



Province of the
EASTERN CAPE
EDUCATION

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**TO : DDG: INSTITUTIONAL OPERATIONS MANAGEMENT
DDG: EDUCATION PLANNING EVALUATION & MONITORING
CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS
CIRCUIT MANAGERS
SCHOOL PRINCIPALS**

FROM : ACTING SUPERINTENDENT GENERAL

DATE : 03 NOVEMBER 2014

**SUBJECT : 2014 END OF YEAR PROCEDURE FOR DECEMBER 2014
SUBMISSION OF DATABASES**

1. The South African Schools Act No. 84 of 1996, section 59 (1) and (2), states that every school must supply information about the school as is reasonably required by the Head of Education in a province.
2. The South African Schools Administration and Management Software (SASAMS) is a software solution that caters for all the areas of school administration and is free to all schools in the province.
3. Circular 26 of 2013 provided dates for submission of SASAMS deployed databases in 2014. The final submission date mentioned in the circular is December 2014.
4. For a successful submission of SASAMS databases for the December 2014 each school must have all the end of year procedures carried out in preparation for the beginning of the year 2014.
5. The procedure for successful LURITS deployment of SASAMS database is:
 - 5.1. All school based result for Term 1 to 3 must have been captured.
 - 5.2. Capture all marks for Term 4 including the Examinations for each subject.
 - 5.3. Print each Grade end of year preliminary-schedule and submit them to the Department through the circuit managers for approval of the promotion of learners.



2015 Academic Year Programme of Submission of SASAMS deployed databases

- 5.4. Print and submit the Final end of year schedule for each Grade and submit them to the Department through the circuit manager.
- 5.5. Though the end of year promotion is pre-determined by SASAMS for each learner based on the promotion policy embedded on it, it is important to ensure that it must be confirmed for each and every learner before printing the preliminary schedules to the circuit manager.
- 5.6. Each Schedule must be printed in A3 size paper.
- 5.7. The format of schedule to be used will be communicated to all schools through examination instruction from the examination directorate.
- 5.8. Print Reports to learners and parents after the results are approved by Department officials
- 5.9. Print the end of year analysis for the school to the Department through the circuit manager
- 5.10. Ensure that promotion of learners in the system is done before deploying the Database for December upload.
- 5.11. Due to the fact that Grade 12 results are released early January every year, all Grade 12 must be promoted. Those that will fail must be restored in January 2015.
- 5.12. Should you have a query you must call District Examination and/or EMIS coordinators for assistance.



R TYWAKADI

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