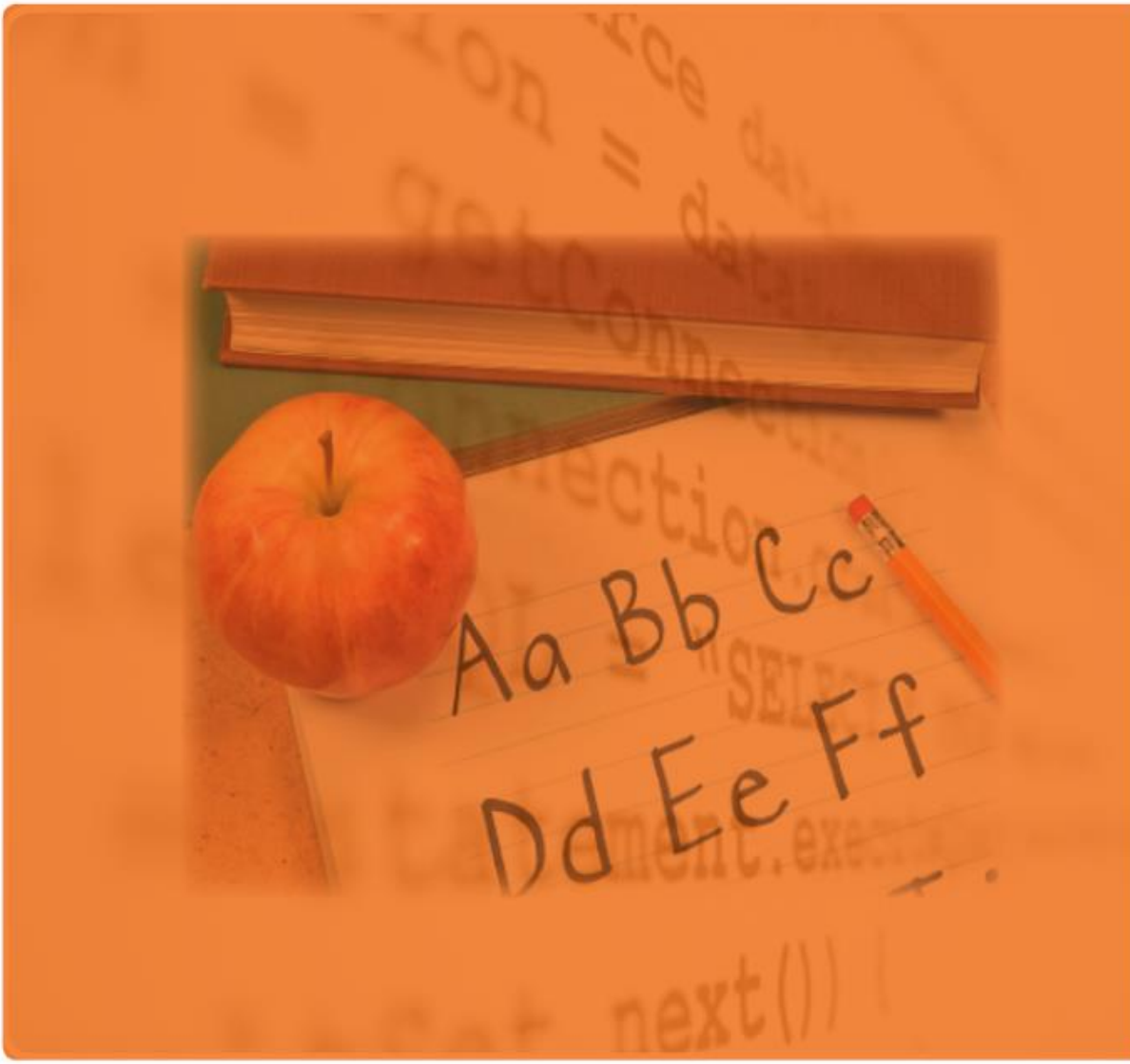
EVERY CHILD IS A NATIONAL ASSET

SA SAMS
South African School and Administration Management System

MODULE 8

ABC OF ...
ANNUAL NATIONAL ASSESSMENT



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General Instructions on using SA-SAMS Manual:

- Click on the **menu option** to open the required screen.
- Click on **Save** to update all capturing.
- Click on **Done** to exit the screen**.**

The following symbols are used in the manual to indicate the required action with every screen:

Background **Information**	Data used in other modules or pre-captured data needed	Options in **drop-down tables**	Screens that require **capturing**	**Printouts and Reports**	Summary and Stats screens

A Introduction

1. Purpose of the module

The Annual National Assessment (ANA) is a module (Fig. 1) designed to manage the recording, analysis and reporting of ANA marks for the school.

- This module is aligned with ANA requirements.
- This module records the marks and automatically converts it into the correct performance rating level and percentage mark per learner.
- This module uses the captured marks to produce summary reports for analysis of learner performance per grade and subject.

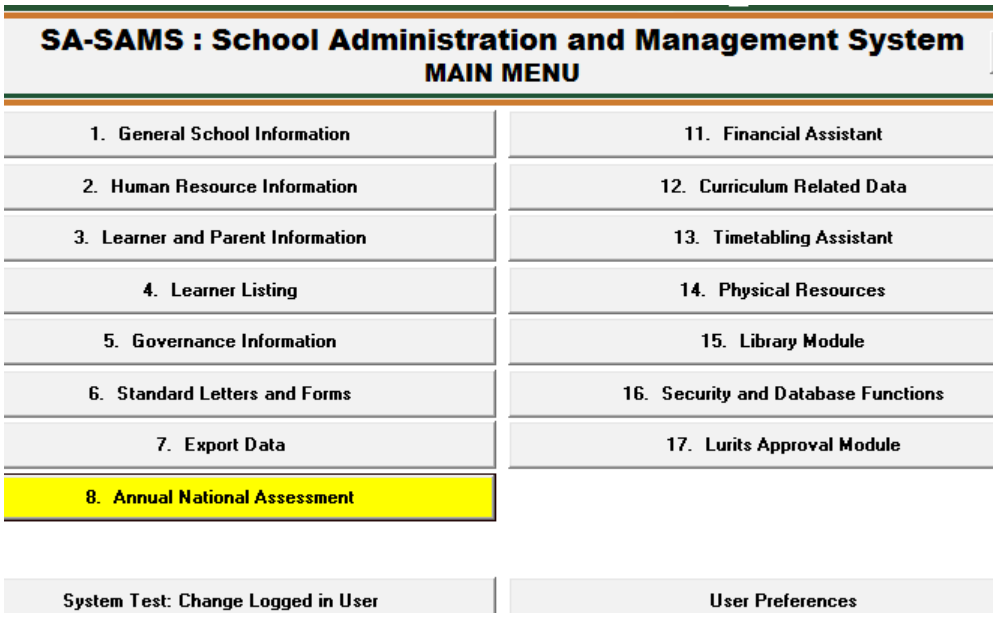


Figure 1: Main Menu

Usage of this Module is dependent on data already being captured in other modules. e.g.

Module	**Data to be pre-captured** (with the associated screen no)
1	School Details (1.1), Grades (1.2), Classes (1.3), School Terms (1.6) and subjects (1.5) offered by the school
3 or 4	Learner Data (3.1.1) - Learner names & Surnames and ID number according to birth certificate or Passport - Learner Disability Status - LoLT of the learner (3.1.8)
12	Subjects assigned to learners (12.1.15) – the correct HL and FAL. Summary list of assigned subjects and the learner numbers (3.1.15)

B Components of the Module

2. Module 8: ANA

The **ANA Module** consists of the following functions that are tabled with the associated screens and functionalities that are used in this manual:

Sub-Heading in Manual	SA-SAMS Menu	Functionality
2.1 Setting up the system	8.1 View National Rating Codes	• National rating codes pre-populated
	8.2 View Total Marks	• Totals marks per grade are pre-populated
	8.4 Final Marks: View	• Final marks per grade are pre-populated
2.2 Capturing marks	8.5 Final Marks: Capture	• Capture marks per class per subject
2.3 Verification of marks	8.6 Final Marks: HOD Verification	• Check and verify marks per class per subject.
	8.7 Final Marks: Principal Verification	• Check and verify marks per class per subject.
2.4 Learner report	8.13 Learner report	• Print a report with Learner's Literacy and Mathematics marks
2.5 Mark statistics	8.12 Final Marks: Test Results Distribution	• Analysis table per subject per grade per gender. • Distribution of levels of achievement • Grade average • Learners absent
2.6 Leaner registration schedule	8.11 Leaner Registration Schedule	• Print a report with Learner Registration Schedule.

Figure 2 shows all the sub-menus for the ANA module. The functionality and purpose of every sub-menu will be discussed separately.

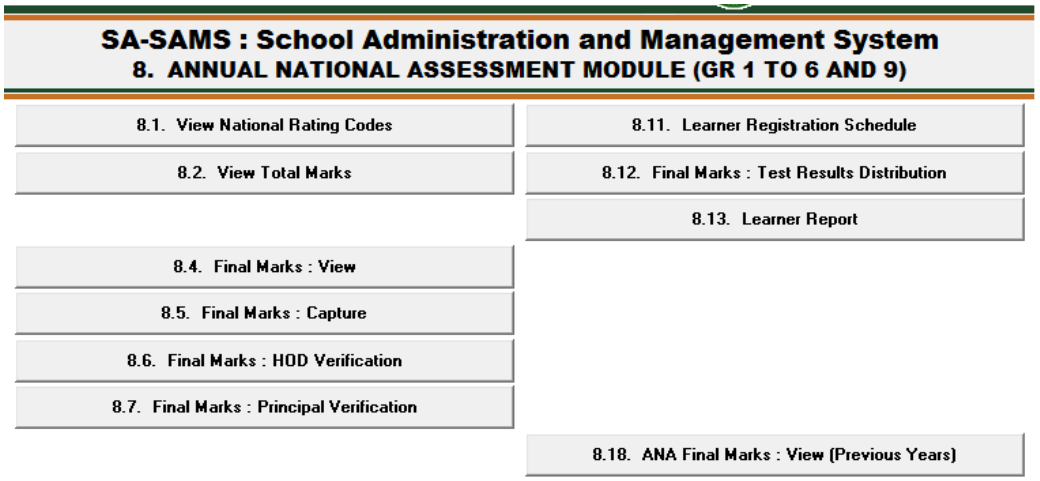


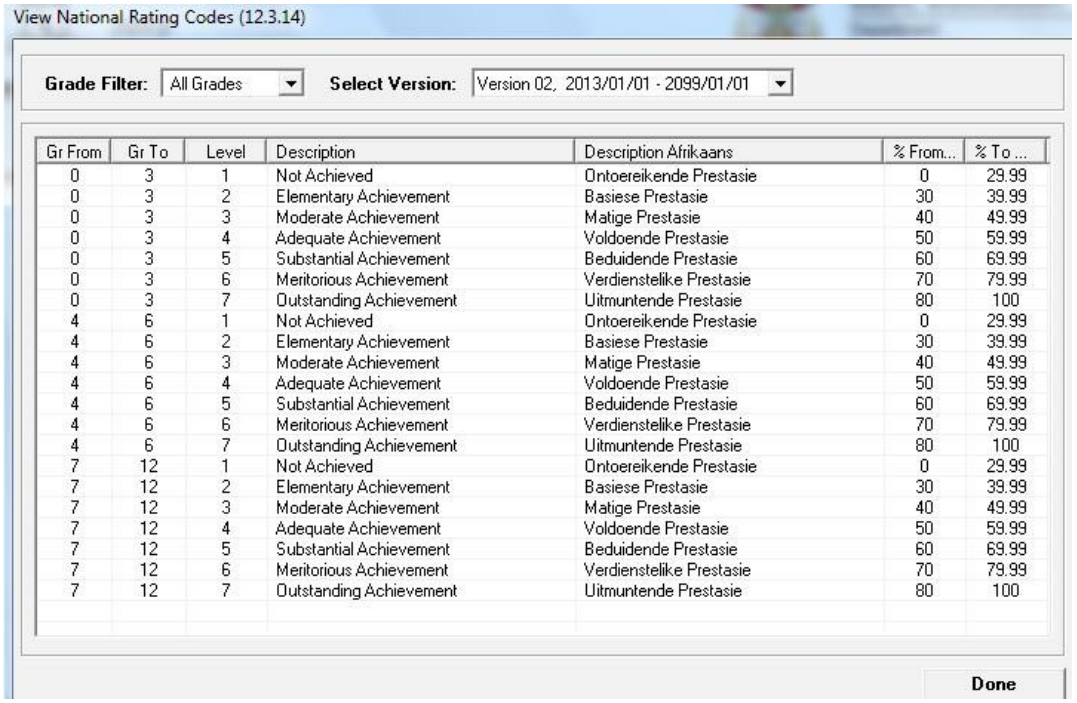
Figure 2: Components of ANA Module

2.1 Set up for ANA

2.1.1 View National Rating Codes (Menu 8.1)

The Nation Protocol of Assessment: Grade R-12 prescribes the rating codes and percentages for recording and reporting of learner achievements.

The official rating codes / levels for the grades are pre-populated as shown in Figure 3.
The levels with the related achievement descriptors and percentage range are listed per phase according to the related year.



Gr From	Gr To	Level	Description	Description Afrikaans	% From...	% To ...
0	3	1	Not Achieved	Ontoereikende Prestasie	0	29.99
0	3	2	Elementary Achievement	Basiese Prestasie	30	39.99
0	3	3	Moderate Achievement	Matige Prestasie	40	49.99
0	3	4	Adequate Achievement	Voldoende Prestasie	50	59.99
0	3	5	Substantial Achievement	Beduidende Prestasie	60	69.99
0	3	6	Meritorious Achievement	Verdienstelike Prestasie	70	79.99
0	3	7	Outstanding Achievement	Uitmuntende Prestasie	80	100
4	6	1	Not Achieved	Ontoereikende Prestasie	0	29.99
4	6	2	Elementary Achievement	Basiese Prestasie	30	39.99
4	6	3	Moderate Achievement	Matige Prestasie	40	49.99
4	6	4	Adequate Achievement	Voldoende Prestasie	50	59.99
4	6	5	Substantial Achievement	Beduidende Prestasie	60	69.99
4	6	6	Meritorious Achievement	Verdienstelike Prestasie	70	79.99
4	6	7	Outstanding Achievement	Uitmuntende Prestasie	80	100
7	12	1	Not Achieved	Ontoereikende Prestasie	0	29.99
7	12	2	Elementary Achievement	Basiese Prestasie	30	39.99
7	12	3	Moderate Achievement	Matige Prestasie	40	49.99
7	12	4	Adequate Achievement	Voldoende Prestasie	50	59.99
7	12	5	Substantial Achievement	Beduidende Prestasie	60	69.99
7	12	6	Meritorious Achievement	Verdienstelike Prestasie	70	79.99
7	12	7	Outstanding Achievement	Uitmuntende Prestasie	80	100

Figure 3: View National Rating Codes

Select the **Grade** to view the rating codes per grade.

- CAPS was implemented per phase over three years. **Select Version** to find the appropriate rating descriptors for a specific year.

Click on **Done** to exist the screen.

2.1.2 View Total Marks (Menu 8.2)

The official rating codes / levels for the grades are pre-populated as shown in Figure 4.
The ANA tests are commonly set and the total marks for the tests differ from year to year.

- The total marks are pre-populated to reduce administration work by the school and also forms part in quality assuring the integrity of the results.
- The total marks are set up in this section to assist with the conversion of captured marks.

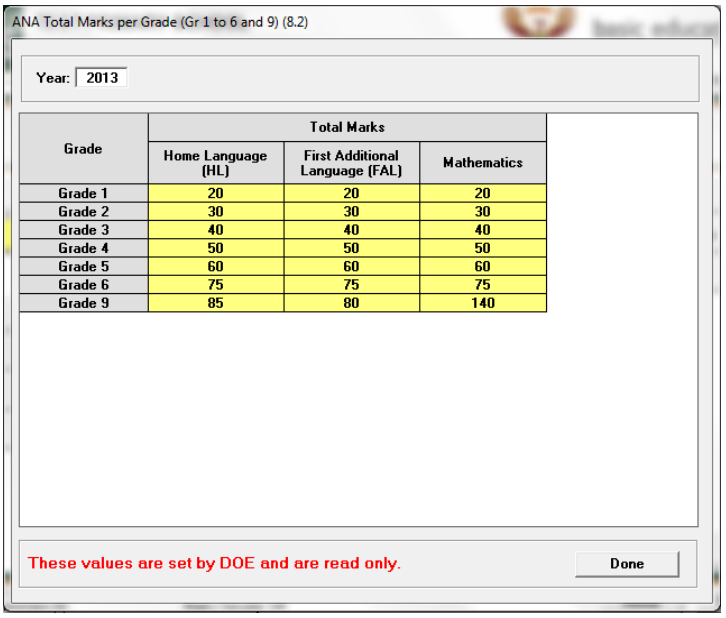


Figure 4: Total Marks for the Tests

2.1.3 Final Marks: View (Menu 8.4)

ANA final marks are the totals of figure 4. These can be viewed per grade as indicates in figure 5.

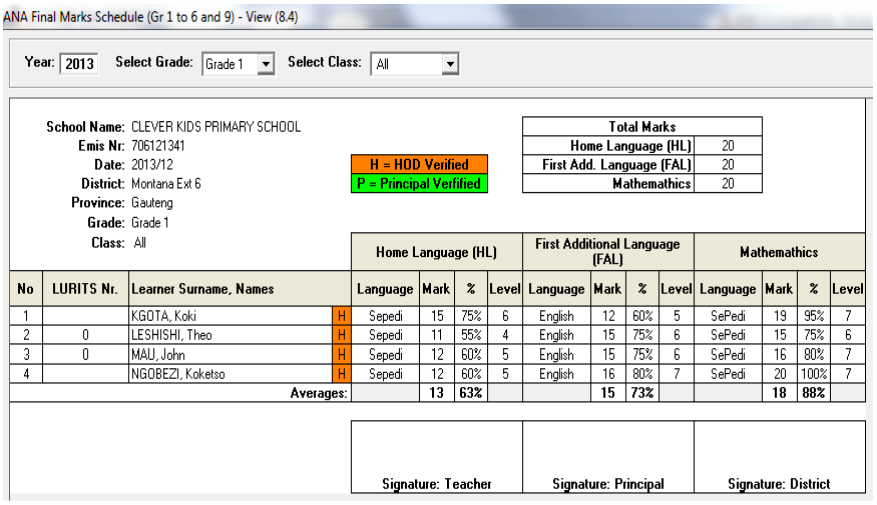


Figure 5: Total Marks for learners per subject.

2.2 Capturing ANA Marks (Menu 8.5)

All the learner and class details that were pre-captured in Module 1 and 3 are used to populate ANA mark schedules.

ANA raw marks can be captured as follows: (Fig. 6)

- Click on "**Final Marks: Capture** (Screen 8.5)" to open capturing screen.
- Select the **Grade** and then the **Class** (selected class or all classes) from the drop-down lists.
- Marks can only be saved if all the marks are captured - capture the marks per class.
- Click on **GO**
- Enter the **raw marks per learner** in the yellow columns.
- Enter "-1" if a learner is absent.
- IF a subject was not written for the whole class select "HL / FAL to -2" to de-activate the whole column.

Marks can be changed after being saved.

Find the **average per class or group at the bottom of the columns**. Class average – for class selected and grade if all selected. -2 and -1 are not included in analysis of subjects.

- A blank mark schedule can be printed by selecting "**Print grid for mark entry.**"

After capturing click on **Save** and **Done** to exit the screen

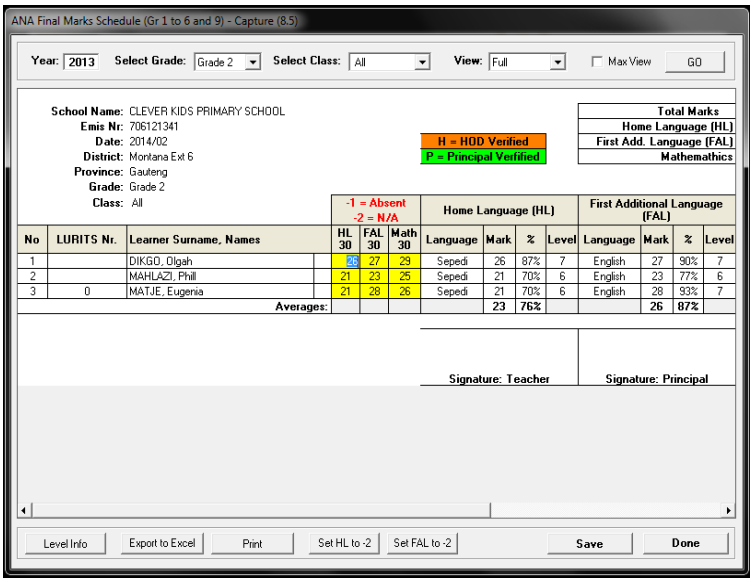


Figure 6: Mark Capturing Sheet

2.3 Verification of Marks

2.3.1 Final Marks: HOD Verification (Menu 8.6)

Marks have to be verified by the HOD after being captured. ANA Final Marks can be verified as follows: (Fig 7)

- Clicking on **Final Marks: HOD Verification**
- Select the **Grade** and then the **Class** (selected class or all classes) from the drop-down list.
- Click on **GO.**
- Go through each students marks then click on **Verify.**
- After verifying click on **Done** to exit the screen.

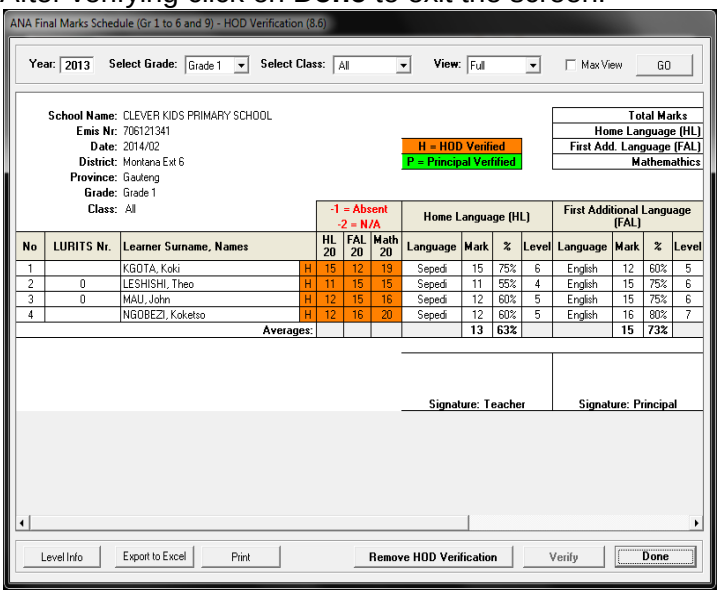


Figure 7: Final Marks: HOD Verification

2.3.2 Final Marks: Principal Verification (Menu 8.7)

Marks have to be verified by the Principal after being captured. ANA Final Marks can be verified as follows: (Fig 8)

- Clicking on **Final Marks: Principal Verification**
- Select the **Grade** and then the **Class** (selected class or all classes) from the drop-down list.
- Click on **GO.**
- Go through each students marks then click on **Verify.**
- After verifying click on **Done** to exit the screen.

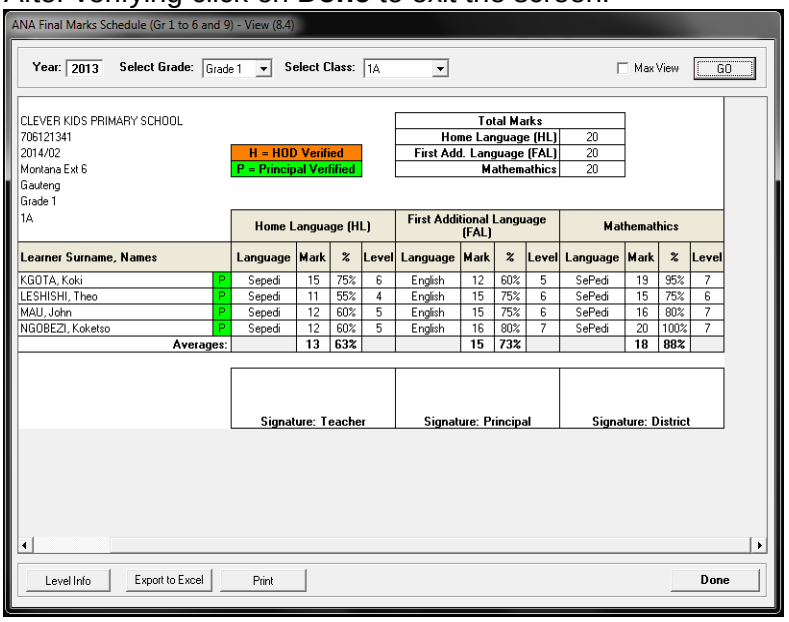


Figure 8: Final Marks: Principal Verification

2.4 Learner Report (Menu 8.13)

Parents need to be informed of the learners' achievements in ANA. Parents can be informed at a parents meeting or be informed through a learner report.

The Learner Performance can be printed in a report format for the parent: (Fig. 9)

Click on **Learner Report (Screen 8.13)**.

- **Select Grade** and **Class (specific)** from the pre-populated lists.
- Select **Go** to populate the learners' names.
- Select if progress reports should be printed for **all** learners OR
- Specific learners – tick the selected learners.
- Tick if the learner photo should be included.
- Select the **letterhead** as follows:
  - Select **use printed letterhead** for pre-printed paper OR
  - Select **use system letterhead** to print the school details and logo on SA-SAMS.
  - Set the margins for printing manually or click **Default printed Letterhead.**
- Click on **Print Report** in the middle of the screen. This displays a preview screen**.**
- Select pages and click on **Printer** to print.
- Principal and teacher have to sign at the designated area at the bottom of the learner's report.
- Repeat this procedure for every class.
- Click on **Done** to exit screen.

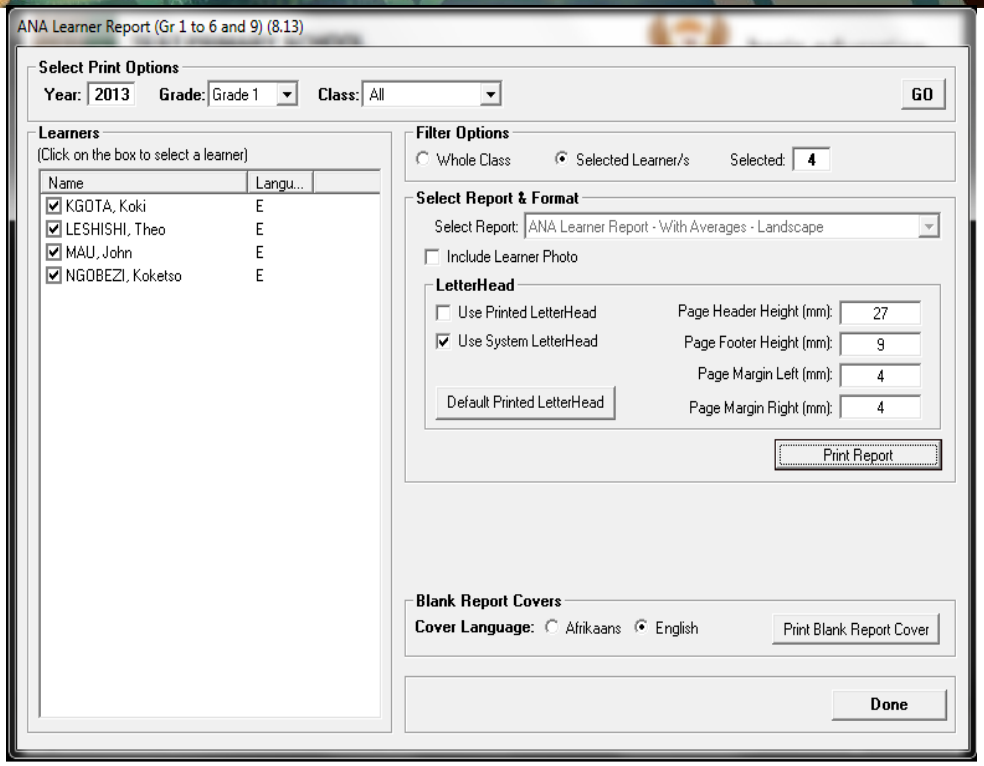


Figure 9: Select to Print a Learner Report

2.5 Mark statistics (Menu 8.12)

A school is required to analyse the learner results and to include the analysis in the actions of the School Improvement Plan (SIP).

- This section includes a table (Fig. 10) that summarises and reports on the learner achievement per subject, per grade, per language and per gender on the following:
  - Distribution of levels of achievement.
  - Subject grade average (class average is available at the bottom of the mark schedule).
  - Number of learners absent.
  - Total number of learners in the grade.

Click on **Final Mark: Test Results Distribution (Screen 8.12)**.

- Select the **subject**, then enter "**Go**"
- Select one of the available options for a specific report:
  - Language (select language) or Mathematics
  - Per gender.
- Click on **Print** to print a hardcopy for signatures.
- Click on **Export to Excel** to use the data for further analysis.

When finished click on **Save** and **Done** to exit the screen.

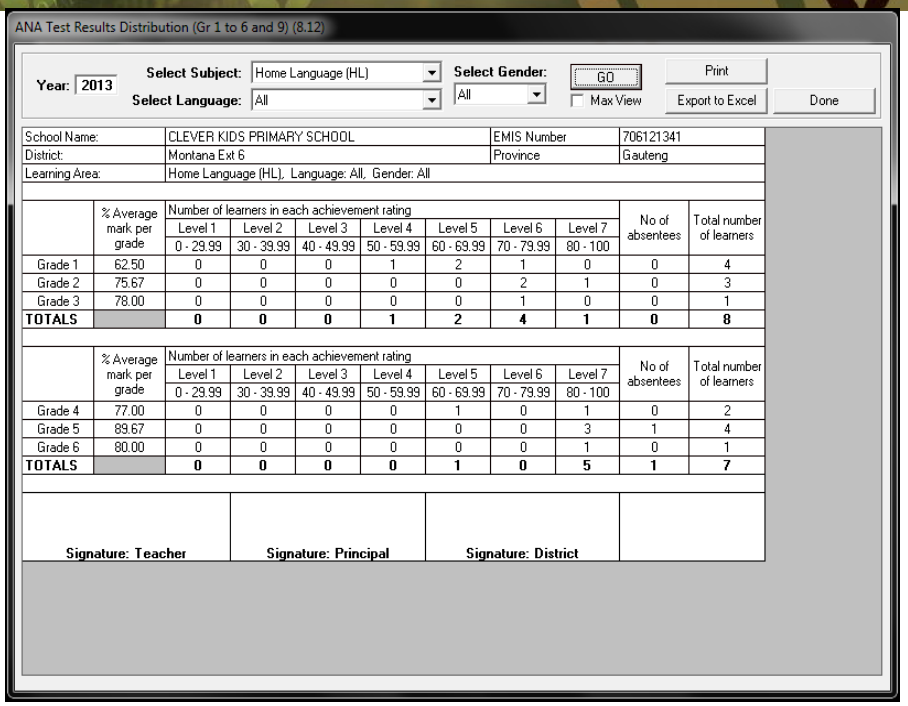


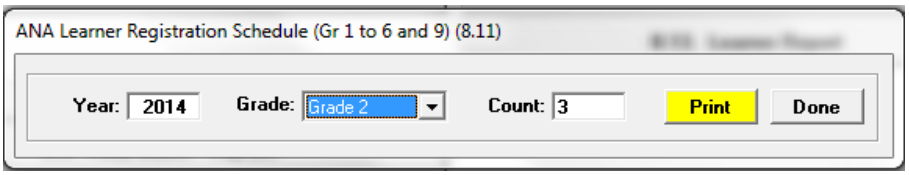
Figure 10: Final Marks: Test Results Distribution Table

2.6 Learner Registration Schedule (Menu 8.11)

A School can print a schedule of all the learners per grade with details as required by ANA.

Click on **Learner Registration Schedule (Screen 8.11)**.

- Select the **grade (**The total number of learners will display in the **count** box).



- Click on **Print** to open the **Print Setup** window and select options or click on **Ok** to continue the Print Preview window.
- The **Preview Window** gives an indication of what the printed report will look like.
- Click on **printer** to print a list of the learners (Fig. 11).
- When finished click on **Done** to exit the screen.

Figure 9: ANA Learner Registration Table

C. Summary

The Annual National Assessment (ANA) is designed to manage the recording, analysis and reporting of ANA marks for the school.
This module is designed to assist the SMT on reporting the results to the Department and to use the analysis to inform actions of the SIP.

1. Quick reference of the sub-menus and their uses:

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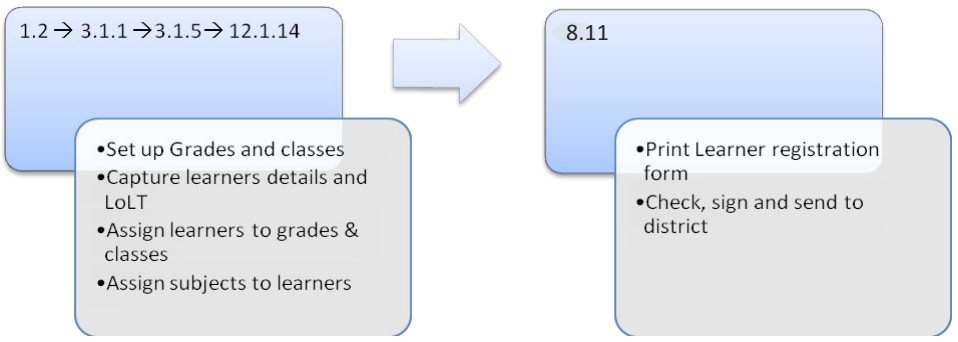
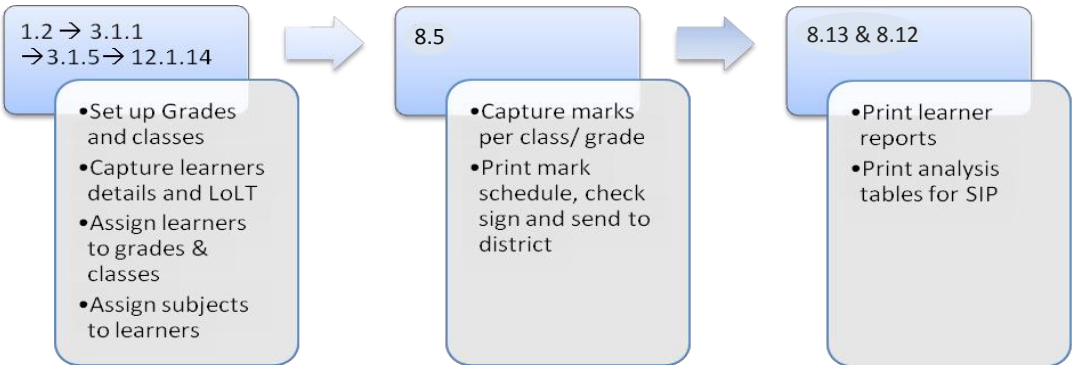
2.6 Leaner registration schedule	8.11 Leaner Registration Schedule	• Print a report with Learner Registration Schedule.

3.1 "How to..." flow diagrams:

• ***Learner Registration:***



• ***Capture and report on ANA marks:***



Notes

Feedback/Contact Form

Your feedback is important to us. Please leave any comment that you want. If you are struggling with anything in this module, please send us an email and remember to also give us a number or email to contact you back with.

Contact Name:

Email Address:

Cellphone Number:

Version of SA-SAMS:

Operating System:

District / Province:

Comments / Problem Details:

Send Email

Contact Person	Telephone	Email
Carinne van der Westhuizen	0123573832	vanderwesthuizen@dbe.gov.za
Pauline Ramphele	0123573287	ramphele.m@dbe.gov.za
Lebogang Mveke	0123573396	mveke.l@dbe.gov.za

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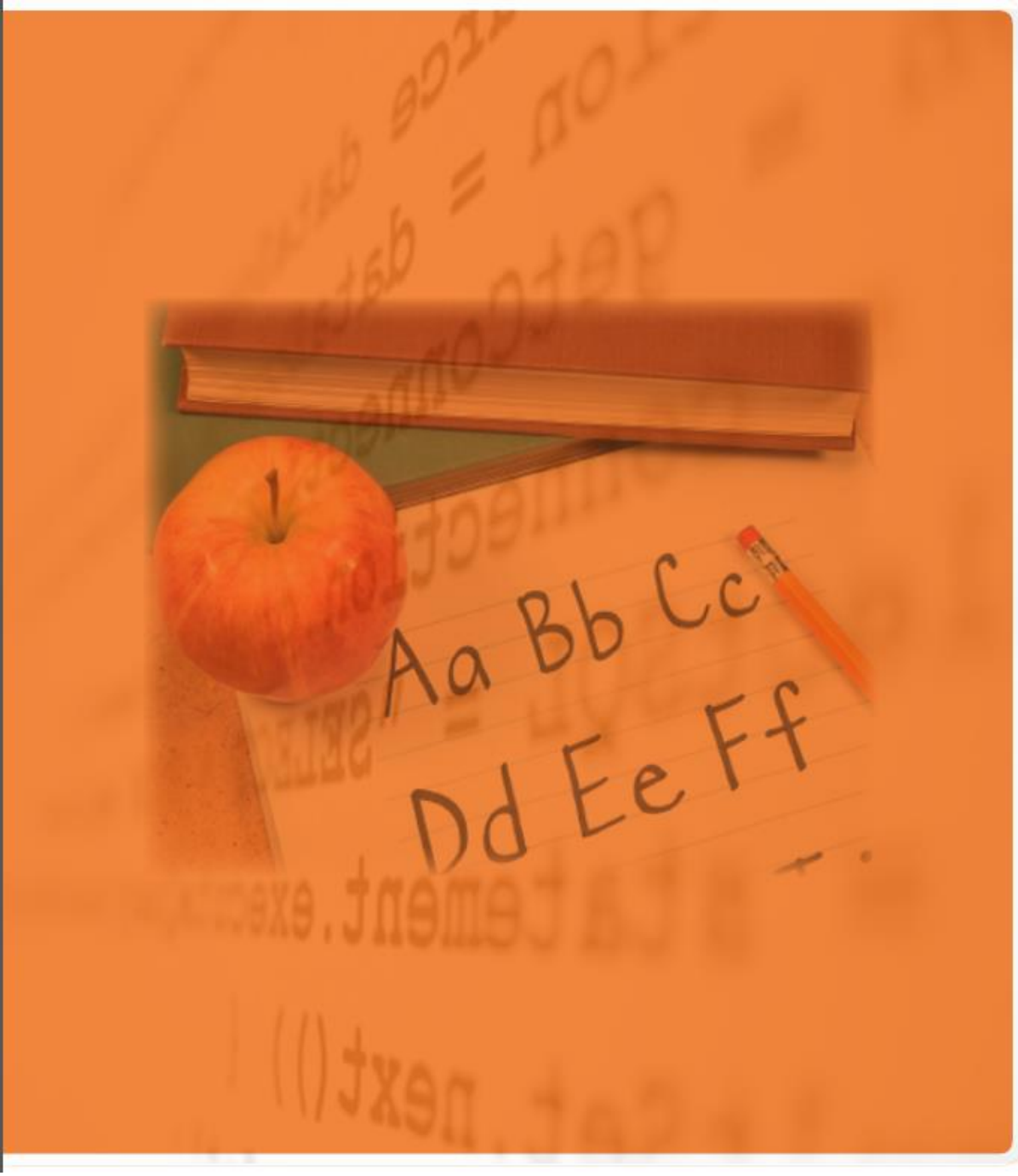

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