



Province of the
EASTERN CAPE
EDUCATION

CHIEF DIRECTORATE: INSTITUTIONAL OPERATIONS MANAGEMENT

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TO : ALL DEPUTY DIRECTORS GENERAL - EDUCATION
ALL HEAD OFFICE CHIEF DIRECTORS
ALL HEAD OFFICE DIRECTORS
ALL CLUSTER CHIEF DIRECTORS
ALL DISTRICT DIRECTORS
ALL CIRCUIT MANAGERS/EDOs
ALL SCHOOL PRINCIPALS AND EDUCATORS
ALL ADMIN CLERKS OF SCHOOLS

FROM : CHIEF DIRECTOR: INSTITUTIONAL OPERATIONS MANAGEMENT

DATE : 30 NOVEMBER 2020

SUBJECT : SASAMS 2020 END OF YEAR PROCEDURES

1. Circular 01 of 2020 stipulates that all schools should be submitting their final end of year databases by 6 December 2020.
2. However, the state of emergency, introduced in the country necessitated a revised submission date for 2020.
3. All SASAMS submissions to the provincial office should be completed by 15 December 2020.
4. Schools should endeavor to finalise their submissions by Friday, 11 December 2020, where at all possible.
5. To make a successful submission, adherence to the following requirements is encouraged:
 - 5.1. The patch version of the database should be 20.1.3 or later – a copy of the latest patch can either be obtained from the district EMIS coordinator or downloaded from the Thutong website (<https://www.thutong.doe.gov.za/Default.aspx?alias=www.thutong.doe.gov.za/administration>);
 - 5.2. Attendance for learners and educators should be updated as per the manual registers up until 15 December 2020 for both educators and learners;

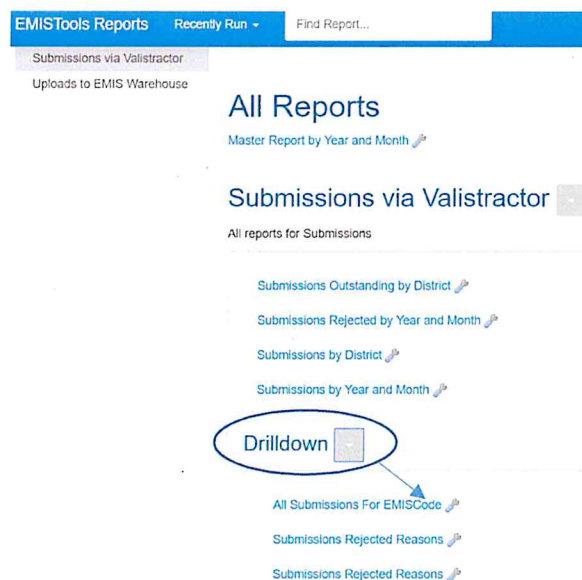
SASAMS 2020 End of Year Procedure



- 5.3. The school **principal should ensure that the manual attendance register of learners and educators exactly match the attendance recorded in SASAMS**. The Auditor General has raised concern that school managers are not monitoring that the attendance reported on the manual attendance registers matches the attendance captured in SASAMS and sent to the Department. School Managers must ensure that the attendance on SASAMS tallies exactly with that on the hardcopy attendance register.
- 5.4. Results for Term 4 should be captured, the schedules printed and approved by the circuit manager. The data in menu item 12.7.18 should be saved to allow the printing of schedules and reports.
- 5.5. Reports to the parents must be printed after the schedule has been approved by the Circuit Manager.
- 5.6. Scholar Transport information should be up to date as per Circular 10 of 2018.
- 5.7. Any LTSM material delivered in 2020 should be recorded in the LTSM module.
- 5.8. Any LTSM material issued to learners and returned should be recorded as such in module 14.1.
- 5.9. All financial transactions up until the day of deployment should be processed on SASAMS.
- 5.10. The details of the Educator Assistants and General Assistants (e-Cadres) should be captured in the Staff Details module 2.3 as per the guidelines attached as Annexure A.
- 5.11. **Ensure that the bank account details are checked by the school principal for accuracy since the data is used for payments. Any incorrect information leads to rejections during the payment phase and it delays payment (11.1.11).**
- 5.12. The end of year promotion of learners should be completed (Menu 3.19) **after making a copy of the pre-promotion database and filing it in a secure location away from the room in which the main computer is located.**
- 5.13. A LURITS deployment should be completed and signed by the principal (Menu 17.). A copy of the report should be sent to the district EMIS coordinator as proof that the procedure has been completed.
- 5.14. **Note: A copy of the pre-promotion database should be securely filed at the school. The post-promotion database should be sent to the district EMIS coordinator after the school has completed the upload via Valistractor. In the event that the submission cannot be made online, the school must still ensure that the post-promotion database is given to the EMIS staff. A signed LURITS deployment form should accompany the database to the district.**
6. To be in a position to submit a database of high quality, the following steps should be completed in the sequence outlined below:
 - 6.1. All learner achievements must be captured for each quarter. This means only Term 4 results will be captured as all other Terms results were captured in previous terms.
 - 6.2. After completing the capturing of marks, the results must be verified by the school Head of Department and/or Principal. The results must finally be verified by the school Principal.

- 6.3. All learners who did not meet promotion requirements as set out in the assessment requirements, but who qualify to be progressed, should be indicated as such and a relevant reason for the progression selected.
- 6.4. Print the pre-final schedule (menu item 12.9.15.7) and for each learner that has been progressed due to adjustments, highlight all the marks where adjustments have taken place with an asterisk "*" in black pen. If a learner's promotion decision has been changed due to the Mathematics mark adjustment, the Mathematics marks must be marked with "C" for condoned.
- 6.5. The above will be the only alteration allowed on the schedule, otherwise the schedule will not be considered as a final schedule.
- 6.6. Note that no adjustment will be made in the results, but marking the results with asterisk "*" or "C" that leads to a promotion decision change, will be done on the schedule.
- 6.7. Submit the schedule to the circuit manager for approval.
- 6.8. Once approved by the circuit manager, print the final schedule (menu item 12.9.15.7), after effecting the changes approved by the circuit manager.
- 6.9. Submit the final printed schedule to the circuit manager with the pre-final schedule. The circuit manager will use the pre-final schedule to verify that changes were correctly made.
- 6.10. If the circuit manager approves the final schedule, he/she must sign it and accept it.
- 6.11. Every school must keep copies of the two schedules in a safe location for auditing purposes.
- 6.12. Print, sign and issue learner reports to parents/guardians of learners.
- 6.13. Mark attendance for all the learners until 15 December 2020 as per the manual registers. Note that marking the attendance of learners and educators must be done before doing promotion. Once promotion has been done it will not be possible to complete the attendance.
- 6.14. Make a backup copy of the database before processing the learner promotions for 2020. **This step is very important since the promotion process is final and cannot be reversed.** Keep this backup copy of the database in a secured location, away from where the laptop is stored.
- 6.15. Process the 2020 promotions, which will promote the learners into the next applicable grades for 2021. (Menu Item 3.19 number 1. and 2.).
- 6.16. The school can now allocate the learners to the correct class for the 2021 academic year. (Menu Item 3.19 number 3.).
- 6.17. Approve and deploy the database using the LURITS Approval Module 17 and submit the database to EMIS by following the steps below in 6.18.
- 6.18. Use the latest version of the Valistractor application to do a Final validation. If it passes the final validation, submit the database to the Data Driven Districts by clicking on the "**Extract Data**" button and also submit the database to the EMIS Warehouse by clicking on the "**Database Submission**" button. Please note that this action requires two steps and both should be completed.
- 6.19. An email confirming the submission will be sent to the departmental email address of the school. Please ensure that you are in possession of this e-mail as proof of submission.

- 6.20. Finally ensure that the copies of the database pre- promotion and post-promotion are kept safely in a separate location from the laptop.
- 6.21. Send a copy of the principal signed LURITS deployment form to the district office. The original form should be kept on file at the school for auditing purposes.
7. Principals must ensure that the final database with promotion is submitted to EMIS before the schools close for the 2020 academic year as the data will be used to analyse learner performance for grades R-11 by the provincial and national departments. Principals should ensure that they receive confirmation from the district EMIS coordinator that the data was successfully loaded. **The principal of any school who will not have submitted the end of year results by 11 December 2020 will be requested to report in person to the district office to make the required submission.**
8. Circuit managers should closely monitor the accuracy of the data through the proper checking of the schedules and further monitor the submission of data from their circuits.
9. Schools can check the submission of data to Data Driven Districts by logging into the application 24 hours after uploading – the data usually reflects within 24 hours after uploading.
10. Principals can further monitor the submission of their data to EMIS by accessing the online report at:
https://reports.emistools.co.za/report/html/?report=submissions/drilldown/submissions_by_emiscode.sql



11. Should you seek clarity you may call your district EMIS Coordinator. Alternatively, you may call the Provincial Helpdesk officials, namely, Ms. N Malgas or Ms. S Nolatsho at the following contact number:

Tel : 043 735 2022

E-mail: Sybil.Nolatsho@ecdoe.gov.za or Ncumisa.Malgas@ecdoe.gov.za

12. Further assistance can be obtained by contacting:
 - 12.1. Mr. A Malaza (SASAMS) Abraham.Malaza@ecdoe.gov.za
 - 12.2. Ms. F Mngatu (DDD) Fiola.mngatu@ecdoe.gov.za
13. Schools can also access support from other schools through the "SASAMS User Support" Facebook site.
14. Schools should send their school database if needed using the Departmental email address. However, schools are not required to e-mail a database but submit it through the Valistractor.

Yours in education,



T KOJANA
SUPERINTENDENT-GENERAL

Annexure A

Guide to the capturing of Educator Assistants (EA) and General School Assistants (GSA) on SASAMS:

1. EAs & GSAs should be captured as Non-Teaching Staff under menu item 2.3 as illustrated below:

2. Click on the Add New Staff Member button :

3. Capture the EAs and GSAs as Non-Teaching Staff.
4. The EAs should be captured with the following settings:
 - a. Personnel Category: **Teacher Assistant**
 - b. **Part-Time**
 - c. Type of Employment: **Temporary**
 - d. Remunerated by: **Project Funds**

e. Current position: **Educator Assistant**

New Staff Member (2.3)

Compulsory Details	Other Information
**Surname: SAMPLE	Physical Address: Address
**First Names: Ex	City/Suburb: Port Elizabeth
**Initials: E **Title: Mr	Code: 0000
**Race: African/Black	Telephone:
**Gender: <input type="radio"/> Female <input checked="" type="radio"/> Male	Cell Phone:
**Home Language: IsXhosa	Email:
**Date of Birth: Year 1959 Month Day 10	Medical Aid Name:
**SA Citizen: <input checked="" type="radio"/> Yes <input type="radio"/> No	Medical Aid Number:
**Country of Citizenship: South Africa	Disability Status:
**Identity Number: 5005080	Spouse Name:
If No ID, **Reason:	Emergency Number:
**Persal Number: 5005	Tax Number:
Units Number:	State Subsidies:
**Personnel Category: Teacher Assistant	Union: None
<input type="radio"/> Fulltime <input checked="" type="radio"/> Part-time	Membership Number:
**Type of Employment: Temporary	Union 2: None
Remunerated by: Project Funds	Membership Number 2:
Current Position: Educator Assistant	ICT Skill Level (admin):
**Date Joined Staff: 2020/11/20 - 2020/11/20	
House / Position: <Unassigned>	

Next Staff Member

Save

Done

5. The GSAs should be captured with the following settings:

- Personnel Category: **Support Staff**
- Part-Time**
- Type of Employment: **Temporary**
- Remunerated by: **Project Funds**
- Current position: **General School Assistant (e.g. Security,**

New Staff Member (2.3)

Compulsory Details	Other Information
**Surname: SAMPLE	Physical Address: Address
**First Names: Ex	City/Suburb: Port Elizabeth
**Initials: E **Title: Mr	Code: 0000
**Race: African/Black	Telephone:
**Gender: <input type="radio"/> Female <input checked="" type="radio"/> Male	Cell Phone:
**Home Language: IsXhosa	Email:
**Date of Birth: Year 1959 Month 05 Day 10	Medical Aid Name:
**SA Citizen: <input checked="" type="radio"/> Yes <input type="radio"/> No	Medical Aid Number:
**Country of Citizenship: South Africa	Disability Status:
**Identity Number: 5905105005080	Spouse Name:
If No ID, **Reason:	Emergency Number:
**Persal Number: 5905105005	Tax Number:
Units Number:	State Subsidies:
**Personnel Category: Support Staff	Union: None
<input type="radio"/> Fulltime <input checked="" type="radio"/> Part-time	Membership Number:
**Type of Employment: Temporary	Union 2: None
Remunerated by: Project Funds	Membership Number 2:
Current Position: General School Assistant	ICT Skill Level (admin):
**Date Joined Staff: 2020/11/20 - 2020/11/20	
House / Position: <Unassigned>	

Next Staff Member

Save

Done