



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Private Bag X895, Pretoria, 0001, Sol Plaatje House, 222 Struben Street, Pretoria, 0002, South Africa
Tel.: (012) 357 3000, Fax: (012) 323 0601, www.education.gov.za

**To: HEADS OF PROVINCIAL EDUCATION DEPARTMENTS
HEADS OF PROVINCIAL EXAMINATION
HEADS OF PROVINCIAL CURRICULLUM
DISTRICT DIRECTORS
DISTRICT EXAMS COORDINATORS
PRINCIPALS OF SECONDARY SCHOOLS**

CIRCULAR E27 OF 2016

PROCEDURE FOR CAPTURING OF THE GRADE 10 & 11 COMMON EXAMINATION DATA USING SA-SAMS.

1. The Department of Basic Education (DBE) wishes to draw your attention to the procedures that should be followed in the capture of the 2016 grade 10 & 11 Common Examination data using SA-SAMS.
2. The Grade 10 & 11 Common Examination will be written across all PED's, except Western Cape, in two subjects namely, Mathematics & Physical Sciences, in 2016.
3. Schools need to capture the learner raw scores on SA-SAMS using Module 12: Curriculum. The current SA-SAMS Patch allows schools to capture the Common Examination marks for 2016. Schools not using SA-SAMS (Third Party systems) must ensure that their respective systems are able to capture the Common Examination marks and upload them to LURITS.
4. In cases where marks cannot be captured electronically, marks must be captured manually on the provided Common Examination mark sheets (**ANNEXURE A**).
5. The Head of Department at school and the Principal must verify the correctness of the data, captured on SA-SAMS. These processes are explained in detail in the **USERGUIDE: COMMON TASKS FOR 2016**, which is attached as (**ANNEXURE B**).

6. A management plan for the capture and processing of the Common Examination data is attached **(ANNEXURE C)**.
7. All schools are also requested to submit a printout of the completed Mark Schedules for Grade 10 & 11, as well as the SA-SAMS **analysis schedule per subject**, from their respective system. The mark schedules need to be date stamped by the school, verified by the Head of Department and signed by the principal and submitted as proof of the data provided for upload to LURITS.

THE IMPLEMENTATION PLAN IS AS FOLLOWS:

Item	Activity	Date
(a)	Schools to complete the entry of marks into SA-SAMS, HoD and Principal Verification, LURITS module approval, signed and cleared Error and Omission Module	30 November 2016
(b)	Schools Submit verified Marks for District Validation	02 December 2016
(c)	Districts Submit and validate CDs to PED for LURITS Upload	09 December 2016.
(d)	PED Upload DATA to LURITS	12 January 2017.
(e)	LURITS extract prepared and data available for analysis	20 January 2017
(f)	Report for data analyzed to be release	10 February 2017.

8. For any enquiries on mark sheets please contact the provincial education officer.

9. Your support in this initiative is appreciated.



MR B MPANZA

ACTING DEPUTY DIRECTOR-GENERAL: PLANNING, INFORMATION AND ASSESSMENTS

DATE: 28/09/2016

ANNEXURE A: MARK SHEET FOR COMMON EXAMINATION 2016



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Please complete both the Mathematics and Physical Science mark on this mark sheet.

NATEMIS:			
SCHOOL NAME:			
PROVINCE:			
Math's Max Mark:		Physical Science Max Mark	

NO	Name	Surname	IDNO	Math's Mark	Physical Science Mark
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

NO	Name	Surname	IDNO	Math's Mark	Physical Science Mark
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
37.					
38.					
39.					
40.					
41.					
42.					
43.					
44.					
45.					
46.					
47.					
48.					
49.					
50.					

I certify that the information provided on this form is to the best of my knowledge and belief correct and complete.

	Name	Signature	Date
Teacher			
Principal			
HOD			

Principal to place school stamp here

ANNEXURE B:USER GUIDE to CAPTURE and REPORT on COMMON TASKS FOR 2016

SA-SAMS is designed as a standard application to assist schools with the capturing and reporting of all the learner's performances in the SBAs, including the **DBE commonly set examination papers**.

This document serves to guide schools with setting up SA-SAMS for capturing and reporting of the learner performances and to inform schools on the procedure thereof.

Background:

Module 12: Curriculum is aligned to the various subjects' requirements as stated in the various CAPS documents and amendments. The module generates a Programme of Assessment for each subject per grade, mark schedules and quartely schedules with automated promotion results. Various analysis reports can be generated and printed as required by the examination section. Class lists can also be generated that identifies learners at risk, top achievers as well as progressed and retained learners.

To comply with quality assurance requirements from the Examination section, the marks capturing process is upgraded to include a built-in HOD and Principal validation that authorises the mark schedules. The approved marks can thereafter only be changed with approval by the HOD and Principal.

Instructions to set up the system and capture marks:

SA-SAMS requires 7 steps to complete the process from setting up the system correctly to printing of mark schedules and analysis reports. The steps that are listed below are discussed in detail in this document:

- Step 1: Set up access for the different users and activate HOD & Principal verification on **16.13 Maintain Marks Capturing Security**.
- Step 2: Activate the common tasks for capturing on **12.3.11 School Based Programme of Assessment**.
- Step 3: Check that all learners appear on subject schedules and capture learner's marks on **12.3.12.11 SBA Results - capture**
- Step 4: HOD validation of captured marks per grade on **12.3.12.12 SBA Results - HOD verification**
- Step 5: Print completed mark schedules after principal validation of captured marks per grade on **12.3.12.13 SBA Results - Principal verification**
- Step 6: Approve and **Print Quarterly / promotion schedule on 12.7.18: Maintain learner promotion decisions**
- Step 7: Print **mark schedules for prelims on 12.9.15.9: Common Test Schedule**
- Step 8: Print **analysis schedule per subject for common assessment on 12.3.11: Final Marks distribution**

Security settings are found on Module 16 and marks administration on Module 12: Curriculum Related Data.



SA-SAMS : School Administration and Management System MAIN MENU	
1. General School Information	11. Financial Assistant
2. Human Resource Information	12. Curriculum Related Data
3. Learner and Parent Information	13. Timetabling Assistant
4. Learner Listing	14. Physical Resources
5. Governance Information	15. Library Module
6. Standard Letters and Forms	16. Security and Database Functions
7. Export Data	17. Units Approval Module
8. Annual National Assessment	

Step 1: Set up access for different users and activate HOD and Principal verification

(This step is done by the school administrator)

Module 16 manages access of the individual users to specific data on SA-SAMS and includes:

- 16.12: Manage "username" and "passwords" for Individual users (educators and staff) in order to log onto the database.
- 16.11: To maintain user access to specific modules / screens
- 16.13: To assign access of the individual teachers, HOD and principal to specific classes

SA-SAMS : School Administration and Management System 16. SECURITY AND DATABASE FUNCTIONS	
16.1. Maintain IQMS Database	16.11. Maintain User Profiles
	16.12. Maintain Users
16.3. Export Data fields to MS Excel	16.13. Maintain Marks Capturing Security
16.4. Compact the Database	
16.5. Microsoft Backup Utility	16.15. System: Logs Setup
	16.16. System: Logs View
16.7. Databases Functions	
16.9. Maintain SASAMS Updates URL	16.18. System: Who's Connected
16.10. Check for SASAMS Updates (Online)	16.19. System: Errors and Omissions
	<< MAIN MENU

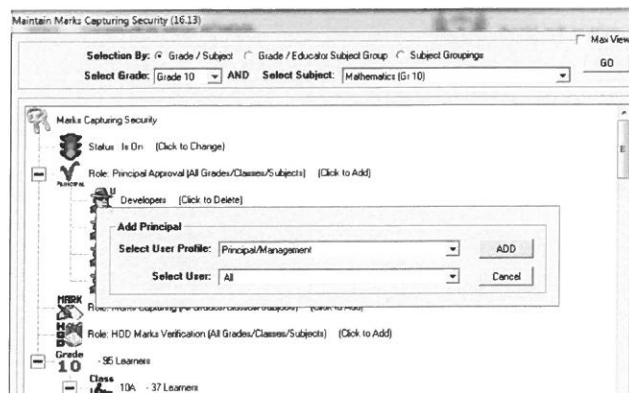
1. Click on **16.12** to set up/ verify the login names and reset passwords.

- To populate the user names select "All" in the **User Profile Filter**
- Check that all user names appear in the box.
 - To add a name: lick on "Add" at the bottom and then select the user type in the "linked to" field. This will populate the names of the educator or staff members. Select and click on the name of the person.
 - The individual login name is populated in the "login name" field. (The login name will also be used as a password when the user log onto SA-SAMS for the firsttime. A pop up screen will then prompt the user to change the password)
 - On "User profile" select the correct option from the dropdown list.

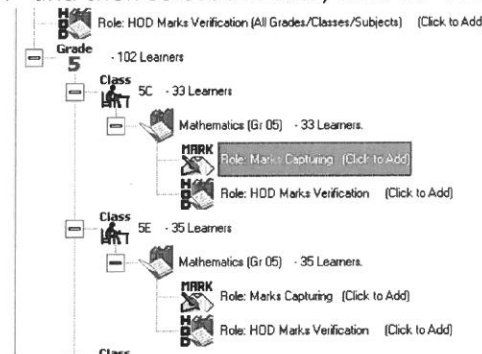
2. Click on **16.13** to activate the HOD & Principal verification and assign classes to the relevant teacher.

- Select "Grade/subject" then choose the "Grade" and "Subject" from the dropdown list and click on "GO"
- To assign the principal click on "Role Principal approval" -> On **select user profile** select from the dropdown list the option "principal/management" and then select the user, Click on "ADD"
- To assign the HOD click on "Role HOD verification-> On **select user profile** select from the dropdown list the option "HOD" and then select the user, Click on "ADD"





- Below HOD verification are all the grades and classes listed. To assign teachers to their relevant classes, find the class and then the subject and click on "Role marks capturing" -> On **select user profile** select from the dropdown list "Educator" and then select the user, Click on "ADD"



- To save the settings, Click on "Save".
- To activate the security settings scroll to the top and click on the robot to change it to GREEN. Click on "Save" and then "Done" to exit the screen.

Step 2: Activate tasks for capturing on 12.3.11 School Based Programme of Assessment.

(This step is done by the HOD or administrator)

- Click on 12.3. 11, select the grade and subject and verify the Programme of Assessment for every subject.
- Confirm that the raw scores are correct and that the "Weights /Validation" are saved.
- Select and click on the task in term 4, now click on the button "Change task status" (on the right hand side).
- After all the tasks are set as open click on "Done" to exit screen.

School Based Assessment for 2016 (12.3.11)

Grade: Grade 10 Subject: Mathematics (Gr 10) Max View

Term	Task Description (English) (Yellow = Formal Task)	Status	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1 (Investigation) - Formal	Closed	No	0	1	2016/02/25	50	25.00	Yes	20.00
Term1	2 (Standardised test) - Formal	Closed	Yes	0	1	2016/03/16	50	75.00	Yes	10.00
Term 1 Totals:							100	100.00		
Term2	3 (Assignment) - Formal	Closed	No	0	1	2016/06/21	50	25.00	Yes	10.00
Term2	4 (Mid-year examination) - Formal	Closed	Yes	0	1	2016/06/21	100	75.00	Yes	30.00
Term 2 Totals:							150	100.00		
Term3	5 (Standardised test) - Formal	Closed	No	0	1	2016/07/21	50	50.00	Yes	10.00
Term3	6 (Standardised test) - Formal	Closed	Yes	0	1	2016/08/24	50	50.00	Yes	10.00
Term 3 Totals:							100	100.00		
Term4	7 (Standardised test) - Formal	Open	No	0	1	2016/11/21	50	0.00	Yes	10.00
Term4	8 (End-of-year examination) - Formal	Open	Yes	2	1	2016/11/23	200	75.00	No	
SBA Year Mark - Convert Marks using Weight: 25%							0	25.00		100.00
Term 4 Totals:							250	100.00		

Buttons on the right: Add New Tasks, Edit Task, Delete Task, Weights / Validation, Change Task Status, Mark Capturing Status, Calendar View, Common Tests/Tasks

Step 3: 12.3.12.11 Marks Capturing

(This step is completed by the subject teacher)

With the verification setting activated the marks are captured on 12.3.12.11.

SA-SAMS : School Administration and Management System
12.3.12. MAINTAIN SBA RESULTS

12.3.12.1. Admin: Export SBA Results for Excel Capturing

12.3.12.11. SBA Results - Capture

12.3.12.2. Admin: Import SBA Results from Excel

12.3.12.12. SBA Results - HOD Verification

12.3.12.13. SBA Results - Principal Verification

12.3.12.15. SBA Results - Print

12.3.12.16. SBA Results - History

<< Maintain School Based Assessment Menu

- To capture marks click on **12.3.12.11 SBA Results – capture**. Mark schedules can only be generated by persons with rights/access assigned (in 16.13) to them.
- Select the grade , class (or select “All” for the whole grade) and the term and then enter “Go” .
 - Check that all learners appear on the subject schedule.
 - Enter the learner raw scores in the correct columns.
 - Enter “-1” if a learner is absent with a valid reason.
 - Click on “Save” after the marks are captured. The year mark will then change to blue.
 - Click on “Done” to exit the screen.

SBA Results - Capture (12.3.12.11)

Marks Security: On. Grades/Subjects/Classes selection restricted as per your administrator. ☐ Max View

Grade: Grade 10 Subject: Mathematics (Gr 10)

Class: 10A OR Subject Group: Go

Term: Term4 : 2016/10/10 - 2016/12/07 Sorting: Alphabetical

Calc. <> Saved ☐ Show SBA Tasks Subject Total: 650 Learners #: 37

Mathematics (Gr 10)		TASKS		TASK 7		TASK 8		SBA Year Mark		
Class : 10A										
Term4 : 2016/10/10 - 2016/12/07										
HOD Verified		Status		Open		Open		Open		
Principal Ver.		Activities		Paper 1		Paper 2				
		Weighting		0		50		75	25	
Marks: -1 = Absent, -2 = Not Captured		Total Mark		50		100		200	400	
Include in SBA Year Mark		Yes						Yes		
SBA Year Mark Weight		10								
Term /Date		Term4		2016/11/21		2016/11/23		2016/11/23	Term4	
No	Acc No	Learner	Gender	T1	T2:A1	T2:A2	T2	SBAYEAR		
1	130063	BOTHA, Des	Male		65	76	141	-2		
2	14146	DANDLA, Akhona	Male	23	68	71	139	197	64.44	64.44
Average%				46	67	74	70	49		64.00
Total				23	133	147	280	197		

Weighting Info Levels Export to Excel Print grid for mark entry Print with marks Save Done

- The total marks for the year will only appear if all the marks are entered for terms 1 to 4.
- To view all the marks, tick on “Show SBA marks”.
- The average per class or group is available at the bottom of the columns.



Step 4: HOD validation of captured marks on 12.3.12.12 SBA Results - HOD verification

(This step is completed by the HOD)

- The HOD access SA-SAMS with his/her own username and password (set up in 16.13). This is to ensure that the same person does not capture and validate the learner assessments.
- Select and click 12.3.12.12 SBA Results - HOD verification.
 - Select the grade , class (or select "All" for the whole grade) and the term and then enter "Go" .
 - Check that all learners appear on the subject schedule.
 - Click on "verify"after all scores are checked. Moderation includes checking marks against original scripts.
 - The marks will turn orange and cannot be changed by the capturer.
 - Marks can be changed by the capturer after the "Remove HOD verification" was selected. Repeat verification process.
 - Click on "Done" to exit the screen.

No	Acc No	Learner	Gender	Term /Date	T1	T2A1	T2A2	T2	SBAYEAR	TOTAL Weighted Mark	Term %
1	130063	BOTHA, Des	Male	2016/11/21	65	76	141	2			
2	14148	DANDLA, Akhena	Male	2016/11/23	68	71	138	197		64.44	64.44
				Average%	46	67	74	70	49		64.00
				Total	23	133	147	280	197		

Step 5 : Final marks approval and printing: 12.3.12.13 SBA Results - Principal verification

(This step must be completed by the Principal/ Deputy Principal)

- Mark schedules, learner reports and analysis can only be printed after the principal have verified every grade
- The principal access SA-SAMS with his/her own username and password (set up in 16.13). This is to ensure that the submitted schedules contain the final marks that was approved by the pincipal.
- Select and click 12.3.12.13 SBA Results - Principal verification.
 - Select the grade , class (or select "All" for the whole grade) and the term and then enter "Go" .
 - Confirm that all learners appear on the subject schedule.
 - Click on "verify"after all scores are confirmed.
 - The verified marks will turn green and cannot be changed by the capturer or HOD.
 - Marks can be changed only after the "Remove Principal verification" and then "Remove HOD verification" was selected. Repeat verification process.
 - Click on Print completed mark schedules after principal validation of captured marks. Schedules must be signed / paragraphed by the teacher, HOD and principal.
 - Click on "Done" to exit the screen.



SBA Results - Principal Verification (12.7.12.13)

Marks Security: On. Grades/Subjects/Classes selection restricted as per your administrator. ☐ Max View

Grade: Grade 10 Subject: Mathematics (Gr 10)

Class: 10A OR Subject Group: Go

Term: Term 4 : 2016/10/10 - 2016/12/07 Sorting: Alphabetical

Calc. <> Saved Show SBA Tasks Subject Total: 650 Learners #: 37

Mathematics (Gr 10)		TASK 7		TASK 8		SBA Year Mark	TOTAL Weighted Mark	Term %
HOD Verified	Principal Ver.	Status	Open	Open	Open	Open		
		Activities		Paper 1	Paper 2			
		Weighting	0	50	50	75	25	
		Total Mark	50	100	100	200	400	
		Include in SBA Year Mark	Yes				Yes	
		SBA Year Mark Weight	10					
		Term /Date	2016/11/21	2016/11/23	2016/11/23	2016/11/23		
No	Acc No	Learner	Gender	T1	T2-A1	T2-A2	T2	SBAYEAR
1	130063	BOTHA, Des	Male		85	78	141	
2	14146	DANDLA, Akhona	Male	23	88	71	139	197
		Average%	46	67	74	70	49	64.00
		Total	23	133	147	280	197	

Weighting Info Levels Export to Excel Print grid for mark entry Print with marks Remove Principal Verification Verify Done

Step 6: Approve and Print Quarterly mark schedules

To activate the the electronic transfer of marks, the final marks need to be system validated on 12.7.16.3 and 12.7.18

- Click on 12.7.16.3 to send the subjects' validated marks for consolidation on the quarterly schedules.
 - This system validation needs to be repeated every time that marks were adjusted to ensure that the quarterly schedules are updated.

Maintain Learner Cycle Progress Results (12.7.16.3)

Marks Security: On. Grades/Subjects/Classes selection restricted as per your administrator. ☐ Max View

Grade: Grade 10 Subject: Mathematics (Gr 10)

Class: 10A OR Subject Group: <None/Security> Sorting: Alphabetical Go

Report Cycle: Term 4 : 2016/10/10 - 2016/12/07

Number of Learners: 37
All marks for learners must be captured and 'Principal Verified' to capture/save comments.
-1 = Absent, -2 = No Marks

Report <> Calculation New for Report Captured HOD Verified Principal Verified Show Tasks

Acc No	Learner	Gender	Calc %	Calc Level	%	Level	Long	Select Comment
1	130063 BOTHA, Des	Male	85	5	64	5	E	
2	14146 DANDLA, Akhona	Male	88	5	64	5	E	Not Achieved

- To generate the quarterly / promotion schedule open **12.7.18: Maintain learner promotion decisions**.
 - Check if the promotion decision is correct. If the learner has to progress change the "NP" decision to "P" and select the correct reason from the dropdown list.
 - Click on "Save" to activate all the analysis schedules and click on "done" to exit the screen.

Internal Cycle Mark Schedule (12.7.18)

Test Loop Show Times SysTest: Process All Selection Max View

Grade: Grade 10 Class: 10P Cycle: Term 4 Sorting: Alphabetical GO

Comments/Promotion Results will only be saved for learners that have marks.

Marks/Levels Promotion / Progression

Absent (-1) Mark Captured (-2) Calculation New Header/Footer District Format Levels Marks

Internal School Mark Schedule For: Grade 10, Class: 10P, Cycle: 2016 / Term 4

Number	Accession Number	Learner Name	Life Orientation (Gr 10)	Life Sciences (Gr 10)	Mathematical Literacy (Gr 10)	Mathematics (Gr 10)	Physical Sciences (Gr 10)	Learner Total	Select Promotion or Progression decision	Promotion / Progression	Re
1	06/01	ANTON, Lila	1			3		268.00		NP	
2	13/50	ASHRAF, Lebo	3	3		1	5	343.00		P	

Step 7: Print mark schedules for Common Exams on 12.9.15.9: Common Test Schedule

- Prelim exam marks can be viewed and printed on screen 12.9.15.9.
- To generate the schedule select grade, class, year, the term and subject according to the print screen below:



- Click on “Go” and then “Print”
- This schedule must be signed, stamped and submitted to the exam officials.
- Click on “Done” to exit screen.

Common Tests Schedule (12.9.15.9)

Grade: Grade 10 Class: All Year: 2016 Cycle: Term 4
Subject: All

Tests: 15 Learners: 55

Gauteng
DEPARTMENT OF EDUCATION
CLEVER KIDS COMBINED
Tswane C
Emis: 711611611
COMMON TESTS SCHEDULE
2016/06/10

Grade 10 - Class: All - 2016 / Term 4
All Subjects

No.	Admission Number	Summaries and Names of Learners	Gender (M/F)	English H. (Gr 10) Term4 - 2016/11/23 - Score: 300 Task: 11	Geography (Gr 10) Term4 - 2016/11/21 - Score: 300 Task: 7	Life Orientation (Gr 10) Term4 - 2016/11/23 - Score: 80 Task: 6	Life Sciences (Gr 10) Term4 - 2016/11/16 - Score: 300 Task: 9	Mathematical Literacy (Gr 10) Term4 - 2016/11/23 - Score: 150 Task: 8	Mathematics (Gr 10) Term4 - 2016/11/23 - Score: 200 Task: 8	Physical Sciences (Gr 10) Term4 - 2016/11/21 - Score: 300 Task: 7
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Print Export to Excel Done

Step 7: Print analysis schedule for common assessment on 12.3.11: Final Marks distribution

- To generate and print the analysis schedule open 12.3. 11.
- Click on the “Common Tests/Tasks” button on the righthand side.

School Based Assessment for 2016 (12.3.11)

Grade: Grade 10 Subject: Mathematics (Gr 10)

Term	Task Description (English) (Yellow = Formal Task)	Status	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1 (Investigation) - Formal	Closed	No	0	1	2016/02/25	50	25.00	Yes	20.00
Term1	2 (Standardised test) - Formal	Closed	Yes	0	1	2016/03/16	50	75.00	Yes	10.00
Term 1 Totals:							100	100.00		
Term2	3 (Assignment) - Formal	Closed	No	0	1	2016/05/21	50	25.00	Yes	10.00
Term2	4 (Mid-year examination) - Formal	Closed	Yes	0	1	2016/05/21	100	75.00	Yes	30.00
Term 2 Totals:							150	100.00		
Term3	5 (Standardised test) - Formal	Closed	No	0	1	2016/07/21	50	50.00	Yes	10.00
Term3	6 (Standardised test) - Formal	Closed	Yes	0	1	2016/08/24	50	50.00	Yes	10.00
Term 3 Totals:							100	100.00		
Term4	7 (Standardised test) - Formal	Open	No	0	1	2016/11/21	50	0.00	Yes	10.00
Term4	8 (End-of-year examination) - Formal	Open	Yes	2	1	2016/11/23	200	75.00	No	
SBA Year Mark - Convert Marks using Weight: 25%							0	25.00		100.00
Term 4 Totals:							250	100.00		

Add New Tasks
Edit Task
Delete Task
Weights / Validation
Change Task Status
Mark Capturing Status
Calendar View
Common Tests/Tasks

- To generate the analysis schedule select the term and then select the subject as follows:
 - Select “Other Subjects” from the drop down list under Subject group and then “Mathematics”.
 - Click on “Go” and then “Print”
 - This schedule must be signed and stamped and submitted to the exam officials.
 - Click on “Done” to exit screen.

Distribution Results for Common Tasks / Quarterly Tests (12.3.11)

Term: Term 4 Subject Group: Other Subjects Gender: All Grades 3, 6, 9 Only

Print Export to Excel Done

Results will only display correctly if CAPS Subjects Codes are used and if only one Common Test/Task exists per Subject per

School Name:	CLEVER KIDS COMBINED	EMIS Number:	711611611						
District:	Tswane C	Province:	Gauteng						
Learning Area:	Mathematics, Gender: All	Term:	Term 4						
% Average mark per grade	Number of learners in each achievement rating							No of absentees	Total number 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 10	36.61	10	4	3	4		2	0	23
Grade 11	48.67	2	1	4	3	2	1	0	13
Grade 12								0	0

ANNEXURE C: COMMON EXAMINATION IMPLEMENTATION PLAN

1. The following aspects comprise the implementation plan for the writing of the Common Examination for Mathematics and Physical Sciences examinations in Grade 10 and 11
2. THE grade 10 & 11 Common Examination will be written in November 2016.
3. A common national time table for the examination has been sent to PED's: (Circular E19 of 2016).
4. PED's are requested to collect raw subject marks for Mathematics & Physical Science Common Examination for grades 10 & 11.
5. SASAMS will be the platform used for data collection.
6. Third Party Schools are to submit directly to LURITS following the SASAMS submission dates
7. To align to a Common Examination collection strategy the following dates are proposed for the data collection process

Item	Activity	Time lines
Distribution of Grade 10 - 11 examination guidelines	Approved examination guidelines distributed to PEDs	20 May 2016
Common Test Circular Released	<ul style="list-style-type: none">• Common Test Circular Released (Circular E19 of 2016)	7 June 2016
Establishment of examination panels consisting of suitable qualified examiners for both Mathematics and Physical Science who are Grade 10 and 11 practitioners	<ul style="list-style-type: none">• Panels for Grade 10 and 11 appointed• Orientation of panels• Setting commences	10 June 2016
Approved question papers to provinces	Externally moderated and approved question papers for Grade 10 and 11 disseminated to provinces	5 September 2016
SASAMS Patch Released	<ul style="list-style-type: none">• SASAMS Patch Released to Schools	5 August 2016
National Standardisation of marking meetings	<ul style="list-style-type: none">• DBE hosts the 2016 Marking Standardisation meeting for Mathematics and Physical Sciences• Approved marking guidelines disseminated to provinces	November 2016
Marking of the scripts	Marking of scripts administered at schools in provinces	November 2016
Monitoring of the common examination	DBE monitors visit provinces to monitor the writing and marking of the Common Examination	November 2016

Standardisation	DBE facilitates the standardisation of the results	November 2016
Schools Capture Marks onto SASAMS	<ul style="list-style-type: none"> School Capture Marks 3 level Verification completed at schools 	30 November
Schools Submit verified Marks for District Validation	<ul style="list-style-type: none"> Schools submit CD to District Offices Schools submit signed Mark Schedule to District Offices Third Party Schools Upload data directly into LURITS Non System Schools submit a Hard-copy Mark Schedule to district offices. 	02 December 2016
District SASAMS Submission Validation	<ul style="list-style-type: none"> District Official Validate SASAMS Submissions 	9 Dec 2016
Districts Submit CDs to PED For LURITS Upload	<ul style="list-style-type: none"> Districts Submit Validated CD's to PED EMIS 	9 Dec 2016
PED Upload DATA to LURITS	<ul style="list-style-type: none"> PED EMIS Uploads SASAMS data to LURITS 	12 Jan 2017
LURITS Extract Prepared	<ul style="list-style-type: none"> LURITS EXTRACT Prepared 	20 Jan 2017
Data Available for Analysis	<ul style="list-style-type: none"> DBE Receives LURITS EXTRACT 	20 Jan 2017
Analysis Report Released	<ul style="list-style-type: none"> Analysis Report Completed 	10 Feb 2017

2. Dates for the national standardisation marking meetings to be hosted at the DBE

Grade 10

Date	Subject	Time
4 November 2016	Mathematics P1	09:00 – 11:00
7 November 2016	Mathematics P2	09:00 – 11:00
11 November 2016	Physical Science P1	09:00 – 11:00
14 November 2016	Physical Science P2	09:00 – 11:00

Grade 11

Date	Subject	Time
4 November 2016	Physical Science P1	09:00 – 12:00
7 November 2016	Physical Science P2	09:00 – 12:00
11 November 2016	Mathematics P1	09:00 – 12:00
14 November 2016	Mathematics P2	09:00 – 12:00