



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 E28 OF 2016

PROCEDURE FOR CAPTURING OF PREPARATORY EXAMINATION DATA FOR GRADE 12 USING SA-SAMS.

1. The Department of Basic Education (DBE) wishes to draw your attention to procedures that should be followed in the capture of the 2016 Grade 12 preparatory examination data using SA-SAMS.
2. Schools need to capture the learner raw scores on the SA-SAMS Module 12: Curriculum. The current SA-SAMS Patch allows schools to capture the 2016 preparatory examination marks. Schools not using SA-SAMS (Third Party Systems) must ensure that their respective systems are able to capture the Preparatory Examination marks and upload them to LURITS.
3. In cases where marks cannot be captured electronically, marks must be captured manually on the provided Preparatory Examination mark sheets (**ANNEXURE A**).
4. The Head of Department at the school and the Principal must verify the correctness of the data, captured at school level, on SA-SAMS. These processes are explained in detail in the **USERGUIDE: PRELIM ASSESSMENTS FOR 2016** which is attached as (**ANNEXURE B**).
5. A management plan for the capture and processing of the Preparatory Examination data is attached (**ANNEXURE C**).

6. All schools are requested to submit a printout of the completed Preparatory Examination Mark Schedules for Grades 12, 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 off 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 SASAMS, HoD and Principal Verification, LURITS module approval, signed and cleared Error and Omission Module	PED to Decide
(b)	Schools submit verified Marks for District Validation	PED to Decide
(c)	District validate submission of SASAMS data	PED to Decide
(d)	Districts submit CD'S to PED's for LURITS upload	PED to Decide
(e)	PED's upload data to LURITS	12 October 2016.
(f)	LURITS extract be prepared	22 October 2016.
(g)	Data Available for Analysis	27 October 2016.
(h)	A report is analyzed and released	04 November 2016

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

8. Your support in this initiative is greatly appreciated.



MR B MPANZA

ACTING DEPUTY DIRECTOR-GENERAL: PLANNING, INFORMATION AND ASSESSMENTS

DATE: 28/09/2016

ANNEXURE A: PRELIMINARY EXAMINATION MARK SHEET FOR 2016



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NATEMIS:	
SCHOOL NAME:	
PROVINCE:	
DISTRICT:	
MAX MARK:	

NO	Name	Surname	IDNO	Mark
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				

NO	Name	Surname	IDNO	Mark
25.				
26.				
27.				
28.				
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30.				
31.				
32.				
33.				
34.				
35.				
36.				
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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 PRELIM ASSESSMENTS FOR 2016

SA-SAMS is designed as a standard application to assist schools with the capturing, reporting and generating analysis schedules of all the learner's performances in the SBAs.

This document serves to guide schools with setting up SA-SAMS for capturing and reporting of the learner **Preliminary Examination** performances and to inform schools on the procedure of 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 quarterly 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 8 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 e.g.prelims 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

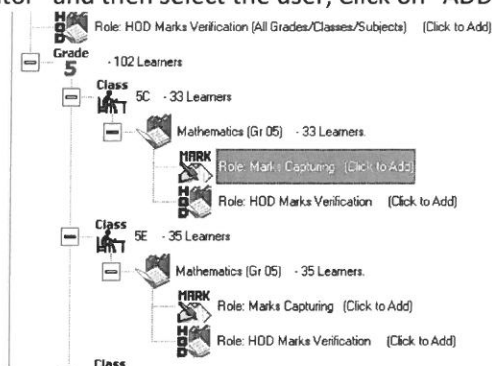
SA-SAMS : School Administration and Management System	
16. SECURITY AND DATABASE FUNCTIONS	
16.1. Maintain IQMS Database	16.11. Maintain User Profiles
	16.12. Maintain Users
16.3. Export Data fields to MS Excel	16.13. Maintain Marks Capturing Security
16.4. Compact the Database	
16.5. Microsoft Backup Utility	16.15. System: Logs Setup
	16.16. System: Logs View
16.7. Databases Functions	
	16.18. System: Who's Connected
16.9. Maintain SASAMS Updates URL	16.19. System: Errors and Omissions
16.10. Check for SASAMS Updates [Online]	<< 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: click 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 first time. 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 3, 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 12 Subject: Business Studies (Gr 12) SysTest: Validate All 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 (Assignment) - Formal	Closed	No	0	1	2016/02/25	50	25.00	Yes	10.00
Term1	2 (Standardised test) - Formal	Closed	Yes	0	1	2016/03/16	100	75.00	Yes	20.00
Term 1 Totals:							150	100.00		
Term2	3 (Presentation) - 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	300	75.00	Yes	20.00
Term 2 Totals:							350	100.00		
Term3	6 (Standardised test) - Formal	Open	No	0	1	2016/07/21	100	8.33	Yes	10.00
Term3	5 (Project) - Formal	Open	No	0	1	2016/08/24	50	16.70	Yes	10.00
Term3	7 (Preparatory Examination) - Formal	Open	Yes	0	1	2016/09/24	300	75.00	Yes	20.00
Term 3 Totals:							450	100.00		
Term4	Dummy Task (Capture -1) (End)	Closed	No	0	1	2016/11/21	300	75.00	No	
SBA Year Mark - Convert Marks using Weight: 25%							0	25.00		100.00
Term 4 Totals:							300	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, Print Task Grid, Export to Excel, Capture Marks, Done



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.
 - The average per class or group is available at the bottom of the columns.
 - Click on “Save” after the marks are captured.
 - 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 12 Subject: Business Studies (Gr 12)

Class: 12X OR Subject Group:

Term: Term3 : 2016/07/18 - 2016/09/30 Sorting: Alphabetical

SysTest: Functions Go

SysTest: Random Marks Subject Total: 450 Learners #: 3

Business Studies (Gr 12)				TASK 6	TASK 5	TASK 7				
Class : 12X										
Term3 : 2016/07/18 - 2016/09/30										
HOD Verified				Status	Open	Open	Open			
Principal Ver.				Activities						
				Weighting	8.3	16.7	75			
Marks: -1 = Absent, -2 = Not Captured				Total Mark	100	50	300			
Include in SBA Year Mark				Yes	Yes	Yes				
Term /Date				Term3 2016/07/21	Term3 2016/08/24	Term3 2016/08/24	TOTAL Weighted Mark	Term %	Level	
No	Acc No	Learner	Gender	T1	T2	T3				
1	03/47	ELLAR, Rona	Female	5	40	179	58.53	58.53	4	
2	13/76	MVEKE, Sandy	Female	44	45	179	63.43	63.43	5	
3	12/84	RHIRANDZO, Naomi	Female	19	17	254	70.76	70.76	6	
Average%				23	68	68		64.00		
Total				68	102	612				

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

- To view all the marks captured for the year go to term 4 and tick on “Show SBA marks”.



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.
 - Moderation includes checking marks against original scripts. Click on "verify" after all scores are checked. Click on "Yes" and then "OK" to confirm verification on all the popup screens.
 - 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.

SBA Results - HOD Verification (12.3.12.12)

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

Grade: Grade 12 Subject: Business Studies (Gr 12)

Class: 12K OR Subject Group: Go

Term: Term3: 2016/07/18 - 2016/09/30 Sorting: Alphabetical

Subject Total: 450 Learners #: 3

Business Studies (Gr 12)		TASKS			TOTAL Weighted Mark	Term %	Level
Class : 12K		TASK 6	TASK 5	TASK 7			
Term3 : 2016/07/18 - 2016/09/30							
HOD Verified	Status	Open	Open	Open			
Principal Ver.	Activities						
	Weighting	8.3	16.7	75			
	Total Mark	100	50	300			
Marks: -1 = Absent, -2 = Not Captured							
Include in SBA Year Mark		Yes	Yes	Yes			
Term /Date		Term3 2016/07/21	Term3 2016/08/24	Term3 2016/08/24			
No	Acc No	Learner	Gender	T1	T2	T3	100
1	03/47	ELLAR, Rona	Female	5	40	179	58.53
2	13/76	MVEKE, Sandy	Female	44	45	179	63.43
3	12/84	RHRANDZO, Naomi	Female	19	17	254	70.76
Average%		23	68	68			64.00
Total		68	102	612			

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

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. Then click on "Yes" and "OK" to confirm verification on all the popup screens.
 - 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.



Step 7: Print mark schedules for prelims 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 12 Class: All Year: 2016 Cycle: Term 3

Subject: All

Tests: 14 Learners: 55

Gauteng
DEPARTMENT OF EDUCATION

CLEVER KIDS COMBINED
Tswane C
Emis: 711611611

COMMON TESTS SCHEDULE
2016/06/10

Grade 12 - Class: All - 2016 / Term 3
All Subjects

No	Admission Number	Summaries and Names of Learners	Gender (F/M)	Accounting (Gr 12) Term1: 2016/07/21 - Score: 100 Task: 5	Afrikaans FAL (Gr 12) Term1: 2016/07/25 - Score: 250 Task: 10	Business Studies (Gr 12) Term3: 2016/08/24 - Score: 300 Task: 7	Computer Applications Technology (Gr 12) Term3: 2016/08/24 - Score: 50 Task: 6	Creative Studies (Gr 12) Term3: 2016/07/21 - Score: 150 Task: 7	Engineering Graphics And Design (Gr 12) Term1: 2016/08/24 - Score: 100 Task: 6	English FAL (Gr 12) Term3: 2016/07/25 - Score: 250 Task: 10	Geography (Gr 12)
4											

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	2016/06/21	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	5.00	Yes	10.00
Term4	8 (End-of-year examination) - Open	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 term 3 and the subject as follows:
 - Select "Other Subjects" from the drop down list and then choose the Subject.
 - 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 Tests / Quarterly Tests (12.3.11)

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

GO Print
Max View 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:

Grade	38.81	11	3	5	1	2	4	1	0	27
Grade 10	51.37	7	2	4	4	2	2	6	0	27
Grade 11	52.45	10	3		3	3	1	9	0	29
TOTALS		28	8	9	8	7	7	16	0	83



ANNEXURE C: PRELIMINARY EXAMINATION IMPLEMENTATION PLAN

1. The following aspects comprise the data collection plan for the capture of the Preliminary Examinations for Grade 12.
2. PED's are requested to collect raw subject marks for all subjects in the Grade 12 Preliminary Examination.
3. SASAMS will be the platform used for data collection.
4. Third Party Schools are to submit directly to LURITS following the SASAMS submission dates
5. To align to a common collection plan the following dates are proposed for the data collection process

Item	Activity	Time lines
Schools Capture Marks onto SASAMS	<ul style="list-style-type: none">• School Capture Marks• 3 level Verification completed at schools	26 September 2016
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.	28 September 2016
District SASAMS Submission Validation	<ul style="list-style-type: none">• District Official Validate SASAMS Submissions	4 October 2016
Districts Submit CDs to PED For LURITS Upload	<ul style="list-style-type: none">• Districts Submit Validated CD's to PED EMIS	5 October 2016
PED Upload DATA to LURITS	<ul style="list-style-type: none">• PED EMIS Uploads SASAMS data to LURITS	8 October 2016
LURITS Extract Prepared	<ul style="list-style-type: none">• LURITS EXTRACT Prepared	22 October 2016
Data Available for Analysis	<ul style="list-style-type: none">• DBE Receives LURITS EXTRACT	27 October 2016
Analysis Report Released	<ul style="list-style-type: none">• Analysis Report Completed	04 November 2016