

RECORDS MANAGEMENT AND ADMINISTRATION OF SECONDARY SCHOOLS IN ONUIMO LOCAL GOVERNMENT AREA OF IMO STATE

By

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Abstracts

This study examined Schools Records Management and the administration of Secondary Schools in Onuimo Local Government Area, Imo State. The study adopted correlation research design. The population of the study consisted of ninety-four (94) Business Educators in forty-eight (48) Senior and Junior Secondary Schools in Onuimo Local Government Area, Imo State. There was no sampling since the population was considered manageable. Two research instruments titled "Schools Records Management" and "Achievement of smooth Administration in Secondary Schools in Onuimo Local Government Area" were used to collect responses from respondents. A five (5)-points rating scale of Very High Extent (VHE - 5 points); High Extent (HE - 4 points); Moderate Extent (ME - 3 points) Low Extent (LE - 2 points) and Very Low Extent (VLE - 1 point) was used in rating the responses. Mean and Standard deviation were used in analyzing the data and 3 points average was considered as decision point. The hypotheses were tested using Pearson Product Moment Correlation (PPMC) at 0.05 level of significance. The study revealed that administrators in secondary schools keep proper records of students, staff all events and facilities, equipment and school plant. But facilities and equipment are obsolete and inadequate; Government should procure relevant and modern records management facilities and equipment, with computers and distribute same to the various secondary schools for efficient and effective records management in schools for sustainable development.

Keywords: - Records, Management, Secondary Schools, Administration

Introduction

Records management in schools involves the collection, retention, storage, retrieval, disposal and reproduction of these records when needed with minimum delay, without encumbrances. Records Management deals with the creation, distribution, maintenance, retention, preservation, retrieval and disposal of information and documents used for office operations (Akpomi 2018). Achievement of efficient and effective records management in Schools lies on the administrator who should ensure that the records so generated in the office are efficiently kept for future references when the need arises. The school administrator also ensures that these records which include admission records, examination, students' attendance register, among others are adequately protected from theft and fire. The success of any system of education is hinged on proper planning framework, efficient administration and adequate financing (FRN, 2013). The policy further states that Nigeria's philosophy of education based on the belief that education is an instrument for national development and social change, a veritable for social change, national integration and development. The events to which these beliefs are achieved depend largely on the proper planning framework, efficient administration and adequate financing of the school system.

Over the years there has been an outcry by the people on the fallen standard of education in Nigeria, despite the huge amount of money expended by the government and donor agencies. A number of factors are responsible for this obvious decline in the quality of teaching and learning experiences, which ranges from inadequate facilities and infrastructure, government's inability to upgrade learning environment, lack of basic learning materials, nonchalant attitude of parents and students, inadequate teachers and administrators (Akpomi, Singer and Isaac, 2018; Farrant, 2004).

The school administrator implements all educational policies, curriculum and guide learners to achieve educational objectives and also provide leadership for the system. The duties of the administrator include controlling, coordinating, planning, organizing, communicating, and directing both human and material resources of the school system to ensure the achievement of the expected learning outcome. The administrator is one person who through his guidance, leadership and motivation leads men who form his team to achieve the desired goal (Akpomi, 2018). Administration is a basic function of management and unless it is effectively carried out by the line management, technical efficiency may be inadequate to achieve the desired organizational success (Obi, Obi and Onyekpere 2016). The school administrator as a manager functions with a team of workers who are both

teaching and non-teaching staff, working together to achieve the desired objectives of the school system.

There are various forms of records classified into statutory and non-statutory records which constitute school records and must be handled with utmost efficiency. It is at this backdrop that this study examines the influence of records management on the administration of secondary schools in Onuimo Local Government Area of Imo State, Nigeria. Records Management involves creating, collecting and keeping records in safe custody. Records are kept in a place where they cannot be destroyed or damaged and only authorized persons will have access to them when the need arises. However, these records are only retrieved by authorized person who also has access to the records at the time they are needed. An effective and efficient records storage and retrieval system will ensure ease access and retrieval of records whenever they are needed with minimum delay and without encumbrances (Tanner 2009). Ajayi & Sokan (1997) assert that there are various records that must kept in the school. According to Agera (2008) there are usually well over thirty different records and are categorized into two main groups, statutory school records and non-statutory records including office records. These records include orders, instructions, bills, contract agreements, letters, memoranda and personnel records (Akpomi, 2018). Some writers however argued that there is no clear distinction between the office and non-statutory records; hence the office records are subsumed into non statutory records. There is no clear cut distinction between these two categories of records, though each has its definite role to play in the effective management of the school (Farrant, 2004).

Post-primary level of education, which is the Basic Education Level (BEL) is described as a veritable tool for social change, national integration and development and the extents to which the desired social changes, national integration and development are achieved depend largely on the quality of education received by the citizenry through effective and efficient educational administration. There are several reasons why records must be kept in schools, apart from the reasons which are specific to each record; the general reasons why records must be kept include; ensuring strict compliance to the provisions of the education law and policies, and for planning and budgeting purposes (Ejeh, 2013). Records also serve as indices for school performance assessment and evaluation, providing useful information guide, not only for members of the school community but also for members of the public, employers, government and researchers, and save the school from any unnecessary embarrassment as well as legal tussle, aid administrative decision making and efficiency in the school, enable teachers have detailed personal information

about their students and be in a better position to assist the students academically, morally, socially, and predict the students' behavior and provide needed information and guide to whosoever when the need arises (Tanner (2009).

Nwankwo (1982) cited in Obi, Obi and Onyekpere ((2016) described administration as a careful and systematic arrangement and use of both human and material resources, situations and opportunities for the achievement of specific objectives of a given organization. Administration as a concept involves planning, coordinating, control and directing of both human and material resources available for the purpose of achieving some set objectives of the organization. The School Head who is the administrator or manager of the school is faced with the responsibility of planning, controlling, coordinating, monitoring and programming relevant information or data on each student admitted into the school for the smooth administration of the school. To achieve effective administration in the school there must be effective communication of relevant information about students, staff and what goes on in the school as well as property owned by the school.

Records can be stored in files, cupboards, cabinets, drawers, computer, display on walls and notice boards. Folders, desks, cabinets, shelves and cupboards, drawers, strong rooms, computers, among other are tools and equipment that could be used for filing (Akpomi, 2018). But whatever equipment that is used must provide adequate security and protection for the documents against loss, damage by fire or exposure to environmental and atmospheric attack. And whatever filing system that may be adopted must be accessible to the users without any health hazards, simple in operation and ease to locate, suitable to the purpose, elastic and economical in management. Files are typically used to keep loose sheets, small documents and reports. For example, correspondences, minutes of meetings, circulars, among others, need to be properly and systematically kept.

There are several ways of classifying files, whatever method one chooses, should be consistently used. It means that, you do not use one system to classify one file and when another file is opened you use another method. Akpomi (2018) asserts that documents may be filed in many ways depending on the nature of the business (School) size, population, and location of the school. Ajayi & Sokan (1997) assert that Alphabetical, Numerical, Geographical and Subject arrangements are some of the categories in which files or documents may be classified.

Statement of the Problem

School records management involves the creation/collection, distribution, maintenance, retention, preservation, retrieval and disposal of information available to the school without encumbrances. It also involves the reproduction of school documents in the most efficient and effective manner with minimum delay without encumbrances. Consequently, school administration involves the effective and efficient collection, storage, retrieval, disposal and reproduction of school records without hindrances for the smooth administration of the school system. Administration is concerned with the performance of executive duties of carrying out plans, policies or decisions in order to fulfill a purpose (Peretomode & Peretomode (2008)). It involves controlling the efforts of employees (teachers and non teaching staff) in the day-to-day running of the organization (school) to achieve the desired objectives. The Head teacher is both the manager and the administrator of the school, his duty involves planning, directing, coordinating and controlling the school records or information in the most efficient and effective manner without encumbrances. But experience has shown that some secondary schools in Onuimo Local Government Area suffer great deal of setback in records management due to lack of confidentiality, accessibility, easy retrieval and referencing resulting from obsolete and inadequate filing system. To this end admission register, time tables, official correspondence among other records of the schools are sought with many difficulties. The protection of these records from unauthorized persons, dampness, deterioration, theft and fire is also not assured. These problems have resulted to huge time waste, lost of important records such as examination records, continuous assessment reports, and students' attendance and admission registers, log book to thieves, fire, dampness and deterioration and worst still is the delay encountered in retrieval of documents due to the use of obsolete facilities and modern filing equipment. Consequently, the author is then forced to ask: to what extent does records management enhance smooth administration in secondary schools in Onuimo Local Government Area of Imo State, Nigeria.

Purpose of the study

The purpose of this study is to examine the influence of school records management on the administration of secondary schools in Onuimo Local Government Area, Imo State.

The study specifically attempted to determine whether

1. Admission register can influence the administration of secondary schools in Onuimo Local Government Area.

2. Students' attendance register and examination records can influence the administration of Secondary Schools in Onuimo Local Government Area.
3. School time table can influence the administration of secondary schools in Onuimo Local Government Area.

Research Questions

1. To what extent has admission and attendance register influenced the administration of secondary schools in Onuimo Local Government Area?
2. To what extent has examination records influenced the administration of Secondary Schools in Onuimo Local Government Area?
3. To what extent has school time table influenced the administration of secondary schools in Onuimo Local Government Area?

Hypotheses

To enhance the study, three null hypotheses were formulated.

1. There is no significant relationship between admission and attendance register and administration of secondary schools in Onuimo Local Government Area, Imo State.
2. There is no significant relationship between examination records and administration of Secondary Schools in Onuimo Local Government Area.
3. There is no significant relationship between school time table and administration of secondary schools in Onuimo Local Government Area.

Methodology

The study adopted correlation research design because it was considered most appropriate since it involves an investigation of the relationship between two variables. The population of the study consisted of ninety-four (94) Business Educators in forty-eight Senior and Junior Secondary Schools in Onuimo Local Government Area, Imo State. There was no sampling since the population was considered manageable. Two research instruments titled "Schools' Onuimo records management" and "Achievement of smooth administration in Secondary Schools" in Onuimo Local Government Area were used in collecting responses from respondents. A five (5)-points rating scale of Very High Extent (VHE - 5 points); High Extent (HE — 4 points); Moderate Extent (ME — 3 points) Low Extent (LE — 2 points) and Very Low Extent (VLE — 1 point) was used in rating the responses. The instruments were validated by three (3) experts one in Measurement and Evaluation and two in

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Business Education and office Management; while the reliability coefficient was tested using test re-test method to obtain a coefficient value of 0.75%. Mean and standard deviation was used in analyzing the data collected with 2.5 considered as decision point. Pearson Product Moment Correlation (PPMC) was used in testing the null hypotheses at $P > 0.05$ level of significance.

Result of Findings

Research Question 1

To what extent has admission and attendance register influenced the administration of secondary schools in Onuimo Local Government Area?

Table 1: Mean and Standard Deviation of extent to which Admission/Attendance Register has influenced the administration of secondary schools in Onuimo Local Government Area

S/N	Responses	Scor es (X)	Scor es (Y)	Me an (\bar{X}) $\frac{X_1}{X_2}$	X - X ₁	Y - X ₂	(X - X ₁) ²	(Y - X ₂) ²	$\sum X$ Y	S D	Deci sion
1.	Very High Exte nt (5)	17 5	125	1.8 1.3	173 .2	123 .7	29,99 8.2	15,30 1.7	21,8 75		
2.	High Exte nt (4)	10 0	120	1.1 1.3	98. 9	118 .7	9781. 2	14,08 9.7	12,0 00		
3.	Mod erate Exte nt (3)	60	105	0.6 1.1	59. 4	103 .9	35.28. 4	10,79 5.2	6,30 0		
4.	Low Exte nt (2)	16	8	0.2 0.08	15. 8	7.9	249.6	62.4	128		
5.	Very Low Exte nt (1)	6	-	0.06 - 5.9	5.9	-	34.8	-	6		
	Total	35 7	358	3.8 3.8			43,59 2.2	40,24 9	40.3 09	21. 7 20. 8	HE

(N — 94)

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Table 1 showed the computed mean and standard deviation of the extent to which admission and attendance register influenced the administration of secondary schools in Onuimo Local Government Area. The computed mean and standard deviation was 3.8 and 3.8 and 21.7 and 20.8 respectively. This means that efficient and effective keeping of admission and attendance register in schools to a high extent enhance smooth administration of secondary schools in Onuimo Local Government Area, and since the mean is above the decision point of 3, it means that administration cannot run smoothly and efficiently without admission and attendance records of the students in the school to determine students' admission status, monitor students' attendance and participation in class room activities, plan and budget for students especially during an examination, and have an accurate data of students, among others.

Research Question 2

To what extent has examination records influenced the administration of Secondary Schools in Onuimo Local Government Area?

Table 2:- Mean and standard deviation of the extent to which examination records influenced the administration of secondary schools in Onuimo Local Government Area

S/ N	Response s	Score s (X)	Score s (Y)	Mean (X) X ₁ X ₂	X - X ₁	Y - X ₂	(X - X ₁) ²	(Y - X ₂) ²	ΣXY	SD	Decision
1	Very High Extent (5)	200	150	2.1 1.6	197. 9	148. 4	39,164	22,022. 7	30,000		
2	High Extent (4)	80	100	0.9 1.1	79.1	98.9	6,356.8	9781.2	8,000		
3	Moderate Extent (3)	60	60	0.6 0.6	59.4	59.4	3528.4	3528.4	3,600		
4	Low Extent (2)	4	20	0.04 0.2	3.9	19.8	15.2	392	80		
5	Very Low Extent (1)	2	9	0.02 0.09	1.9	8.9	3.6	79.2	18		
	Total	346	339	3.7			48,968. 4	35,803. 5	41,698 8	22. 9 19. 6	HE

(N - 94)

Table 2 showed the computed mean and standard deviation of the extent to which examination records influenced the administration of secondary schools

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in Onuimo Local Government Area. The computed mean and standard deviation was 3.7 and 3.6 and 22.9 and 19.6 respective. This means that the keeping examination records to a high extent influenced the administration of secondary schools and since the mean of 3.7 and 3.6 are above the decision point of 3, it means that the administration in the secondary schools cannot run smoothly and efficiently without adequate maintenance and management of students' internal and external examination records to know and monitor students' attendance to school activities and examinations.

Research Question 3

To what extent has school time table influenced the administration of secondary schools in Onuimo Local Government Area?

Table 3:- Mean and standard deviation of the extent to which school time table influenced the administration of secondary schools in Onuimo Local Government Area.

S/N	Res pon ses	Sco res (X)	Sco res (Y)	Me an ($\frac{\sum X}{X_1}$ $\frac{\sum Y}{X_2}$)	X - X ₁	Y - X ₂	(X - X ₁) ²	(Y - X ₂) ²	$\sum X$ Y	S D	Dec isio n
1.	Ver y Hig h Ext ent (5)	200	175	2.1 1.7	19 7.9	17 3.3	39,16 4.4	30,03 2.9	35,0 00		
2.	Hig h Ext ent (4)	120	152	1.3 1.6	11 8.7	15 0.4	14,08 9.7	22,62 0.2	18,2 40		
3.	Mo de ra te Ext ent (3)	60	30	0.6 0.3	59. 4	29. 7	3528. 4	882.1	1,80 0		
4.	Low Ext e	4	16	0.0 4	3.9	15. 8	15.2	249.6	64		

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	nt (2)			0.2							
5.	Ver y Low Exte nt (1)	2	3	0.0 2 0.0 3	1.9	2.9	3.6	8.4	6		
	Tot al	386	376	4.1 4			54,29 2.9	51,96 4	55,1 10	24 .3 23 .6	HE

Table 3 showed the computed mean and standard deviation of the extent to which school time table influenced the administration of secondary schools in Onuimo Local Government Area. The table showed a computed mean and standard deviation of 4.1 and 4 and 24.3 and 23.6 respectively. This means that keeping school time table to a high extent contributed to efficient and effective administration of secondary schools in Onuimo Local Government Area, and since the mean of 4.1 and 4 was greater than the decision rule of 3 it means that administration in secondary schools cannot run smoothly and efficiently without keeping and maintaining school time table to monitor and regulate school programme and learning and teaching activities.

Hypotheses Testing

H₀1: There is no significant relationship between admission and attendance register and administration of secondary schools in Onuimo Local Government Area, Imo State.

Table 4:- Summary table of significant relationship between Admission/Attendance Register and Administration of Secondary Schools in Onuimo Local Government Area

S/NO	Variables	Mean	Std.D	ΣXY	r-cal.	r-crit.
1	Admission/ Attendance Records (X)	3.8	21.7	40.309	0.78	0.205
2	Administration (Y)	3.8	20.8			
	N - 94	df - 92	P>0.05 (L.O.S)			

Table 4 showed a summary of significant relationship between admission/attendance register and administration of secondary schools in

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Onuimo Local Government Area. The table showed a calculated (r.cal.) value of 0.7 while the table value was 0.205. This means that since the calculated value is greater than the table value, the null hypothesis is therefore rejected at $P>0.05$ level of significance. This means that keeping students' admission and attendance records enhanced smooth administration of secondary school in Onuimo Local Government Area.

H₀₂. There is no significant relationship between students' attendance register and examination records and administration of Secondary Schools in Onuimo Local Government Area.

Table 5:- Summary table of significant relationship between Students' Attendance Register and Examination Records and Administration of Secondary Schools in Onuimo Local Government Area.

S/NO	Variables	Mean	Std.D	$\sum XY$	r-cal.	r-crit.
1	Examination Records (X)	3.7	22.9	41,698	0.7	0.349
2	Administration (Y)	3.6	19.6			
	N - 34	df - 32	$P>0.05$ (L.O.S)			

Table 5 showed a summary of the significant relationship between students' examination records and administration of secondary schools in Onuimo Local Government Area. The table showed a calculated (r-cal) value of 0.7 while the table value (r-crit.) was +0.349. This means that since the calculated value is greater than the table value, the null hypothesis is therefore rejected at $P>0.05$ level of significance. This shows that there is significant relationship between keeping of students' internal and external examination records, among records and administration of Secondary Schools in Onuimo Local Government Area.

H₀₃ There is no significant relationship between school time table and administration of secondary schools in Onuimo Local Government Area.

Table 6: - Summary table of significant relationship between school time table and administration of secondary schools in Onuimo Local Government Area.

S/NO	Variables	Mean	Std.D	$\sum XY$	r-cal.	r-crit.
1	School Time (X) Time Table	4.1	24.3	55,110	0.7	0.349
2	Administration (Y)	4	23.6			
	N - 34	df - 32	$P>0.05$ (L.O.S)			

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Table 6 showed a summary of significant relationship between School Time Table and Administration of Secondary Schools in Onuimo Local Government Area. The table showed a calculated (r-cal.) value of 0.7 while the table value (r-crit.) was 0.349 This means that since the calculated value is greater than the table value, the null hypothesis is therefore rejected at $P>0.05$ level of significance. It means that there is significant relationship between the School Time Table and Administration of Secondary Schools in Onuimo Local Government Area.

Discussion of Findings

The study showed that keeping and maintaining students' admission and attendance registers by the administration of Secondary Schools to a high extent contributed to smooth administration in the secondary schools in Onuimo Local Government Area. Administration cannot run smoothly without records. It became imperative for such records as admission register to be kept by schools to ensure accurate and proper information of students and determine the status of every student in the school. It also assists the administration in monitoring students' participation in classroom and other activities of the school, students' bio-data and for effective planning and budgeting.

The study further revealed that examination records, continuous assessment cards, among others contributed to the administration of Secondary Schools in Onuimo Local Government Area. Examination records, continuous assessment cards, among others to a high extent enhanced the administration of secondary schools in Onuimo Local Government Area. These records allow the administration to keep and maintain students' achievement records, track students' participation in classroom activities and check teachers' punctuality to classes. Examination Records shows students' performances in both internal and external examinations and future references are made with easy and without encumbrances.

The study also revealed that school time table influenced the administration of secondary schools. Keeping and maintaining records help administration to keep track of teachers' teaching period and attendance to their teaching and learning activities, help to assess teachers' and students' performances in classroom activities. It also helps the administration in making sound administrative decision among others. Effective and efficient records management in schools is important for sustainable development. Conclusion Conclusively, it is obvious that effective and efficient records management to a high extent contributed to smooth administration of secondary schools in Onuimo Local Government Area of Imo State. Records keeping also facilitate

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research activities that will promote efficiency and effectiveness of the school system. To provide useful information to an employer of labour who may want to recruit learners for jobs such as testimonies, transcripts, certificates and reference letters; and supply the necessary information to school inspectors.

Provides the information needed for planning, budgeting and decision making by school authorities. Provide bases for objective assessment of the teaching and learning activities in the school, including staff and learners' performance by supervisors and inspectors of education. These records provide information to the community, general public and stake holders for advancement of knowledge. It ensures that the administrator adheres strictly to education law, policies and guidelines and they can be used as reference materials for teachers and administrators.

The use of modern facilities like computers, photocopiers, filing cabinets, drawers and diskettes in the management of school records made easy the maintenance, retention, storage, retrieval and reproduction of these records which consequently enhanced the administration of the secondary schools in Onuimo Local Government Area. Administration ran smoothly because records were traced and found with ease as their need arose. Administration may be frustrated without records and face serious official and legal embarrassment resulting from records encumbrances resulting from loss, lack of access to records, budget, education laws and policies and students' attendance records among others. Efficient records management in secondary school therefore, is a great value and significantly related to school administration. Efficient and effective records management in secondary schools shall enhance the attainment sustainable development in education.

Recommendations

The study recommends as follows:

1. That schools should keep and protect important records from fire, thief, damages and environmental attacks with relevant storage facilities for sustainable development in education.
2. That definite personnel should be assigned to handle records to avoid misplacement, damage and thief as a result of careless handling.
3. That Files should be arranged according to the prescribe method of filing by the office to suit the purpose and objectives of the office and to ensure ease location.
4. That Government should procure modern facilities and equipment like computers, photocopiers, and filing cabinets among others and distribute

same to the schools to ensure efficient records management in the secondary schools.

5. That school administrators should provide files and filing cabinets into which letters and circulars from various sources are filed and stored neatly for easy retrieval and ensure that office space for filing cabinet are provided and adequately protected.

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