



RESOURCE TARGETING AND SYSTEMS PLANNING

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**TO: CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS
CIRCUIT MANAGERS
PROVINCIAL ANA COORDINATORS
DISTRICT ANA COORDINATORS
SCHOOL PRINCIPALS**

FROM: DDG: INSTITUTIONAL & ORGANIZATIONAL MANAGEMENT

SUBJECT: ANA CIRCULAR 02 OF 2015

PROCEDURES FOR THE COMPLETION OF THE ANA 2015 MARKS ON SASAMS

1. The Department of Basic Education (DBE) will be conducting the Annual National Assessment (ANA) for 2015 from 15 – 18 September 2015.
2. It is expected from schools to record the results of the ANA marks in the SASAMS at the school after marking has been completed.
3. Learners were registered earlier in the year via the SASAMS submission in February 2015. The final correction and registration took place with the June 2015 SASAMS submission.
4. Schools should receive mark schedules based on this submission. If a school did not make a June 2015 SASAMS submission, data was used from the last submission which was made by the school.
5. For the 2015 ANA, each learner is registered to write a test in two subjects, a Language test and a Mathematics test. An individual learner will therefore appear on two mark schedules.
6. The SASAMS ANA Module assists schools in capturing learner assessments marks on the mark schedules and in generating analysis schedules.
7. Schools using SASAMS have to ensure that they have the latest SASAMS Patch 15.1.0 installed. Schools submitting data using earlier versions than 15.1.0 are not ANA compliant for LURITS and will be rejected.
8. Schools are reminded that the ANA process is compulsory and all schools, including Independent schools that are either receiving a subsidy or want to apply for a subsidy should submit ANA results on SASAMS.

9. Schools should perform the following tasks in order to make a successful submission:

All the functions for ANA are available under Module 8. (See screen below)

Changes to this module include:

- the inclusion of SNE learners for registration and on mark schedules
- that only one language mark can be captured

This circular contains the following functions that will assist schools with their e-administration of ANA:

- **A: Set up of SNE for ANA**
- **B: Capturing Marks and Validations for ANA**
- **C: Generation and Printing of Mark & Analysis Schedules**
- **D: Submitting Mark & Analysis Schedules and Database**
- **E: ANA registration schedules**

SA-SAMS : School Administration and Management System 8. ANNUAL NATIONAL ASSESSMENT MODULE (GR 1 TO 9)	
8.1. View National Rating Codes	8.11. Final Marks : Test Results Distribution
8.2. View Total Marks	8.12. Learner Report
8.4. LSEN Learner Registration	
8.5. Learner Registration Schedule	
8.7. Final Marks : View	
8.8. Final Marks : Capture	8.18. ANA Final Marks : View (Previous Years)
8.9. Final Marks : HOD Verification	8.19. Final Marks : Test Results Distribution (History)
8.10. Final Marks : Principal Verification	<< MAIN MENU

Figure 1: Menu for all ANA e-administration

A: Set up of SNE for ANA (Screen 8.4)

The SNE learners are by default not included on the class list due to different subject choices and concessions. Only SNE learners that are going to write ANA must be included.

1. To include the SNE learners on the mark schedule click on 8.4 “**LSEN Learner registration**”.
2. The learners can be listed per grade, per class or all SNE learners.

ANA LSEN Learner Registration (Gr 1 to 9) (8.4)

Year: 2015 Select Grade: Grade 2 Select Class: 2ND

Click on Column Headers to sort Grid. Selected: 1 out of 3

No	Learner Surname, Names	Gender	Grade	Class	Language of Instruction	Selected	HL	FAL
1	AYERS, Donald, Pieter	Male	2	2ND	English	<input checked="" type="checkbox"/>	English	Afrikaans
2	BASONE, Kattie	Female	2	2ND	Afrikaans	<input type="checkbox"/>		

3. Select the learner to be included for ANA registration and on the Mark schedules.
4. Select the HL and FAL for the learner from the dropdown list.
5. Save all the changes and exit this screen.
6. Print 8.5 to verify that all learners appear on the registration schedule. Keep a copy on file at the school and send one to the Circuit Manager.

SA-SAMS : School Administration and Management System
8. ANNUAL NATIONAL ASSESSMENT MODULE (GR 1 TO 9)

8.1. View National Rating Codes	8.11. Final Marks : Test Results Distribution
8.2. View Total Marks	8.12. Learner Report

8.4. LSEN Learner Registration

8.5. Learner Registration Schedule

ANA Learner Registration Schedule (Gr 1 to 9) (8.5)

Year: 2015 Grade: Grade 2 Count (Excl. LSEN): 43 LSEN (Selected): 1 out of 9

Print Reports

Preview

basic education
 Department: Basic Education
 REPUBLIC OF SOUTH AFRICA

ANA Learner Registration Schedule

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Assessment Year: 2015 Province: GAUTENG
 Region / District: CENTRAL / TSWANE C Area/Circuit:
 School Name: CLEVER KIDS COMBINED

EMIS No.: | 7 | 1 | 1 | 6 | 1 | 1 | 1 | 6 | 1 | 1 | 1 |
 Grade: | 2 | Class: | 2 | R | D | LOLT: | E |

Line No.	Surname	First Names	Gender (M/F)	Population	Date of Birth (ccyyymmdd)	ID Number (All 13 digits)	LURITS Number (All 9 digits)	Special Needs
20	AYERS	DONALD, PIETER	M	C	20071212			1
21	FORD	TINA	F	W	20070707			
22	HARRIS	FENVELOPE, MAY	F	C	20070606			
23	MATE	WEDIVE	F	B	20070404			

Principal: _____ Signature: _____ Date: _____

Region/District/Circuit/Area: _____ Signature: _____ Date: _____

School Stamp



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B: Capturing Marks with Validations for ANA (Screens 8.8 -8.10)

The learner assessment scores are captured on Screen 8.8 and then validated by the HOD on Screen 8.9 and finally approved by the Principal (or Deputy) on Screen 8.10. This is an electronic process that ensures that all heads have checked and signed off the data. In cases where schools do not have an HOD, the school principal should delegate this function to an educator. This can be done on menu 16.12.

1. Capturing marks for 2015 Step 1:

- Click on Screen 8.8, select the year, the grade and the class and click on GO.
- Capture the raw score for the subject only.
- Only one language mark can be captured. If a mark is entered for HL then FAL will be automatically populated “-2” (not applicable), and if the school recaptures a mark on FAL then the HL will be set automatically as “-2”.
- **Absent learners are captured as “-1” and “-3” is captured for the learners whose scripts are collected for ANA verification.**

ANA Final Marks Schedule (Gr 1 to 9) - Capture (8.8)

Year: 2015 Select Grade: Grade 2 Select Class: 2RD View: Full Max View GO

School Name: CLEVER KIDS COMBINED
Emis Nr: 711611611
Date: 2015/08
District: Tswane C
Province: Gauteng
Grade: Grade 2
Class: 2RD

H = HOD Verified
P = Principal Verified
Blue = LSEN Learners

-1 = Absent
-2 = N/A
-3 = Selected for Verification

No	LURITS Nr.	Learner Surname, Names	Home Language (HL)			First Additional Lang (FAL)						
			HL 30	FAL 30	Math 30	Language	Mark	%	Language	Mark	%	
1		AYERS, Donald, Pieter	25	-2		English	25	83%	7	English	N/A	N/A
2	0	DE LA PORTE, Nellie	-3	-2		Afrikaans	S/V	S/V	S/V	English	N/A	N/A
3		FORD, Tina	-2	12		English	N/A	N/A	N/A	Afrikaans	12	40%
4		HARRIS, Penelope, May				English				Afrikaans		
5		MATE, Weziwe				English				Afrikaans		
Averages:							25	83%			12	40%

Signature: Teacher _____ Signature: Princip _____

Level Info Export to Excel Print Set HL to -2 Set FAL to -2 Save Done

2. Capturing marks for 2015 Step 2: Validation/internal school moderation:

- The HOD opens SASAMS with his/ her own username and password (This latter is already set up and available for all personnel on Screen 16.12)
- The HOD then clicks on Screen 8.9, select the year, the grade and the class and clicks on GO.
- Check if the learner assessment scores are captured correctly.
- When satisfied click on “Verify” which will change all fields to orange. This will then serve as the electronic approval of the HOD moderation and validation of the captured marks.
- Click on “Done” to exit the screen.

Year: 2015 Select Grade: Grade 2 Select Class: 2RD View: Full Max View GO

School Name: CLEVER KIDS COMBINED
 Emis Nr: 711611611
 Date: 2015/08
 District: Tswane C
 Province: Gauteng
 Grade: Grade 2
 Class: 2RD

H = HOD Verified
 P = Principal Verified
 Blue = LSEN Learners

-1 = Absent
 -2 = N/A
 -3 = Selected for Verification

No	LURITS Nr.	Learner Surname, Names				Home Language (HL)				First Additional Lang (FAL)			
			HL 30	FAL 30	Math 30	Language	Mark	%	Level	Language	Mark	%	
1		AYERS, Donald, Pieter	H	25	-2	25	English	25	83%	7	English	N/A	N/A
2	0	DE LA PORTE, Nellie	H	-3	-2	26	Afrikaans	S/V	S/V	S/V	English	N/A	N/A
3		FORD, Tina	H	-2	12	12	English	N/A	N/A	N/A	Afrikaans	12	40%
4		HARRIS, Penelope, May	H	23	-2	30	English	23	77%	6	Afrikaans	N/A	N/A
5		MATE, Weziwe	H	24	-2	28	English	24	80%	7	Afrikaans	N/A	N/A
Averages:							24	80%			12	40%	

Signature: Teacher Signature: Princip

Level Info Export to Excel Print Remove HOD Verification Verify Done

3. Capturing marks for 2015 Step 3: Final approval to generate reports:

- The Principal opens SASAMS with his/ her own username and password (This latter is already setup and available for all personnel on Screen 16.12)
- The Principal then clicks on Screen 8.10, select the year, the grade and the class and clicks on GO.
- When satisfied click on “Verify” which will change all fields to green. This will then serve as an electronic approval for principal sign off in order to generate mark schedules and an analysis schedule for the Circuit.
- This step is critical since no mark schedules or analysis can be printed without this step being completed.

ANA Final Marks Schedule (Gr 1 to 9) - Principal Verification (8.10)

Year: 2015 Select Grade: Grade 2 Select Class: 2RD View: Full Max View GO

School Name: CLEVER KIDS COMBINED
 Emis Nr: 711611611
 Date: 2015/08
 District: Tswane C
 Province: Gauteng
 Grade: Grade 2
 Class: 2RD

H = HOD Verified
 P = Principal Verified
 Blue = LSEN Learners

-1 = Absent
 -2 = N/A
 -3 = Selected for Verification

No	LURITS Nr.	Learner Surname, Names				Home Language (HL)				First Additional Lang (FAL)			
			HL 30	FAL 30	Math 30	Language	Mark	%	Level	Language	Mark	%	
1		AYERS, Donald, Pieter	P	25	-2	25	English	25	83%	7	English	N/A	N/A
2	0	DE LA PORTE, Nellie	P	-3	-2	26	Afrikaans	S/V	S/V	S/V	English	N/A	N/A
3		FORD, Tina	P	-2	12	12	English	N/A	N/A	N/A	Afrikaans	12	40%
4		HARRIS, Penelope, May	P	23	-2	30	English	23	77%	6	Afrikaans	N/A	N/A
5		MATE, Weziwe	P	24	-2	28	English	24	80%	7	Afrikaans	N/A	N/A
Averages:							24	80%			12	40%	

Signature: Teacher Signature: Princip

Level Info Export to Excel Print Remove Principal Verification Verify Done



C: Generate and Printing of Mark & Analysis Schedules

1. Generating Mark Schedule Step 4:

- Mark schedules are generated and printed from the Screen 8.10: Principal Approval.
- On the “View” filter, select “Print/export” to generate and print mark schedules.
- This schedule will include a column for **Moderated Marks**.

ANA Final Marks Schedule (Gr 1 to 9) - Principal Verification (8.10)

Year: 2015 Select Grade: Grade 2 Select Class: 2RD View: Print/Export Max View GO

School Name: CLEVER KIDS COMBINED
 Emis Nr: 711611611
 Date: 2015/08
 District: Tswane C
 Province: Gauteng
 Grade: Grade 2
 Class: 2RD

H = HOD Verified
P = Principal Verified
Blue = LSEN Learners

No	LURITS Nr.	Learner Surname, Names	Home Language (HL)				First Additional Language				
			Language	Mark	%	Level	Moderated Marks	Language	Mark	%	Level
1		AYERS, Donald, Pieter	P English	25	83%	7		English	N/A	N/A	N/A
2	0	DE LA PORTE, Nelle	P Afrikaans	S/V	S/V	S/V		English	N/A	N/A	N/A
3		FORD, Tina	P English	N/A	N/A	N/A		Afrikaans	12	40%	3
4		HARRIS, Penelope, May	P English	23	77%	6		Afrikaans	N/A	N/A	N/A
5		MATE, Weziwe	P English	24	80%	7		Afrikaans	N/A	N/A	N/A
Averages:				24	80%			12	40%		

Signature: Teacher _____ Signature: Principal _____

Level Info Export to Excel Print Remove Principal Verification Verify Done

2. Generate and print the Analysis Schedule Step 5:

- Click on Screen 8.11 and select the subject and click on GO.
- **The printing of 8.11 is compulsory as it needs to be submitted.**
- There are options to generate schedules for a specific language and gender.

EASTERN CAPE DEPARTMENT OF EDUCATION

ANA Test Results Distribution
 2015/08/28
 Year: 2015, Home Language (HL): All, Gender: All

	% Average per Grade	Number of learners in each achievement rating							No of Absentees	Total No of Learners
		Level 1 0 - 29.99	Level 2 30 - 39.99	Level 3 40 - 49.99	Level 4 50 - 59.99	Level 5 60 - 69.99	Level 6 70 - 79.99	Level 7 80 - 100		
Grade 5	31.38	18	9		4		4	2		37
Grade 6	56.74	4	8	4	1	4	9	5		35
TOTALS		22	17	4	5	4	13	7		72

	% Average per Grade	Number of learners in each achievement rating							No of Absentees	Total No of Learners
		Level 1 0 - 29.99	Level 2 30 - 39.99	Level 3 40 - 49.99	Level 4 50 - 59.99	Level 5 60 - 69.99	Level 6 70 - 79.99	Level 7 80 - 100		
Grade 7	56.84	8		3	16	7		9		43
Grade 8									52	52
Grade 9	47.41	24			1			31		56
TOTALS		32		3	17	7		40	52	151

Signature: Teacher _____ Signature: Principal _____ Signature: District _____



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D: Submitting Mark & Analysis Schedules and Databases

1. The printed mark schedules should be submitted with a copy of the LURITS deployed database.
2. **Deploy the database as follows:**
 - **Click on 17 LURITS deployment module.**
 - A notice is displayed on the top right showing the number of learners that have been verified by the principal.
 - Complete the approvals of Learners, Educators, Staff and Governing Info.
 - On the main screen click on “Deploy database”.
 - **A text box will appear to include these marks in the deployment. Deployment will fail if the learners are not validated by the principal.**
 - **The deployed database will be found on c drive -> EXPORT DATA.**
 - **Print the deployment confirmation and submit it with the deployed database.**
 - Click on “Done” to exit the screen.

The screenshot shows the 'Lurits Data Centre (17)' interface. It features a navigation bar with tabs for 'Lurits Status Stats', 'School Information', 'Learner Info.', 'Educator Info.', 'Staff Information', 'Governing Info.', and 'Batch Processor'. The main content area is titled 'Principal Approval and Deployment' and includes instructions on record validation and deployment steps. A 'DEPLOY DATABASE' button is visible. A 'User Question?' dialog box is overlaid, asking 'Include ANA Marks in this Deployment?' with 'Yes' and 'No' options. Below the main content, there is a 'Principal Deployment Report' section with fields for Province (Gauteng), District (Tswane C), School Name (CLEVER KIDS COMBINED), Emis Number (711611611), and School Postal Address (PRIVATE BAG XX 1 0101). A table at the bottom left lists status flag codes and descriptions. A 'Main Menu' button is located at the bottom right.

Status flag code	Description
1	Record new/changed - awaiting approval by principal
2	Record approved - to be sent to LURITS
3	Record written to deployment database - in transit
4	Unsuccessful update on Provincial LURITS database
5	Successfully updated on Provincial LURITS database

The screenshot shows a 'User Message' dialog box with a red warning icon. The message reads: 'Not All ANA Marks have been verified. Please exit and use menu option '8.10 Final Marks : Principal Verification' to verify all the ANA Marks.' An 'OK' button is at the bottom right.

IMPORTANT TIMEFRAMES

10. All schools must complete the entry of marks into SASAMS by **28 September 2015**. This must include HOD as well as Principal Verification.
11. Submission of the SASAMS LURITS approved module data must be handed to District officials by **29 September 2015**.
12. District Officials must submit the deployed SASAMS databases to EMIS Tools by 2 October 2015.
13. It is important to note that 8.11 should be printed. A copy should be kept at the school and the second copy should be given to the Circuit manager.

DR AS NUKU

DDG: INSTITUTIONAL ORGANIZATIONAL MANAGEMENT

DATE:

