

SPECIALTY: EDUCATION MANAGEMENT AND ADMINISTRATION (EMA)

PAPER: CASE STUDY

Credit value: 10

Objectives of the paper: To test how students can apply their management and administrative skills in an educational milieu. That is, knowledge and skills on problem solving in terms of handling administrative documents, managing school personnel and projects.

Nature of the Exam: Written Format of the Exam:

EXAM PAPER	Specialty/ Option	Different sections of the paper	Duration per section	Mark allocation	Exam Content
CASE STUDY	EMA	SECTION A - It shall comprise one passage for candidates to read, interpret and analyse by answering a set of 10 questions on management of school resources and documents	3hrs	60	Documentation and record keeping in education - Concept of information, data and records - Record keeping in schools - Methods of record keeping - Types of school records - Different records kept in a secondary school - Records keeping process
		SECTION B Essay for 40marks. Four (4) essay questions shall be set for the candidates to answer two (2), for 20 marks each.	2Hrs	40	Human resource management - The process of Management

		The Four (4) essay questions shall each be selected from Documentation and record keeping in education, Human resource management, Finance and accounting in education, Developmental projects in education				- Human resources in institutions/organizations - The Meaning and Nature Of Human Resource Management - Difficulties/challenges in managing human resources - Human Resource Development and Training - Identification of Personnel needs/requirements - Employing / recruiting personnel - Motivation in the school Finance and accounting in education - Definition of finance, accounting - Sources of finance in education - Cost-benefit analysis in education - School budgeting - Preparing school balance sheet, income statement and cash flow statement - Preparing and analysing statement of school accounts Developmental projects in education
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						- Meaning of projects in education - Types of Projects - Steps of developing a project - Audits and evaluation of project - Evaluation and decision-making.
TOTAL				100	100	

PAPER : SUPERVISION OF INSTRUCTION

Credit value: 6

Objectives of the paper: To assess students' knowledge on applied inspection and supervision of instruction in Cameroon schools as well as application of the concepts in modeling and mentoring Nature of the Exam: Written Format of the Exam:

EXAM PAPER	Specialt y/ Option	Different sections of the paper	Duration per section	Mark allocat ion	Exam Content
SUPERVISI ON OF INSTRUCT ION	EMA	SECTION A - Objective testing for 60%. - This section should be made up of 45 structural questions	1h:30mins	-	- Who is a supervisor and Qualities of a Supervisor - Supervision and inspection
		for 60 marks (1.5marks each).		-	- Theoretical basis of supervision - Types of Instructional Supervision
		SECTION B - Shall comprise 3 Essay questions (20marks each) for candidates to answer two (2) for 40marks.	1h:30mins	-	- Principles of Instructional Supervision - Techniques of Instructional Supervision - Forms or Modes of Inspection Supervision models and application in Cameroon schools.
TOTAL				-	

PAPER : MEASUREMENT AND EVALUATION (Common for DCT-EMA-AND)

Credit value: 6

Objectives of the paper: To test the students' awareness, understanding and application of concepts and issues central to testing, measurement assessment and evaluation as well as to test their application in the processing and use of instruments Nature of the Exam: Written Format of the Exam:

EXAM PAPER	Specialty/ Option	Different sections of the paper	Duration per section	Mark	Exam Content
MEASUREMENT AND EVALUATION	DCT EMA AND	SECTION A:	1h:30mins	60	- Testing, measurement, Evaluation and assessment - Scales/levels of measurement - Error of measurement - Types of questions/techniques - Curriculum evaluation models - Blooms taxonomy - Learning results evaluation - Measures of central tendencies - Problems of evaluation - Computer assisted tests
		-Objective testing for 60%. -This section should be made up of 45 structural questions for 60 marks (1.5marks each). NB: Section A should comprise the different types of objective questions including: - MCQs-9marks - Matching-9marks - True/False or Yes/No-9marks - Short answers (Structural) - 9marks - Rearrangement - 9marks			
		SECTION B: -Shall comprise 3 Essay questions (20marks each) for candidates to answer two (2) for 40marks.	1h:30mins	40	
TOTAL				100	

PAPER: SCHOOL MAPPING AND MANAGEMENT OF ASSETS

Credit value: 8

Objectives of the paper: To test candidates' ability in planning and proper location of schools, mapping as well as managing the different assets

Nature of the Exam: Written

Format of the Exam:

EXAM PAPER	Option	Different sections of the paper	Duration per section	Weighting Percentage	Mark allocation	Exam Content
SCHOOL MAPPING AND MANAGEMENT OF ASSETS	EMA	SECTION A Shall comprise objective questions (45marks) in two (2) parts; - Part one: School mapping-25 questions - Part Two: Management of Assets in Education-20 questions Each question carries 1.5marks	2hrs	60	60%	School Mapping - School mapping and micro planning- concepts and processes - Functions of the school mapping - Relevance of school mapping - Processes and methods of constructing school map - Problems encountered in constructing school map at the different levels of education
		SECTION B - Shall comprise 4 Essay questions, two selected from each components of the paper. - Candidates are expected to answer only two (2) questions (40marks), Choosing one from each part	2hrs	40	40%	5. Estimating demography and enrolment in education - Preparation of the prospective school map Management of Assets in Education - Categories of educational assets - Procedure for acquiring educational assets

						- The exploitation of educational assets - Actors' role and responsibilities in the management process - Problems encountered in the management of assets - Termination of educational assets/property
TOTAL				100	100	

PAPER: PRACTICAL

Credit value: 10

Objectives of the paper: To test candidates' ability in handling administrative records, discipline and day-to-day running of the educational services

Nature of the Exam: Practical

Format of the Exam:

EXAM PAPER	Option	Different sections of the paper	Duration per section	Weighting Percentage	Mark allocation	Exam Content
PRACTICAL	EMA	Part One: Presentation of a report showing documentation and experiences with; - Principal - Vice principal - Bursar - Discipline masters And for Inspectorate or Delegation - The various services	3hrs	40%	40	-Secondary schools -Inspectorates -Delegations
		Part two: Evaluation by examiners	2hrs	60%	60	
	TOTAL				100	100