facilities for education; and the maintenance of effective public relations for education are the responsibility of .....
- A. Operational definition of management
- B. Operational jurisdiction of educational management**
- C. Practice of educational management
- D. Structural jurisdiction of management
11. The driving force of the educational machinery is ...
- A. Curriculum
- B. Personnel**
- C. Funds
- D. Facilities
12. Which of the following represent the what, how and when learners learn in order to achieve the goals of education.
- A. Mobilization
- B. Curriculum**
- C. Teaching

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- D. Leadership
13. All the following covers educational management except
- A. Development of regulations and policies
  - B. Determination of purposes and procedures of education for learners
  - C. Acquisition of personnel for education delivery
  - D. Teaching in the classroom**
14. It enables educational management to establish mechanisms for guaranteeing stakeholders' expectation of quality in education.
- A. The wellbeing of staff
  - B. The continuous professional development of staff
  - C. The improvement in school infrastructure
  - D. Quality assurance**
15. Off the job staff development is when;
- A. Teachers are paid to conduct research
  - B. Teachers attend seminars and conferences in the school
  - C. Teachers invite resource persons when teaching
  - D. Teachers are granted study-leave to pursue further studies**
16. Regular supervision of teaching and guidance of teachers ensures all the following except;
- A. Teachers prepare lesson plan
  - B. Teachers give students assignments and exercise
  - C. There is quality teaching in schools
  - D. There is conflict resolution among teachers**
17. Educational management seeks to promote the following except
- A. Free education for all levels of education**
  - B. Good understanding and unity among professionals
  - C. Development and growth among professionals
  - D. Hard work and good performance among professionals
18. The following are objectives of educational management excluding;
- A. Provide proper education to learners
  - B. Ensure proper acquisition and utilization of resources
  - C. Efficient and effective satisfaction of learners and development of society**
  - D. Ensure ethical practice and professional development among staff
19. To ensure ethical practice and development among staff, educational management ensures that staff participate in;
- A. P.T.A meetings whilst in the service of educational enterprise
  - B. Debate and quiz competitions whilst in the service of educational enterprise
  - C. Professional development programmes whilst on study- leave
  - D. Professional development programmes whilst in the service of educational service**

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20. Educational administration ensures that education provided whether in public or private educational organisations achieves all the following except;

- A. Is fit for purpose in society
- B. Ensures the development of the child
- C. Meets the expectations of parents
- D. Education should be free at all levels**

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