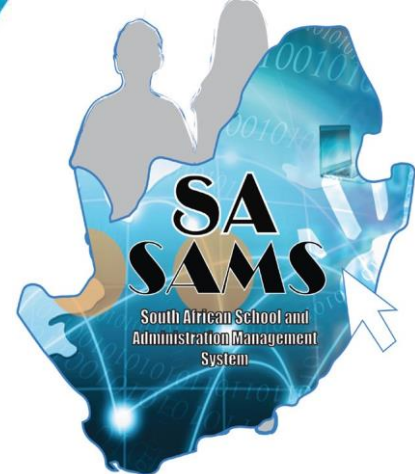




EVERY CHILD IS A NATIONAL ASSET

MODULE

12

ABC OF ... CURRICULUM RELATED DATA



basic education

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REPUBLIC OF SOUTH AFRICA



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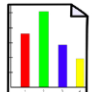
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General Instructions on using SA-SAMS Manual:

- 📄 Fields containing **an arrow** on the side **contains drop-down boxes** with pre-populated information. **Click on the arrow** to display the list and then **click on selected value**.
- 📄 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



Module 12: Curriculum Related Data (Fig. 1) manages the recording, analysis and reporting of School Based Assessments (SBA).

- This module is aligned to the Continuous Assessment Policy Statements (CAPS).
- This module is based on recording of formal School Based Assessment (SBA) tasks in order to give automatic result decisions for Term and Year Results per learner.

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. Lurits Approval Module
8. Annual National Assessment	
User Preferences	

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 SA-SAMS Menu no)
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)
2	Educator Data (2.1)

B. COMPONENTS OF THIS MODULE

2. Module 12: Curriculum Related Data



The **Curriculum Related Data** is divided into 4 sections as shown in Figure 2 below.

SA-SAMS : School Administration and Management System	
12. CURRICULUM MODULE MENU	
12.1. Setup Subjects and Subject Choices	
12.3. Maintain School Based Assessment	
12.7. Maintain/Print Learner Progress Reports	
12.9. Curriculum Related Schedules and Printouts	
<< MAIN MENU	

Figure 2: Curriculum Module Menu



Each of the 4 sections is linked to sub-menus that capture, analyse or report assessment related data. The functionalities available in this menu are summarised in the table below:

Header	Sub- Menu Functionality
12.1 Subject related: Set up Subjects for the school, assign subjects to learners and create subject groups	- Set up school subject list - Setup Topics for all subjects - Setup the language for the learner report - Create subject groups for easy assignment of subject to learners Assign subjects to individual learners - Set up subject class groups and generate subject class lists - Printout of learner subject status: subject list with / without subjects
12.3 SBA: Setup POA (tasks & Topics), Capture marks	To set-up / validate tasks for Programme of Assessment (POA) Capturing learner marks - List with rating codes and official descriptions - List of POA tasks for the school management - POA Tasks listed on a calendar format - List of POA of previous year

12.7 Prepare marks for reports: Verify marks, add comments and promotion decision, Print Learner Progress Reports	• To set-up the Cycle (period) for assessment • Pre-populated list with rating codes and official descriptions • Capture promotion descriptors for mark schedules and learner reports • Capture a list with standard / general comments for mark schedules and learner reports • Range the order of subjects as they should be printed on the learner reports. • Select subjects that must be included in the progression mark schedules. • Verify captured marks and comments per subject • Captures on a Mark schedule the promotion decision & general comments for each learner. • Print learner reports from a range of available formats
12.9 Curriculum Related Schedules, analysis reports and printouts	• Print blank mark schedules (register class or subject) • Mark schedules of captured marks per grade • Mark schedules per subject for rating • Mark schedules per grade for rating • Departmental mark schedules per grade for districts • Learner performance analysis per quarter • Report on learners not promoted and repeating List learner that repeats or dropped out

Each of the sub-menus will be discussed individually under the related sections.

2.1 Setup Subject and Subjects Choices (12.1)



The **Setup Subject and Subject Choices** menu (Fig. 3) is used to set up the curriculum framework of the school. It allows the user to manage the subjects offered by the school, assigns subjects to the learners and creates subject groups per educator.

Figure 3 shows the available menus for this section.

SA-SAMS : School Administration and Management System	
12.1. SETUP SUBJECTS AND SUBJECT CHOICES	
	12.1.11. Maintain School Subjects
	12.1.12. Maintain Topics/Skills per Subject
	12.1.13. Maintain Learner Report Languages
	12.1.14. Maintain Subject/Learning Area Sets
	12.1.15. Assign Subjects to Individual Learners
	12.1.16. Create Educator Subject Groups
	12.1.17. Print Educator Mark Assessment Sheets
	12.1.18. View/Print Learner Subject Allocation
<< Curriculum Module Menu	
SA-SAMS : Department of Basic Education - South Africa Login: Administrator (8) Marks Security: Off	
About EXIT	

Figure 3: Setup Subject and Subject Choices

The functionalities for the menus are summarised in the table below:

Header (SA-SAMS Menu)	Function
2.1.1 Maintain Subjects (12.1.11)	➤ To select the subjects per grade as offered by the school.
2.1.2 Maintain Topics (12.1.12)	➤ Topics are pre-populated for all CAPS subjects
2.1.3 Maintain Learner Report Language (12.1.13)	➤ Language of the learner report to the parent is selected individually.
2.1.4 Create Subject Sets (12.1.14)	➤ Subject sets are created per Grade for bulk assignment to the learners.
2.1.5 Assign Subject to Individual Learners (12.1.15)	➤ Subjects can be assigned to individual learners or per class. Subjects can also be assigned per group or per single subject.
2.1.6 Create Subject Groups (12.1.16)	➤ Learners from a register class can be split into different subject classes /groups.
2.1.7 Print subject mark sheets for assessment (12.1.17)	➤ Mark sheets generated per subject group ➤ Mark sheets generated per educator.
2.1.8 View /print Learner Subject Allocation (12.1.18)	➤ List of subject allocation per learner

The sub-menus and functionalities will be discussed individually on the following pages.

2.1.1 Maintain School Subjects (12.1.1)



This menu allows schools to set up the subjects offered by the school. Schools can select **official subjects from a selected list** and also **add unofficial subjects** that are not required for promotion purposes.

This section allows you to perform the following functions:

- To prepare and maintain a **school subject list** by selecting official subjects offered by your school.
- Choose **vocational subjects available for SNE** learners are indicated by a prefix V: *subject*.
- To **add unofficial subjects** not on the list.
- To print a list of the subjects offered by the school.

The official subjects are listed and can be identified by their 8 digit registered code (National Code) as seen in Figure 4.

Filter Options
All Grades (As per School Selection)

Subjects Offered by the School. (61) **Master Subject List, not yet selected. (316)**

Click on a Subject Name to add the subject to the list of Subjects Offered by the ☐ Hide Languages

Description	Phase	Grade	National Code	School Ref	Language
Tshivenda Home Language (Gr 2)	Gr1-3	2	13303392		Home
Tshivenda Home Language (Gr 3)	Gr1-3	3	13303402		Home
Tshivenda Home Language (Gr 4)	Gr4-9	4	13304312		Home
Tshivenda Home Language (Gr 5)	Gr4-9	5	13304322		Home
Tshivenda Home Language (Gr 6)	Gr4-9	6	13304332		Home
Tshivenda Home Language (Gr 7)	Gr4-9	7	13305302		Home
Tshivenda Second Additional Language (Gr 4)	Gr4-9	4	13354372		2nd
Tshivenda Second Additional Language (Gr 5)	Gr4-9	5	13354382		2nd
Tshivenda Second Additional Language (Gr 6)	Gr4-9	6	13354392		2nd
Tshivenda Second Additional Language (Gr 7)	Gr4-9	7	13355362		2nd
V: Agricultural Studies (Gr 6)	Gr4-9	6	90100106		
V: Agricultural Studies (Gr 7)	Gr4-9	7	90100207		
V: Arts and Crafts (Gr 6)	Gr4-9	6	90200506		
V: Arts and Crafts (Gr 7)	Gr4-9	7	90200607		
V: Boat Building (Gr 6)	Gr4-9	6	90608906		
V: Boat Building (Gr 7)	Gr4-9	7	90609007		
V: Childcare (Gr 6)	Gr4-9	6	90507306		
V: Childcare (Gr 7)	Gr4-9	7	90507407		
V: Client Services and Communication (Gr 6)	Gr4-9	6	91118106		
V: Client Services and Communication (Gr 7)	Gr4-9	7	91118207		
V: Clothing (Gr 6)	Gr4-9	6	91118506		

Add All Subjects from List **Add Subject Not On List**

2013 Subjects must be added per GRADE as each SUBJECT has its own GRADE related code.

School Subject Printout **Done**

Figure 4: Maintain School Subjects

2.1.1 Maintain School Subject list (12.1.11)



The school's own subject list is compiled by selecting official subjects from the Master list and adding additional subjects not on the list.

2.1.1a Add Subjects to School List

Adding official subjects from the Master list:



- Click on the **Master Subject List, not yet selected** tab.
 - Click on the subject name to add to the list of subjects offered by the school.
 - Click on **Yes** in the pop-up message to confirm the addition of the subject.
 - After all the school subjects were selected from the Master Subject List, click on the tab **Subjects offered by the School** to view the selected subjects.
- Adding a non-official subject to the school's subject list:
- Should your school offer a subject that is not on the Master List, click on the **Add Subject not on List**. (Fig. 5).

Figure 5: Add a non-official subject

- Enter the name of the subject.
- Enter a unique code under “National” code. The system will not accept numbers that already exist.
- Select a grade from the drop-down menu.
- Enter a Unique Timetable Key that will appear on the school timetable.

2.1.1b Remove a Subject from School List

 To remove a subject from your school list, click on the subject name.

- Click on the **Remove Subject from School List** button.
- You can use the Filter Options to view specific grades to check that subject selections are correct.

2.1.1c Edit School Subjects

 The **Edit School Subject** will open a screen (Fig. 5) that allows you to:

- Edit only the time table key for official subjects.
- Edit subject names and timetable codes of unofficial subjects.

2.1.2 Maintain Topics/Skills per Subject (12.1.12)

CAPS learner marks can only be captured in SBA tasks linked to at least one subject topic/skill.

-  The Topics are available as main Topics and Associated or Sub Topics as shown in Figure 6.
- Topics are pre-populated for most of the official subjects. Topics for all other subjects need to be added manually.
- Equivalent Topics/ Skills, as prescribed by CAPS, are available in the 11 official languages for Home Language, First Additional Language and Second Additional Language.

Maintain Topics/Skills per Subject (12.1.12)

Select Grade: Subject: ☐ Max View

Subject / Learning Area	
Mathematics (Gr 3)	
Main Topics/Skills	
Associated Topics/Skills	
No	Description
1	Numbers, operations and relationships
1	Development of number sense
2	Meaning of different kinds of numbers;
3	Relationship between different kinds of numbers;
4	Relative size of different numbers;
5	Representation of numbers in various ways; and
6	Effect of operating with numbers
2	Patterns, functions and algebra
1	Study of functions and other relationships between variables
2	Description of patterns and relationships through the use of symbolic express
3	Identification and analysis of regularities and change in patterns and relations
3	Space and shape (Geometry)
1	Properties, relationships of space and shape
2	Orientations, positions;
3	Transformations of two-dimensional shapes and three-dimensional objects
4	Measurement
1	Selection and use of appropriate units and formulae to quantify characteristics
2	Selection and appropriate use of measuring instruments to quantify events, sh
3	Measurement to make sensible estimates
4	Alert to the reasonableness of measurements and results
5	Data handling

Buttons: Add Topic, Change Topic, Delete Topic, Add Associated Topic, Change Associated Topic, Delete Associated Topic, Export Grid to Excel, Print Grid, Done

Figure 6: Maintain Topics/Skills per Subject

2.1.2a Add Topics/Skills to Subjects

 Additional Topics can be added for all subjects. Each new Topic needs to have at least one Associated Topic before it is accessible for capturing of marks.

 To add a Main Topic:

- Click on **Add Topic**.
- Enter the Description of the Topic in the insert screen as seen in Figure 7.
- Descriptions for Topics (skills) in Languages have to be captured in English, Afrikaans and the specific Vernacular

Click on **Done** to exit the screen

Maintain Topics/Skills per Subject (12.1.12)

Select Grade: Subject: ☐ Max View

Subject / Learning Area	
English Home Language (Gr 4)	
Main Topics/Skills	
Associated Topics/Skills	
No	Description (Vernacular)
1	Listening & Speaking
1	Listening comprehension and speaking
2	Speaking
2	Reading
1	Prepared and unprepared reading (Reading aloud)
3	Writing & Presenting
1	Creative writing
2	Transactional writing
3	Writing process
4	Language conventions
5	Work with words
6	Work with sentences

Add Main Topic:

Position No:

Description:

Afrikaans:

Vernacular:

Buttons: Save, Done

Buttons: Add Topic, Change Topic, Delete Topic, Add Associated Topic, Change Associated Topic, Delete Associated Topic, Export Grid to Excel, Print Grid, Done

Figure 7: Add Main Topic

✓ To add the Associated or Sub Topic:

- Click on **Add Associated Topic**.
- The description of the Main Topic is now listed on the inserted screen.
- The number of the Associated Topic that is automatically generated is given.
- Enter the Description of the Associated Topic in the insert screen (Fig. 8).

Click on **Done** to exit the screen

Maintain Topics/Skills per Subject (12.1.12)

Select Grade: Grade 2 Subject: English First Additional Language (Gr 2) ☐ Max View

Subject / Learning Area
English First Additional Language (Gr 2)

Main Topics/Skills	
Associated Topics/Skills	
No	Description (Vernacular)
1	Listening and speaking
1	Listening and Speaking
2	Reading
1	
2	
3	
4	
5	
6	
7	
8	
3	Writing
1	
2	

Main Topic: 1 Listening and speaking

Add Associated Topic:

Position No: 2

Description:

Afrikaans:

Vernacular:

Save Done

Export Grid to Excel

Figure 8: Add Associated Topic

2.1.2b Changing the description of Topics/Skills



Only **descriptions of topics that are not pre-populated can be changed** e.g. topics that were added by the school.

✓ To change the description of the Main Topic:

- Click on **Change Topic**.
- Change the description of the Topic in the pop-up screen as seen in Figure 9.

Click on **Save** and then click on **Done**

Maintain Topics/Skills per Subject (12.1.12)

Select Grade: Grade 9 Subject: Arts and Culture (Gr 9) ☐ Max View

Subject / Learning Area
Arts and Culture (Gr 9)

Main Topics/Skills	
No	Description
1	LO1: Creating, Interpreting and Presenting
1	LO1: Creating, Interpreting and Presenting
2	LO2: Reflecting
1	LO2: Reflecting
3	LO3: Pa
1	
4	LO4: Ex
1	
5	Example
1	
0	Old Out
1	
2	Two
3	three

Change Main Topic:

Position No: New Position No:

Description:

Afrikaans:

Figure 9: Change Main Topic

📖 To Change the Associated or Sub Topic:

- Click on **Change Associated Topic**.
- Change the Description of the Topic in the pop-up screen.

Click on **Save** and then click on **Done**

2.1.2c Deleting Topics/Skills



Only **topics that are not pre-populated can be deleted** from the list e.g. topics that were added by the school.

📖 To delete the description of the Main Topic:

- Click on **Delete Topic**.
- Click on **Delete** in the pop-up screen and confirm by clicking on **Yes** as shown in Fig.10.
- This will remove the main topic as well as the associated topic.

Then click on **Done** to exit the screen

Maintain Topics/Skills per Subject (12.1.12)

Select Grade: Grade 9 Subject: Arts and Culture (Gr 9) ☐ Max View

Subject / Learning Area
Arts and Culture (Gr 9)

Main Topics/Skills	
No	Description
1	LO1: Creating, Interpreting and Presenting
1	LO1: Creating, Interpreting and Presenting
2	LO2: Reflecting
1	LO2: Reflecting
3	LO3: Pa
1	
4	LO4: Ex
1	
5	Example
0	Old Out
1	
2	Two
3	three

Delete Main Topic:

Position No:

Description:

Afrikaans:

User Question?

Delete Main Topic.

Are You Sure ?

Figure 10: Delete Main Topic

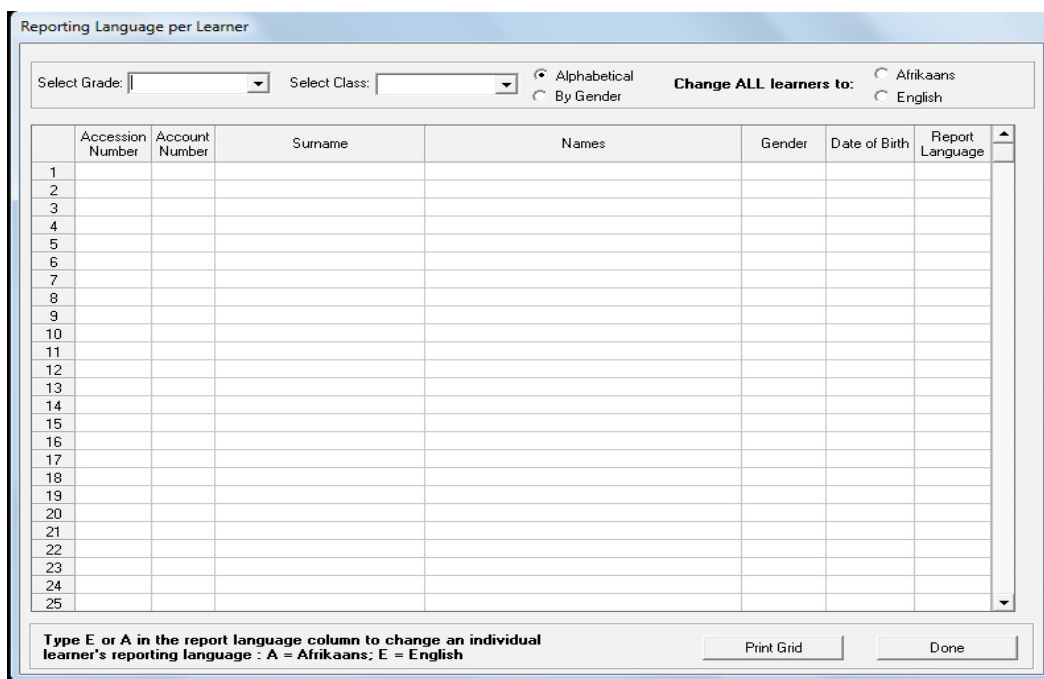
- ✎ To delete the Associated or Sub Topic:
 - Click on **Delete Associated Topic**.
 - Click on **Delete** in the pop-up screen.
 Then click on **Done** to exit the screen

2.1.3 Maintain Learner Report Languages (12.1.13)

 Maintain Learner Report Languages menu (Fig. 11) lists the learners and the reporting language as was captured 3.1.1 Learner information. The reporting language determines the language of all communication documents sent to the learner e.g. letters, learner report and financial statements.

- ✎ The learner's reporting language can be changed individually or per group (Fig. 11):
 - Click on the **Maintain Learner Report Language** button to open the screen below.
 - **Select the grade** from the pre-populated list.
 - **Select a class** from the pre-populated list to populate the table.
 - Select to list the learners **alphabetically** or by **gender**.
 - To change the language of the group:
 - Tick in the box of the chosen language
 - A pop- up screen will appear to confirm the change. Click on **Yes**.
 - To change the language of an individual learner:
 - Place the cursor on the symbol of the report language of the learner. Change the language by entering **E** or **A**.
 - The reporting language grid can be printed by clicking on the Print Grid button.

To exit the screen, click on **Done**



Reporting Language per Learner

Select Grade: Select Class: ☒ Alphabetical ☐ By Gender **Change ALL learners to:** ☐ Afrikaans ☐ English

	Accession Number	Account Number	Surname	Names	Gender	Date of Birth	Report Language
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

Type E or A in the report language column to change an individual learner's reporting language : A = Afrikaans; E = English

Print Grid Done

Figure 11: Reporting Language per Learner

2.1.4 Setup Subject / Learning Area Sets (12.1.14)



The **Maintain Subject / Learning Areas Sets** menu is used to group different subjects in a set. Subject sets assigns subjects easily to a class or a learner as a group. Subject sets can be designed according to the school's specific setup. The subject sets that are available per grade are available in Figure 12.

This functionality is of use when:

- More than one subject has to be assigned to a class or learners.
- The school has grades with classes or learners with different subject groups.

Subject sets can be **created (added)** and **deleted** and the **subject of an existing set** edited.

Figure 12: Maintain Subject Learning Area Sets

2.1.4a Add Subject / Learning Area Sets

Click on **Maintain Subject / Learning Areas Sets** to open the screen (Fig. 12).



- Select a grade from the pre-populated list.
- Select **Add New Set** and click on **Next**.
- The tab **Manage Subject Set** (Fig. 13) will open with the subjects listed for the grade.

Available Subjects	Lurits Co...
Afrikaans First Additional Language (Gr 9)	13314542
Arts and Culture (Gr 9)	11351172
Economic Management Sciences (Gr 9)	12351112
English Home Language (Gr 9)	13304602
IsiXhosa First Additional Language (Gr 9)	13314812
Life Orientation (Gr 9)	16341292
Mathematics (Gr 9)	19331452
Natural Sciences (Gr 9)	19351422
Social Sciences (Gr 9)	16351262
Technology (Gr 9)	15351142
V: Arts and Crafts (Gr 9)	90200809
V: Life Orientation (Gr 9)	90713609

Figure 13: Manage Subject Set

- Type a **description** (identifiable name) for the set.
- Click on **each subject** that must be included in this list. This will move the selected subjects to the block on the right hand side.
- To **remove a subject** in the set, click on the subject in the block on the right hand side and the selected subject will move back.

Click on **View Subject Set List** to exit to the previous screen (tab). The newly created set can be viewed under Existing sets on **Subjects Sets** (Fig. 12).

- Repeat the process in order to add more subject sets for the grade.
- Repeat the process in order to add subject sets for other grades.

Click on **Done** to return to the **Setup Subject menu** (12.1)

2.1.4b Edit Subject / Learning Area Sets

Click on Maintain Subject /Learning Areas Sets to open the screen (Fig. 14).

- Select a grade from the pre-populated list.
- Click on an existing subject set to view the subjects in the group . The subjects that form part of the group will appear in the spaceblock on the right hand side.
- The **Edit Selected Subject Set** is automatically selected. To edit click on **Next**.

Selected Subjects	Units Code
Afrikaans First Additional Language (Gr 10)	13311032
Computer Applications Technology (Gr 10)	19351002
English Home Language (Gr 10)	13301062
Life Orientation (Gr 10)	16341002
Life Sciences (Gr 10)	19351062
Mathematics (Gr 10)	19331032
Physical Sciences (Gr 10)	19351092

Figure 14: Subject Sets

- The tab **Manage Subject Set** (Fig. 15) will open with the subjects of the set on the right hand side and the subjects for grade not selected on the left hand side.

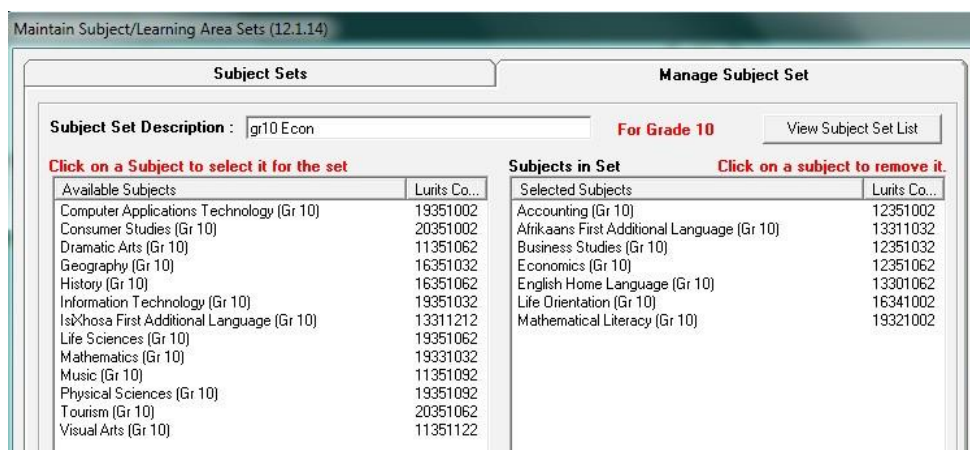


Figure 15: Manage Subject Sets

- The description (name) for the set cannot be changed.
- Click on each subject that needs to be included in this list. This will move the selected subjects to the block on the right.
- Click on the subject in the block on the right that needs to be removed from the set.
- Click on **View subject set list** to move back to the previous screen (tab).
- Repeat the process in order to edit more subject sets.

Click on **Done** to return to the Setup Subject menu (12.1)

2.1.4c Delete Subject / Learning Area Sets



Click on Maintain **Subject /Learning Areas Sets** to open the screen (Fig. 16).



- Select a grade from the pre-populated list.
- Click on an existing subject set to view the subjects in the group . The subjects that form part of the group will appear in the spaceblock on the righthand side.
- The Edit Selected Subject Set is automatically selected.
- Select **Delete Selected Subject Set** in order to delete the subject set.
- Click on **Yes** in the popup screen to confirm deleting the set.

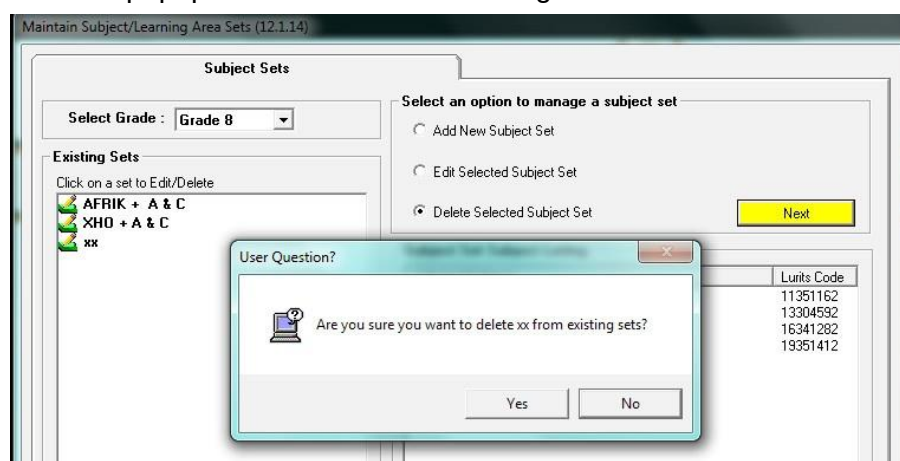


Figure 16: Delete a selected subject set

- Repeat the process in order to delete more subject sets.

Click on **Done** to return to the **Setup Subject** (Menu 12.1)

2.1.5 Maintain Subjects Assigned to Learners (12.1.15)

This section is used to view and/or update the subjects assigned to a learner.

- Subjects assigned to individual learners can be viewed at the bottom of the screen (Fig. 17).



Subjects can be updated to learners using three methods:

- Adding a subject set to the whole class.
- Adding a subject set to an individual learner.
- Adding individual subjects to individual learners.

Assign Subjects to Individual Learners (12.1.15)

Select a Grade and Class. Click on a learner to view the learner's subjects. Add additional subjects from Master List.

Grades and Classes
Click on a Class to Select

- Grade 8
- Grade 9
- Grade 10
 - 10 (1)
 - 10 (2)
 - 10 (3)
 - 10 (4)
 - 10 (5)
 - 10 (6)
 - 10 (7)
 - 10 (8)
 - 10 TEST
- Grade 11
- Grade 12
- LSEN
- Remedial

Class List

Master Subject List - Gr 10
Subject Sets - Gr 10

Select a Learner to Add Subjects
Remove ALL subjects for all learners in this class

ACKERMANS, Bodin : 11161
GROGAN, Eva : 12335

Learner Details
Name: Eva GROGAN Accession No: 12335

Subjects for this learner
Double click on a subject to remove the subject from the calculation of the learner's average

Subjects	A	Level	Language
Business Studies (Gr 10)	Y..		
English Home Language (Gr 10)	Y..		1
History (Gr 10)	Y..		
IsiXhosa First Additional Language (Gr 10)	Y..		2
Life Orientation (Gr 10)	Y..		
Life Sciences (Gr 10)	Y..		
Mathematical Literacy (Gr 10)	Y..		

Remove Subject from Learner

- Delete Subject
- Archive Subject

>>

Number of Learning Areas/Subjects
7

Right click on a subject to set/change the language type for one learner: 1 = first language; 2 = additional language; 3 = second additional language

Done

Figure 17: Assign Individual Subjects to Learners

The following data needs to be captured in other modules before subjects can be assigned to learners e.g.



Module	Data to be pre-captured (with the associated screen nr)
1	Grades (1.2), Classes (1.3) and subjects (1.5) offered by the school
3	Learners placed in a grade and class (3.1.1 or 3.1.4 or 3.1.5 or after promotion (3.19))

2.1.5a Assign Subjects to Individual Learners

Subjects can be updated to learners using three methods:



- Adding a subject set to the whole class.
- Adding a subject set to an individual learner.
- Adding individual subjects to individual learners.

i) SUBJECT SETS added to the whole class:

Click on **Assign Subjects to Individual Learners (12.1.15)** to open screen (Fig. 17).

- Click on the specific **Grade**.
- Click on the **specific class** and a list of learner of names appears.
- Click on one of the learners to verify the subjects currently assigned.
 - This is a good practice before updating the subjects to ensure that there are no previous grade's, old or wrong subjects assigned to the learners.
- Click on **Remove ALL subjects for all learners in this class** to clear the subject field before adding a new field.
 - This option deletes subjects and will clear all marks captured in the current year.

There are three tabs (pages) above the listed learners that will be used to update / assign subjects to learners. (Fig. 17& 18).The tabs are:

- Class list
- Master Subject List (for the grade)
- Subject Sets (for the grade)

Assign Subjects to Individual Learners (12.1.15)

Select a Grade and Class. Click on a learner to view the learner's subjects. Add additional subjects from Master List.

Grades and Classes
Click on a Class to Select

- Grade 8
- Grade 9
- Grade 10
 - 10 (1)
 - 10 (2)
 - 10 (3)
 - 10 (4)
 - 10 (5)
 - 10 (6)
 - 10 (7)
 - 10 (8)
- Grade 11
- Grade 12

Class List

- Gr 10 sci
- Gr 10 Xh
- gr10 Econ

Master Subject List - Gr 10

Description	Code	Lang
Afrikaans First Additional Language ...	13311032	2
Computer Applications Technology (...)	19351002	
English Home Language (Gr 10)	13301062	1
Life Orientation (Gr 10)	16341002	
Life Sciences (Gr 10)	19351062	
Mathematics (Gr 10)	19331032	
Physical Sciences (Gr 10)	19351092	

Class: 10 (1) Add Set to Class Add Set to Learner **Gr 10 sci**

Learner Details

Name: _____ Accession No: _____

Subjects for this learner Double click on a subject to remove the subject from the calculation of the learner's average

Subjects	A	Level	Language
----------	---	-------	----------

Remove Subject from Learner

- ☐ Delete Subject
- ☐ Archive Subject

Figure 18: Assigning subject sets to learners

- Click on **Subject Sets** (page/tab 3) as seen in Figure 18.
 - A list of subject sets created for the grade will populate in the centre of the screen
- Click on the name of the **selected set**.
 - The **class name** and options “Add Set to Class” and “Add Set To Learner” appears.

- Click on **Add Set to Class**. The subjects grouped in the set are added at once to all the learners in the class.
- Repeat for all the other classes and grades.



ii) SUBJECT SETS added to an individual learner

- Click on the **learner** on the list.
- Click on **Subject Sets** (page/tab 3) as seen in Figure 18.
 - A list of subject sets created for the grade will populate in the centre of the screen
- Click on the name of the **selected set**.
 - The **class name** and options “**Add Set to Class**” and “**Add Set To Learner**” appears.
- Click on **Add Set to Learner**.
 - The subjects grouped in the set are added to the learner and appears at the bottom under **Learner details**.
- Repeat for other learners.



iii) SINGLE SUBJECTS added

- Click on **Assign Subjects to Individual Learners (12.1.15)** to open the screen (Fig. 19).
- Click on the specific **Grade**.
- Click on the **specific class** and a list of learner of names appears.
- Click on the selected **learner** on the list.
 - The learner’s subject details are shown at the bottom of the screen.
- Click on **Master subject list** (page/tab 2) as seen in Figure 19.
 - A list of subject for the grade will populate in the centre of the screen
 - The class name and option “Add Subject to Learner” appears.
- Click on the **subject**.
- Click on **Add Subject to Learner**
 - The subject is added to the learner and appears at the bottom under **Learner details**.
- Click on **Y** to include the subject’s marks to the average of the learner or **N** if the marks from the subject should not form part of the learner’s average.
- Repeat for other learners.

Assign Subjects to Individual Learners (12.1.15)

Select a Grade and Class. Click on a learner to view the learner's subjects. Add additional subjects from Master List.

Grades and Classes
Click on a Class to Select

Grade 8
Grade 9
Grade 10
10 (1)
10 (2)
10 (3)
10 (4)
10 (5)
10 (6)
10 (7)
10 (8)
10 TEST
Grade 11
Grade 12
LSEN
Remedial

Class List **Master Subject List - Gr 10** Subject Sets - Gr 10

Click on a Subject to Select.

Subjects	Code	Language Type
Accounting (Gr 10)	12351002	
Afrikaans First Additional Language (Gr 10)	13311032	2
Business Studies (Gr 10)	12351032	
Computer Applications Technology (Gr 10)	19351002	
Consumer Studies (Gr 10)	20351002	
Dramatic Arts (Gr 10)	11351062	
Economics (Gr 10)	12351062	
English Home Language (Gr 10)	13301062	1
Geography (Gr 10)	16351032	

Add Subject to Selected Learner Remove Subject from ALL Learners In Class

Learner Details

Name: Eva GROGAN Accession No: 12335

Double click on a subject to remove the subject from the calculation of the learner's average

Subjects for this learner

Subjects	A.	Level	Language
Afrikaans First Additional Language (Gr 10)	Y..		2
Business Studies (Gr 10)	Y..		
English Home Language (Gr 10)	Y..		1
History (Gr 10)	Y..		
IsiXhosa First Additional Language (Gr 10)	Y..		2
Life Orientation (Gr 10)	Y..		
Life Sciences (Gr 10)	Y..		
Mathematical Literacy (Gr 10)	Y..		

Right click on a subject to set/change the language type for one learner: 1 = first language; 2 = additional language; 3 = second additional language

Remove Subject from Learner

☐ Delete Subject
☐ Archive Subject

>>

Number of Learning Areas/Subjects
8

Done

☐ Collapse ☐ Expand

Figure 19: Assign Individual Subjects to Learners

2.1.5b Delete /Archive Subjects from Individual Learners

 Subjects can be removed by either being **deleted** or **archived**. Captured marks will be deleted if the subject is deleted. If the subject is archived then all related marks for the year will be archived as well.

i) Archiving subjects

Subjects can be archived by using the following 2 methods:

- 
 - Single subjects are archived from individual learners as shown in Fig. 20.
 - Subjects are automatically archived when learners are promoted at the end of year. Subjects are then archived of learners in the whole grade.
-  Archive individual subjects as follows:
 - Click on the **Grade** and then on the **Class** and then on the specific learner.
 - The subjects assigned to the learner are listed at the bottom of the screen (Fig. 20).
 - To archive a subject from the learner list, click on the subject in the list and then click on the ►► button.
 - Click on **Yes** on the pop-up screen to confirm the decision.
 - The subject is now removed from the learner list.
 - Repeat to archive other subjects.

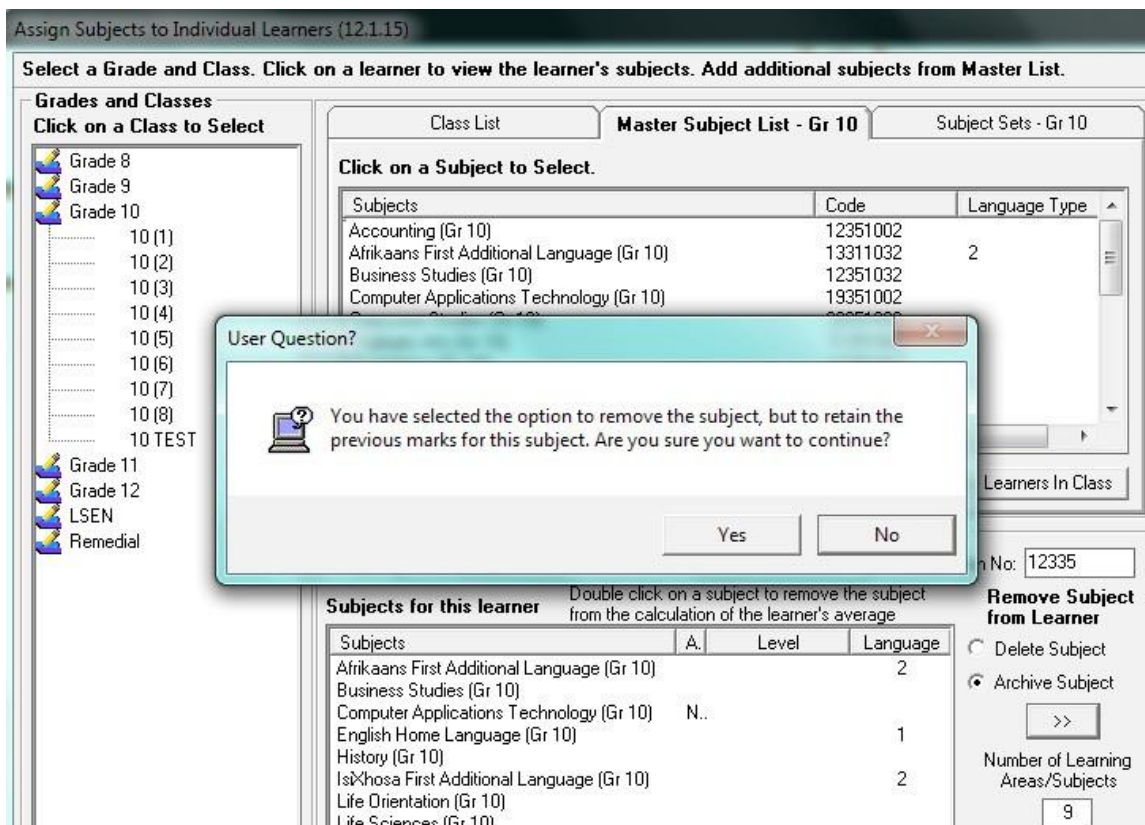


Figure 20: Archive single subjects per individual learner

Click on **Done** when finished and to return to the previous main screen.

ii) Deleting subjects



Subjects can be deleted by using the following 2 methods:

- Single subjects are archived from individual learners as shown on Fig. 21.
- Subjects can be deleted from a class as shown on Fig. 22.
- ✓ Delete single subjects from an individual learner as follows:
 - Click on the **Grade** and then on the **Class** and then on the **specific learner**.
 - The subjects assigned to the learner are listed at the bottom of the screen (Fig. 22).
 - To delete a subject from the learner list, click on the subject in the list and then click on the ►► button.
 - Click on **Yes** on the pop-up screen to confirm the decision.
 - The subject is now removed from the learner list.
 - Repeat to delete other subjects.

Click on **Done** when finished to exit screen.

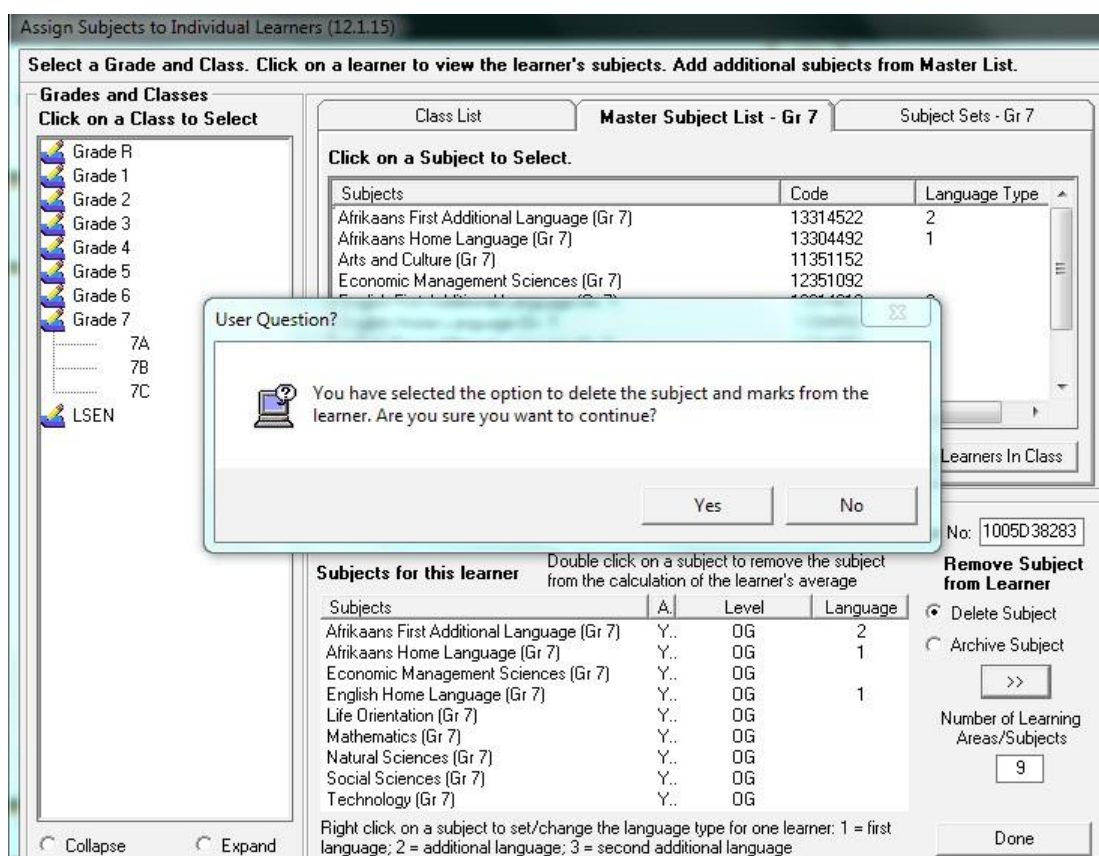


Figure 21: Delete single subjects from an individual Learner

📖 Delete single subjects from a class as follows:

- Click on the **Grade** and then on the **Class**.
- Click on the **Master Subject list** (tab 2) (Fig. 22).
 - The subjects available for the grade are listed in the centre of the screen.
- To delete a subject from the class, click on the subject in the list and then click on the **Remove Subject from ALL learners in class**.
- Click on **Yes** on the pop-up screen to confirm the decision.
- The subject is now removed from the learner list.
- Repeat to delete other subjects.

Click on **Done** when finished to return to the previous main screen.

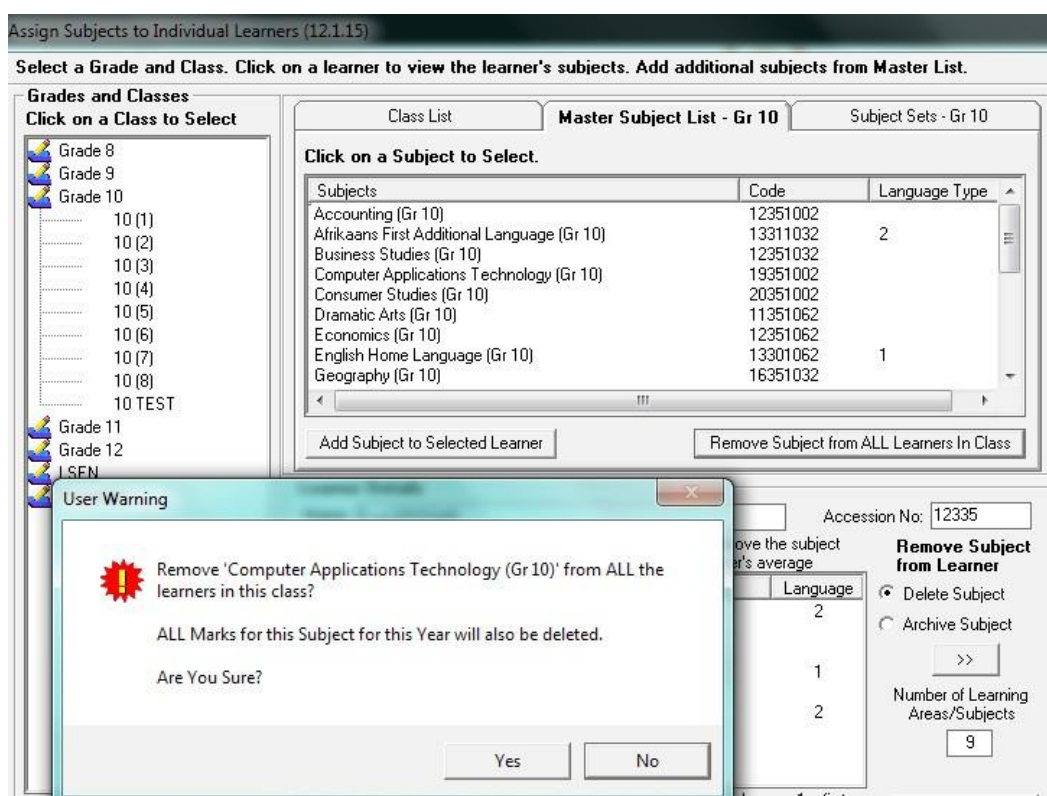


Figure 22: Delete single subjects from a class

2.1.6 Setup Educator Subject Groups (12.1.16)



Learners can be grouped in:

- Register classes that are linked to the register teachers.
- Subject groups/ classes each linked to a different subject educator.

The **educator subject groups** are groups of learners assigned to different educators due to group size or subject choice. Class lists can then be printed for these classes.

✓ Click on **Educator Subject Groups** (Fig. 23) to list existing subject groups.

- Subject groups can be **created (added) or deleted** or the details of a group be **changed**.

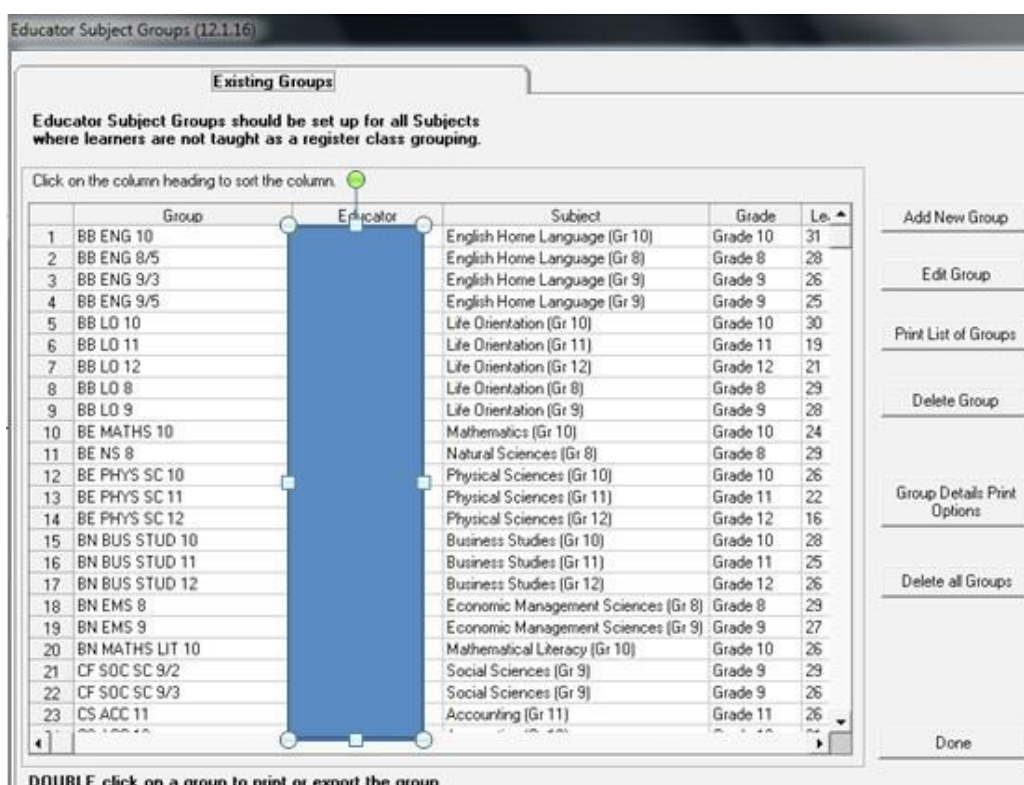


Figure 23: Educator Subject Groups

2.1.6a Create an educator (subject) group

✓ To create an educator group, click on **Add New Group** (Fig. 23).

- This will open the next screen for capturing the subject groups (Fig. 24).
 - Select the **grade** from the pre-populated list.
 - Select the **subject** and then the **educator** from the pre-populated lists.
 - Enter the name of your group.
 - All the learners in the grade with the subject assigned to them will be listed in the column on the left.
 - Click on the learner names in order to add them to this subject group.
 - The learner names will move to the column on the right.
 - The number of learners in the group is indicated at the bottom of the column. This is to help distributing learners equally when assigning learners to a subject group.

Click on Save.

Or learners can also be assigned as a group (register class) as follows:

- At the bottom of the screen find **Filter by Class** and select a specific register class for the grade.
- Only learners for this particular class will be listed on the left.
- Learners can be selected individually by clicking on each name or the register class can be moved by selecting **Move All**.
- The group can also be removed from the subject group by selecting **Move All Back**.

Click on Save

- Repeat in order to create the next subject group.

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

- Or the search option can also be used to find any particular learner by typing in either the full surname or the first letter of the surname.

Figure 24: Educator Subject Groups (Create /Edit Groups)

2.1.6b Edit an educator (subject) group

Information can be changed for a specific group e.g. adding new learners to a group.



- Click on an existing subject group (Figure 23).
- Click on **Edit Group**.
- The information of the group is now pre-populated on the next screen (Fig. 24). Change / update the relevant information.

Click on **Save** and then click on **Done**

2.1.6c Delete Educator (subject) Groups

One subject group can be deleted as follows:



- Click on an existing subject group (Fig. 24).
- Click on **Delete Group**.
- Click on **Yes** on the pop-up screen to confirm the decision.

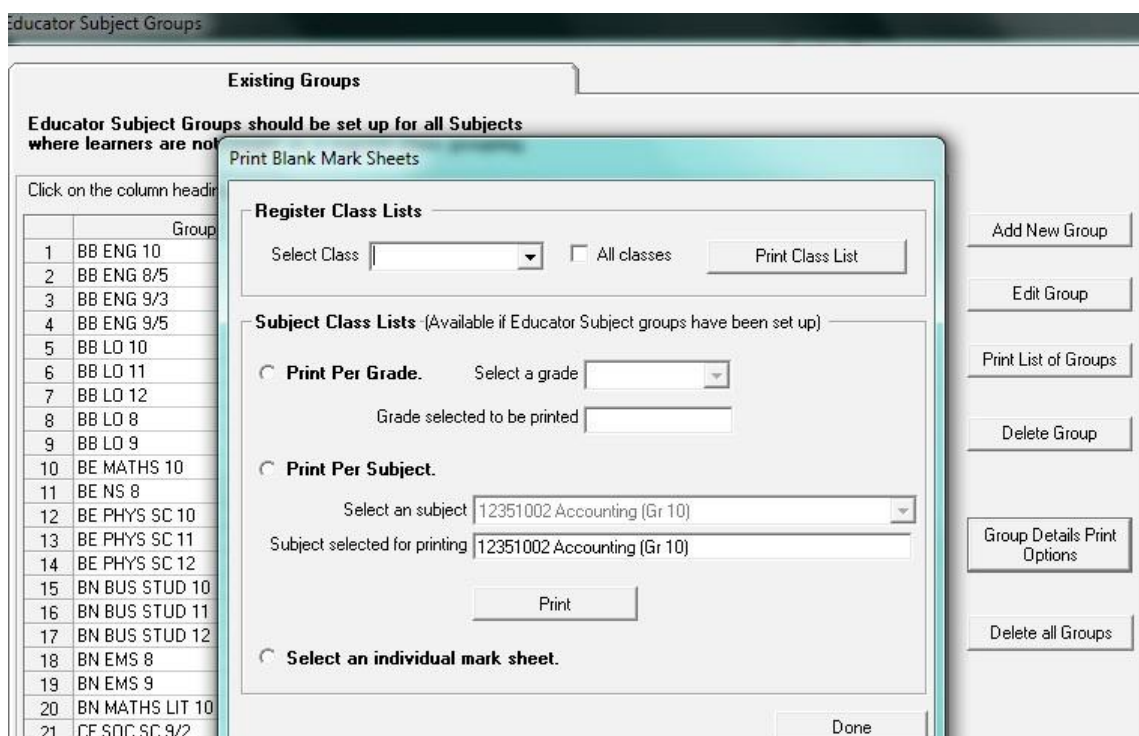
Click on **Save** and then click on **Done** to exit the screen

2.1.6.4 Print Educator (subject) Groups

 A list of all created groups can be printed by selecting **Print List of Groups** (Fig. 23).
Subject class lists can also be printed by selecting **Group Details Print options** (Fig. 23 and 25).

 Subject class lists to be printed can be selected from the following options.

- **Print per Grade**, prints all the groups set up for the grade.
- **Print per Subject**, prints all the groups set up in that particular subject.
- **Select an individual mark sheet** prints only the selected subject group.



The screenshot shows the 'Educator Subject Groups' window. On the left is a table of existing groups. A dialog box titled 'Print Blank Mark Sheets' is open in the center, with a 'Register Class Lists' tab selected. The dialog has three main sections: 'Register Class Lists', 'Subject Class Lists', and 'Select an individual mark sheet'. The 'Subject Class Lists' section is active, showing options for 'Print Per Grade' and 'Print Per Subject'. The 'Print Per Subject' option is selected, and '12351002 Accounting (Gr 10)' is chosen from the subject dropdown. A 'Print' button is at the bottom of the dialog. On the right side of the main window, there are buttons for 'Add New Group', 'Edit Group', 'Print List of Groups', 'Delete Group', 'Group Details Print Options', and 'Delete all Groups'.

	Group
1	BB ENG 10
2	BB ENG 8/5
3	BB ENG 9/3
4	BB ENG 9/5
5	BB LO 10
6	BB LO 11
7	BB LO 12
8	BB LO 8
9	BB LO 9
10	BE MATHS 10
11	BE NS 8
12	BE PHYS SC 10
13	BE PHYS SC 11
14	BE PHYS SC 12
15	BN BUS STUD 10
16	BN BUS STUD 11
17	BN BUS STUD 12
18	BN EMS 8
19	BN EMS 9
20	BN MATHS LIT 10
21	CF SOC SC 9/2

Figure 25: Print Subject Groups

2.1.7 View / Print Learner Subject Allocation

 This menu can be used by school management to validate the subjects assigned to the learners.

 **View/ print learner subject allocation** menu (Fig. 26) allows you to print the following lists:

- All learners with their allocated subjects, also per grade and a specific class.
- All learners without any allocated subjects.
- Lists can be printed for learners in GR 12 with more than 7 subjects, with 7 subjects and a list with learners less than 7 subjects.

Learner Subjects (12.1.18)

All Learners

- ☒ List of learners with subjects.
- ☐ List of learners with no subjects.
- ☐ List of learners with subjects not linked to grade.

Subjects per Grade or Class

- ☐ Select grade
- ☐ Select class

FET Subjects Grade 12

- ☐ Learners with more than 7 subjects.
- ☐ Learners with 7 subjects.
- ☐ Learners with less than 7 subjects.

Print **Done**

Figure 26: Learner Subjects

- Select a relevant option and then click the **Print** button.

2.2 Maintain School Based Assessment (12.3)



The **Maintain School Based Assessment** menu (Fig. 27) allows you to validate/ set up the formal tasks and capture learner marks per subject.

SA-SAMS : School Administration and Management System	
12.3. MAINTAIN SCHOOL BASED ASSESSMENT	
	12.3.11. School Based Programme of Assessment
	12.3.12. Maintain Learner SBA Results
	12.3.14. View National Rating Codes
	12.3.15. View Programme of Assessment Tasks
	12.3.16. Calendar View of Assessment Tasks
	12.3.18. Print Learner Portfolio SBA Results
	12.3.19. Update Previous Year POA
<< Curriculum Module Menu	

Figure 27: Maintain School Based Assessment

The functionalities available for this section are summarised in the table below:

Header & (SA-SAMS Menu)	Function
2.2.1 School Based Programme of Assessment (12.3.11)	➤ To set-up / validate tasks for Programme of Assessment (POA)
2.2.2 Maintain Learner SBA Results (12.3.12)	➤ Capture learner marks
12.3.14 View National Rating Codes (12.3.14)	➤ Pre-populated list with rating codes and official descriptions
2.2.3 View Programme of Assessment Tasks (12.3.15)	➤ List of POA tasks
2.2.4 Calendar View of Assessment Tasks (12.3.16)	➤ Tasks populated on a calendar
2.2.5 Print Learner Portfolio SBA Results (12.3.18)	➤ Print a list of learners and their portfolio achievement
2.2.6 Update Previous Year POA (12.3.19)	➤ List the POA of previous year

Each of the sub-menus will be discussed individually under the related sections.

2.2.1 School Based Programme of Assessment (12.3.11)

 School Based Program of Assessment manages the **setup and validation of the SBA tasks of all subjects per grade**. This includes validating the weightings for the term and year marks.

The SBA Programme of Assessment contains pre-populated tasks for the CAPS subjects as shown in Figure 28.

- Schools need to adapt the tasks annually in terms of the planned date, raw task total, linked topics, the weighting of the tasks and if a task is a common task.
- Fixed totals and weights according to CAPS are printed in red. Totals in black are not prescribed and can therefore be changed according to the school's requirements.
- ALL tasks must be linked to a topic before the weights can be validated. The red colour of the topic column will clear after each task has been linked to a topic (Fig. 28b).
- A task can consist of more than 1 activity. This implies that the marks for the activities will be automatically added and displayed as the raw task total. If the total of the activity marks are not equal to the task total it will automatically be converted to the total of the task.
- The marks will be automatically added and converted according to set weightings to determine the term mark, the SBA year mark and the promotion mark (level or %).

School Based Assessment for 2013 (12.3.11)

Grade: Subject: ☐ Max View

Term	Task Description (English) (Yellow = Official Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1 (Practical) - Official	No	0	1	2013/03/15	15	42.86	Yes	10.00
Term1	2 (Standardised test) - Official	No	0	1	2013/03/15	20	57.14	Yes	13.33
Term 1 Totals:						35	100.00		
Term2	3 (Practical) - Official	No	0	1	2013/05/22	15	23.08	Yes	10.00
Term2	4 (Mid-year examination) - Official	No	0	1	2013/05/22	50	76.92	Yes	33.33
Term 2 Totals:						65	100.00		
Term3	5 (Practical) - Official	No	0	1	2013/08/22	15	42.86	Yes	10.00
Term3	6 (Standardised test) - Official	No	0	1	2013/08/23	20	57.14	Yes	13.34
Term 3 Totals:						35	100.00		
Term4	7 (Practical) - Official	No	0	0	2013/11/22	15	0.00	Yes	10.00
Term4	8 (End-of-year examination) - Official	No	0	0	2013/11/23	50	25.00	No	
SBA Year Mark - Convert Marks using Weight: 75%						0	75.00		100.00
Term 4 Totals:						65	100.00		

Subject has not been Validated.

Buttons: Add New Tasks, Edit Task, Delete Task, Weights / Validation, Calendar View, Common Quarterly Tests/Tasks Gr 1 to 9, Print Task Grid, Export to Excel, Capture Marks, Done

Figure 28: Programme of Assessment for SBA

2.2.1a Set-up a SBA Programme of Assessment (Figures 28, 29 and 30)



Marks per subject can only be captured after set-up and/or validation of the

- tasks and related topics/skills and
- weight % for the SBA year mark and Terms respectively.



The tasks need to be adapted (validated) for a particular school as follows:

- Click on **SBA Programme of Assessment (12.3.11)** to open the display screen (Fig. 28).
- Select a **Grade** and then a **subject** to display the POA of the subject.
- Click on a Task then click on **Edit Task** to open the task screen (Fig. 29).
- Complete the editing of the whole year's tasks and then validate the weights of the tasks before the learner's marks can be captured.

12.3.11 SBA
Programme of
Assessment

Click on "Edit
Tasks"

Change date

(Change task
name & raw
mark)

Click on
selected topic
(s)

"Save",
"Done"

School Based Assessment for 2013 (12.3.11)

Grade: Subject: ☐ 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	Creative Arts (CAT) - Formal	Open	No	0	5	2013/03/15	40	40.00	Yes	10.00
Term1	Personal & Social Wellbeing (Assignment)	Open	No	0	3	2013/03/15	30	30.00	Yes	7.50
Term1	Physical Education (PET) - Formal	Open	No	2	2	2013/03/15	30	30.00	Yes	7.50
Term 1 Totals:							100	100.00		
Term2	Creative Arts (CAT) - Formal	Closed	No	0	5	2013/05/22	40	40.00	Yes	10.00
Term2	Personal & Social Wellbeing (Test) - Formal	Closed	No	2	3	2013/05/22	30	30.00	Yes	7.50
Term2	Physical Education (PET) - Formal	Closed	No	2	2	2013/05/22	30	30.00	Yes	7.50
Term 2 Totals:							100	100.00		
Term3	Personal & Social Wellbeing (Project) - Formal	Closed	No	0	3	2013/08/22	30	30.00	Yes	7.50
Term3	Physical Education (PET) - Formal	Closed	No	2	2	2013/08/22	30	30.00	Yes	7.50
Term3	Creative Arts (CAT) - Formal	Closed	No	0	5	2013/08/23	40	40.00	Yes	10.00
Term 3 Totals:							100	100.00		
Term4	Personal & Social Wellbeing (End-of-year)	Closed	No	0	3	2013/11/22	30	0.00	Yes	7.50
Term4	Physical Education (PET) - Formal	Closed	No	2	2	2013/11/23	30	0.00	Yes	7.50
Term4	Creative Arts (CAT) - Formal	Closed	No	0	5	2013/11/24	40	0.00	Yes	10.00
SBA Year Mark - Convert Marks using Weight: 100%							0	100.00		100.00
Term 4 Totals:							100	100.00		

Add New Tasks

Edit Task

Delete Task

Weights / Validation

Change Task Status

Mark Capturing Status

Calendar View

Common Quarterly Tests/Tasks Gr 1 to 9

Print Task Grid

Export to Excel

Capture Marks

Figure 28b: Programme of Assessment for SBA

Edit Subject Task (12.3.11)

Life Skills (Gr 5) Grade 5

Details of Assessment Task

Description:

Afrikaans:

Reporting Split:

Type:

Term: Date:

☐ Common Test/Task (For Common Tasks / Exams / Quarterly Tests, select to print a distribution report per level.)

Official Task - only these fields may be changed - You may also maintain Topics/Skills and Activities.

Task Type: Task Date: Common Test/Task: ☐ Task Raw Total:

Topics/Skills

☐ 01. Personal and Social Well-being

☐ 01. Development of the self

☐ 02. Health and environmental responsibility

☐ 03. Social responsibility

☒ 02. Physical Education

☒ 01. Warm up and play

☒ 02. Improvise and create

☐ 03. Creative Arts

☐ 01. Read, interpret and perform

☐ 02. Appreciate and reflect on

Setup

**** Fixed: Cannot change during Weights Calculations. 0 = Not Fixed.**

Raw Total:

Fixed Raw Total:

Fixed Term Weight %:

Include in SBA Year Mark ? ☒

Fixed SBA Year Weight %:

Activities for Task :

Activity (Yellow = Official)	Date	Mark	Weight %
Frequency of participation - Official	2013/03/15	20	66.67
Movement performance - Official	2013/03/15	10	33.33
TOTAL		30	100.00

The Weightings for all activities must add up to 100.

To maintain the Dates/Marks/Weights:

- Click 'Maintain Task Activities'
- Click 'Maintain Dates/Marks/Weights'
- Capture the Dates/Marks/Weights OR Click 'Auto Calculate Weight'
- Double Click on Date Cell to use Calendar
- Click 'Save'

Maintain Task Activities Save Done

Figure 29: Edit Subject Task

- The tasks can be updated/ validated in the data boxes below the red text in the middle of the screen as follows:
 - Click on the drop-down list to update the **Task Type**. (N/A leaves the data field open.)
 - Change the **Task Date** according to the POA of the school.
 - Tick if the **task is commonly** set by the province or DBE.
 - Change the value of the **raw total** according to the assessment as designed by the school. This will not be possible if the mark is a fixed value, indicated by red print.
- To activate the task you have to link it to a relevant **Topic/Skill**. This will assist the Educator with re-
porting and will be available for the following year.
- Click on **Save**, click on **Yes** on the pop-up screen to confirm the change.

When finished click on **Done** to exit screen.

Repeat this for every Task of the subject before any marks can be captured.

A task can also consist of a combination of different assessment **activities**. Most of the prescribed activities are pre-populated. CAPS activities that are not fixed could be added manually e.g. drawings for EGD.

The total of the task mark will be automatically converted if the total mark of the activities is different from the task mark.

Click on “**Maintain Task Activities**” at the bottom of the screen in order to edit, add or delete activities. (Fig. 29)

a. Edit formal SBA activities (Fig. 30) as follows:

- Click on “**Maintain Dates/Marks/Weights**” to edit existing activities.
- Update the date or marks.
- Update the weighting % of the activities for specific weighting **or**
- click on “**Auto Calculating Weight**” in order to update the weight according to the mark relative to the total mark.
- Click on **Save**, click on **Yes** on the pop-up screen to confirm the change.

When finished click on **Done** to exit screen.

Activities for Task :

Activity (Vernacular) (Yellow = Formal)	Date	Mark	Weight %
Language structures and conventions in	2013/03/15	15	15.00
Listening and speaking - Formal	2013/03/15	20	20.00
Reading comprehension - Formal	2013/03/15	20	15.00
Reads aloud - Formal	2013/03/15	20	20.00
Writing - Formal	2013/03/15	20	30.00
TOTAL		95	100.00

The Weightings for all activities must add up to 100.

To maintain the Dates/Marks/Weights:

- Click 'Maintain Task Activities'
- Click 'Maintain Dates/Marks/Weights'
- Capture the Dates/Marks/Weights
- OR Click 'Auto Calculate Weight'
- Double Click on Date Cell to use Calendar
- Click 'Save'

Buttons: Add Activity, Edit Activity, Delete Activity, Auto Calculate Weight, Save, Done

Figure 30: Edit Activities of a Task

b. Other activities can be added, edited or deleted (Fig. 30) as follows:

- To add an activity, click on “**Add Activity**”.

- Add a description of the activity, the total marks and task date. (Fig. 31)

Click on **Save** and then click on **Done**.

- Click on “**Edit Activity**” to edit ADDED activities.

- Update the description of the activity, the total marks or the task date.

- Update the weighting % of the activities for specific weighting or click on “**Auto Calculating Weight**” in order to update the weight according to the mark ratio.

Click on **Save** and then click on **Done**

- Click on “**Delete Activity**” to delete any ADDED activities. Formal SBA activities cannot be deleted.

- Select the activity and click **Yes** on the pop-up screen to confirm the change.

Click on **Save** and then click on **Done**.

Figure 31: Add /Edit Activities

2.2.1b Add Assessment Tasks



Marks can only be captured per task that is set up with related topics/skills.

- Tasks can be manually added or deleted for subjects without pre-populated tasks e.g. non- Caps subjects.
- Common assessment tasks that are not to be included in the SBA year mark can be added.

☑ Tasks can be **added for non- CAPS subjects** as follows:

- Click on **POA (12.3.11)** to open the display screen (Fig 28).
- Select the **Grade** and the **Subject** from the dropdown boxes.
- Click on “**Add New Tasks**”.
- Complete the page as follows (Fig. 32): ○

- Type in the “**Description**” of the task. ○

- Select “**Type**” from the dropdown box.

- Select the **Term** from the dropdown box

- Select the **Date** of the task from the calendar.

- Tick if the task is a **Common Assessment Task**.
- Enter the **raw total mark**.
- Tick if it is part of the SBA year mark. *Only tick “Fixed Raw total”, “term weight” or “SBA year weight” if it is prescribed.*
- Select the relevant **Topics**.
- Click on **Save** to save the captured data.
- Click on **Next New Task** to add the next task and repeat the above process.

When finished click on **Done** to exit the screen

Add Subject Task (12.3.11)

Natural Sciences (Gr 7) Grade 7

Details of Assessment Task

Description: 1

Afrikaans: 1

Type: Test

Term: Term 1 : 2013/01/16 - 2013/03/28 Date: 2013/02/28

Common Test/Task (For Common Tasks / Exams / Quarterly Tests, select to print a distribution report per level.)

Topics/Skills

☒ 00. Old Outcomes

☒ 01. Scientific Investigations

☒ 02. Constructing Science Knowledge

☐ 03. Science/Society/Environment

Setup

Raw Total: 40

Fixed Raw Total:

Fixed Term Weight %:

Include in SBA Year Mark ? ☒

Fixed SBA Year Weight %:

Activities for Task :

Activity (Yellow = Official)	Date	Mark	Weight %

The Weightings for all activities must add up to 100.

To maintain the Dates/Marks/Weights:

- Click 'Maintain Task Activities'
- Click 'Maintain Dates/Marks/Weights'
- Capture the Dates/Marks/Weights
- OR Click 'Auto Calculate Weight'
- Double Click on Date Cell to use Calendar
- Click 'Save'

Maintain Task Activities Next New Task Save Done

Figure 32: Add and Edit Tasks for non-CAPS Subjects

Tasks can be **added for Common Assessment Tasks** that do not form part of the SBA year mark as follows:

- Click on **POA (12.3.11)** to open the display screen (Fig 28).
- Select the **Grade** and the **Subject** from the drop-down boxes.
- Click on **“Add New Tasks”**.
- Complete the page as follows (Fig. 33):
 - Type in the **“Description”** of the task and select **“Type”** from the drop-down box.
 - Select the **Term** from the drop-down box
 - Select the **Date** of the task from the calendar.

- Task is default set as a **Common Assessment Task**.
- Enter the **raw total mark**.
- Select the relevant **Topics**.
- Click on **Save** to save the captured data.

When finished click on **Done** to exit the screen

The Common assessment task is displayed in the POA. Note that the marks are not included for SBA year mark. Common task can be included in the SBA year mark by ticking the Common Task box (Fig. 28 & 29).

Add Subject Task (12.3.11)

English Home Language (Gr 5) Grade 5

Details of Assessment Task

Description: Common Test T1 Vernacular: T1

Afrikaans: Gemeenskaplike toets T1

Type: Standardised test

Term: Term 1 : 2013/01/09 - 2013/03/20 Date: 2013/01/09

☒ Common Test/Task (For Common Tasks / Exams / Quarterly Tests, select to print a distribution report per level.)

Topics/Skills (Vernacular)

- ☐ 09. Information and social texts
- ☐ 10. Prepared and unprepared reading (Reading aloud)
- ☒ 03. Writing & Presenting
 - ☒ 01. Creative writing
 - ☒ 02. Transactional writing
 - ☒ 03. Writing process
 - ☒ 04. Language conventions
 - ☒ 05. Work with words
 - ☒ 06. Work with sentences
- ☒ 04. Language structures and conventions
 - ☒ 01. Language structures and conventions
- ☐ 00. Old Outcomes
 - ☐ 01. <Not Set>

Setup

Raw Total: 45

This Subject contains 'Formal' Tasks.

You may only add Tasks for Common Tasks / Exams / Quarterly Tests.

This Task will not count towards SBA, Terms or Year marks.

Activities for Task :

Activity (Vernacular) (Yellow = Formal)	Date	Mark	Weight %

The Weightings for all activities must add up to 100.

To maintain the Dates/Marks/Weights:

- Click 'Maintain Task Activities'
- Click 'Maintain Dates/Marks/Weights'
- Capture the Dates/Marks/Weights OR Click 'Auto Calculate Weight'
- Double Click on Date Cell to use Calendar
- Click 'Save'

Maintain Task Activities Save Done

Figure 33: Add and Edit Common Assessment Tasks

School Based Assessment for 2013 (12.3.11)

Grade: Grade 5 Subject: English Home Language (Gr 5) 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	T1 (Standardised test)	Closed	Yes	0	7	2013/01/09	45	0.00	No	
Term1	1 (Narrative / Descriptive text) - Formal	Open	No	5	10	2013/03/15	100	50.00	Yes	14.26
Term1	2 (Literature: Poetry) - Formal	Open	No	4	14	2013/03/18	100	50.00	Yes	14.29
Term 1 Totals:							245	100.00		
Term2	3 (Informative / Instructional text) - Formal	Closed	No	5	16	2013/06/03	100	50.00	Yes	14.29
Term2	4 (Mid-year Examination/ test) - Formal	Closed	No	2	2	2013/06/04	100	50.00	Yes	14.29
Term 2 Totals:							200	100.00		
Term3	5 - Formal	Closed	No	5	10	2013/08/01	100	50.00	Yes	14.29
Term3	6 (Dialogue/ drama) - Formal	Closed	No	4	14	2013/08/02	100	50.00	Yes	14.29
Term 3 Totals:							200	100.00		
Term4	7 (Informative / Instructional text) - Formal	Closed	No	5	19	2013/11/08	100	0.00	Yes	14.29
Term4	8 (End-of-year Examination) - Formal	Closed	No	2	8	2013/11/12	100	25.00	No	
SBA Year Mark - Convert Marks using Weight: 75%							0	75.00		100.00
Term 4 Totals:							200	100.00		

Buttons: Add New Tasks, Edit Task, Delete Task, Weights / Validation, Change Task Status, Mark Capturing Status, Calendar View, Common Quarterly Tests/Tasks Gr 1 to 9, Print Task Grid, Export to Excel, Capture Marks, Done

Figure 34: Common Assessment Tasks added

2.2.1c Edit and Delete Tasks

Tasks can be **edited** as follows:

- Click on **POA (12.3.11)** to open the display screen (Fig 28).
- Select the **Grade** and the **Subject** from the pre-populated lists.
- Click on the **task** to be edited.
- Click on **"Edit Tasks"**.
 - Update the screen with the correct Description, Type, Term, Date, Topic, Total raw mark, Common task, and if part of SBA year mark. (Fig. 32)

Click on **Save** when finished and click on **Done** to exit the screen

Only Tasks added by the school can be **deleted**. Tasks can be deleted as follows:

- Click on **POA (12.3.11)** to open the display screen (Fig 28).
- Select the **Grade** and the **Subject** from the pre-populated lists.
- Click on the **task** to be deleted.
- Click on **"Delete Tasks"**.
 - Click on **Yes** to confirm that the task should be deleted.

2.2.1d Validate the weight % of Tasks and SBA Year Mark

Marks can only be captured after validation of the



- tasks and related topics/skills was validated and
- weights for the SBA year mark and the Term mark.

Subjects with fixed weightings, as prescribed by CAPS, cannot be changed and are printed in red.

SBA Year Mark percentage (%) needs to be set according to CAPS for each subject and grade. This is already included for the subjects with pre-populated POA.

- Set rules for POA manually captured by the school as follows (Fig. 35):
 - Click on **SBA Year Mark < rules not set, edit task to change>** the blue line.
 - Click on **Edit Task**.

School Based Assessment for 2013 (12.3.11)

Grade: Grade 8 Subject: English Home Language (Gr 8) ☐ Max View

Term	Task Description (English) (Yellow = Official Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	Listening	No	0	1	2013/02/17	10	9.10	Yes	
Term1	Unprepared Reading	No	0	1	2013/02/18	10	9.09	Yes	
Term1	Informal Letter	No	0	1	2013/02/19	20	18.18	Yes	
Term1	Essay	Yes	0	1	2013/02/20	20	18.18	Yes	
Term1	Test	No	0	1	2013/02/21	40	36.36	Yes	
Term1	Spelling	No	0	1	2013/02/22	10	9.09	No	
Term 1 Totals:						110	100.00		
Term2	W1 (Mid-year Examination/ test)	No	0	2	2013/04/21	200	0.00	Yes	
Term 2 Totals:						200	0.00		
Term3	W2 (Creative writing)	No	0	1	2013/07/15	50	0.00	Yes	
Term 3 Totals:						50	0.00		
Term4	E2 (End-of-year Examination)	No	0	1	2013/10/01	150	0.00	No	
Term4	W3 (Creative writing)	No	0	1	2013/10/01	25	0.00	Yes	
SBA Year Mark - <Rules not Set, Edit Task to Change>						0	0.00		
Term 4 Totals:						175	0.00		

Add New Tasks
 Edit Task
 Delete Task
 Weights / Validation
 Calendar View
 Common Quarterly Tests/Tasks Gr 1 to 9
 Print Task Grid

Figure 35: Edit / Validate Weight % of Tasks and SBA Year Mark

- Select **Convert Marks Using Weight** and type in the % weight as prescribed by CAPS.(Fig. 36)

Click on **Save** and then click on **Done** to exit the screen

School Based Assessment for 2013 (12.3.11)

Grade: Subject:

Term	Task Description (English) (Yellow = Official Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	Listening	No	0	1	2013/02/17	10	9.10	Yes	
Term1	Unprepared Reading	No	0	1	2013/02/18	10	9.09	Yes	
Term1	Informal Letter	No	0	1	2013/02/19	20	18.18	Yes	
Term1	Essay	Yes	0	1	2013/02/20	20	18.18	Yes	
Term1	Test	No	0	1	2013/02/21	40	36.36	Yes	
Term1	Spelling	No	0	1	2013/02/22	10	9.09	No	
Term2	W1 (Mid-year Exam)						00.00	Yes	
Term3	W2 (Creative writing)						0.00	Yes	
Term4	E2 (End-of-year Exam)						0.00	No	
Term4	W3 (Creative writing)						0.00	Yes	
	SBA Year Mark - <						0.00		

SBA Year Marks

For Tasks marked as 'Include in SBA Year Mark'.

☐ Convert Marks to Specified Marks

☒ Convert Marks using Weight Weight %:

Figure 36: Set Weight % for SBA Year Mark

📖 **Task weight %** needs to be *validated every time after editing the tasks*. This will ensure that the marks are calculated correctly and separately or the term and year. It also updates all the mark schedules and reports instantly.

- Set / Validate weight % for the subject as follows (Fig. 37):
 - Click on **Weights/Validation**
 - Click on “**Auto calculates**” – the weight is according to the ratio of the mark to the combined total (this will divide the specific task weight into the combined total of all tasks). This calculates the Term and SBA Year mark separately but simultaneously. It changes all weight % after a change with task marks. OR
 - Click on the cell of the specific weighting and change the weighting manually.
 - Click on “**Save/ Validate**” and verify with **Yes** in the pop-up screen.

School Based Assessment for 2013 (12.3.11)

Grade: Subject: ☐ Max View

Term	Task Description (English) (Yellow = Official Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	Listening	No	0	1	2013/02/17	10	9.10	Yes	2.67
Term1	Unprepared Reading	No	0	1	2013/02/18	10	9.09	Yes	2.67
Term1	Informal Letter	No	0	1	2013/02/19	20	18.18	Yes	5.33
Term1	Essay	Yes	0	1	2013/02/20	20	18.18	Yes	5.33
Term1	Test	No	0	1	2013/02/21	40	36.36	Yes	10.67
Term1	Spelling	No	0	1	2013/02/22	10	9.09	No	
Term 1 Totals:						110	100.00		
Term2	W1 (Mid-year Examination/ test)	No	0	2	2013/04/21	200	100.00	Yes	53.33
Term 2 Totals:						200	100.00		
Term3	W2 (Creative writing)	No	0	1	2013/07/15	50	100.00	Yes	13.33
Term 3 Totals:						50	100.00		
Term4	E2 (End-of-year Examination)	No	0	1	2013/10/01	150	25.00	No	
Term4	W3 (Creative writing)	No	0	1	2013/10/01	25	0.00	Yes	6.67
SBA Year Mark - Convert Marks using Weight: 75%						0	75.00		100.00
Term 4 Totals:						175	100.00		

Subject has not been Validated.

Auto Calculate
Save / Validate
Done

Figure 37: Set Weight % for SBA and Term

The **validation rules for Weight %** include the following:

- **Term weightings**
 - The weightings of each Term (Terms 1, 2 and 3) must add to 100.
 - The weightings in Term 4 adds the SBA Year mark + End of the year Exam weighting + PAT (when applicable) = 100
 - Term 4: term weighting of the tasks that counts for SBA year mark shows 0, but are included in the SBA year weight.
- **SBA Year Mark weighting**
 - The weight % = 100.
 - Prescribed fixed weighting is indicated in red.
- **Auto weight calculations** add the raw totals and then divide the specific task total by the cumulative total. If the test totals change then redo auto calculation to adjust accordingly. (There is no need to do any manual calculations)

2.2.1e SBA Programme of Assessment

✓ The **SBA Programme of Assessment** (Fig. 29) of a subject can be printed in different formats:

- 
 - In a Calendar format (Fig.)
 - Click on **Calendar view**
 - Select print option and print
 - As a copy print of the POA
 - Click on **Print Task Grid**
 - Select print option and print
 - Export to Excel
 - Click on **Export to Excel**
 - Find and open the document under **My Documents**.
 - Remove the “Read only” status of the protection submenu in Tools to access the values.

2.2.1f Common Tests/ Tasks analysis

 Tasks that are commonly set by the province are marked as “Common”. The learner achievement of these tasks is summarised and available in report format for every subject.

✓ Click on **Common Tests/ Tasks**

- Select the **term** and **subject** from the drop-down list.
- To show last Grade per phase click on **Show Grades 3,6 & 9**.
- Click on **Print Grid** to print the report.
- Click on **Export to Excel** to access the values for further use.
 - Find and open the document under My Documents.
 - Remove the “Read only” status of the protection submenu in Tools.

Click on **Done** to exit the screen

Distribution Results for Common Tasks / Quarterly Tests (12.3.11)

Term: Term 1 Subject Group: Other Subjects Gender: All Grades 3, 6, 9 Only GO Print
 Subject: Creative Arts 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 PRIMARY SCHOOL	EMIS Number	706121341
District:	Montana Ext 6	Province	Gauteng
Learning Area:			

	% 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 1										
Grade 2										
Grade 3										
TOTALS										

Figure 38: Distribution results for Common Tasks

2.2.2 Maintain Learner SBA Results (12.3.12)



Learner achievement is captured per task in order to comply with the CAPS and to assist with reporting on the status of Curriculum coverage.

- The results are captured as marks and not percentages to assist the educator with calculations and with correct reporting. This also ensures that rounding of marks is done at the end of the term and not for every task.
- The “Marks Security” is an added functionality designed to protect and verify captured marks and to limit access to classes, subjects or groups when capturing and verification of the marks.

2.2.2a Capture marks with Security function “OFF”

✓ After the POA for a subject was validated the marks can be captured as follows:



- Click on “12.3.12 Maintain Learner Task Assessment” or **Capture marks** on screen 12.3.11 to open the capturing screen. (Fig. 39)
- Select the **grade** and then the **subject** from the drop-down lists.
- Select a **class** (selected class or all classes) OR select a **subject group** (created in 12.1.16).
- Select the **term** from the drop-down lists
- Click on **GO**.
- For convenience purposes learners can be sorted alphabetically or per gender.
- A blank mark schedule can be printed by selecting “Print grid for mark entry.”

Maintain Learner Task Assessments (12.3.12)

Grade: Subject: Sorting: ☐ Max View

Class: OR Subject Group: Term:

Marks Security: Off

Enter -1 to indicate absence

Subject Total: 100 Number of Learners: 9

TASKS				TASK 1 : PA				TASK 2 : PA							
Activities				Score analysis				Theory							
Weighting				50				40				50			
Total Mark				50				30				20			
Include in SBA Year Mark				Yes				Yes				Yes			
Term /Date				Term1 2013/03/15				2013/03/18				2013/03/18			
No	Acc No	Learner	Gender	T1	T2:A1	T2:A2	T2	TOTAL Weighted Mark	Term %	Symbol					
1	12350	DUMINY, Donovan	Male	34	19	13	32	66.00	66.00	5					
2	11049	JORDAN, Dan	Male	46	-1	15	38	83.50	83.50	7					
3	11107	MGWEBI, Zandile	Female	41	21	14	35	76.00	76.00	6					
4	11103	MOSBY, Johnathan	Male	30	24	16	40	70.00	70.00	6					
5	11123	NGCWEBU, Andile	Male	39	19	13	32	71.00	71.00	6					
6	11016	OWEN, Jordan	Male	40	22	15	37	77.00	77.00	6					
7	12242	THOMAS, Nomalanga	Female	33	27	18	45	78.00	78.00	6					
8	11095	WEST, Cornelius	Male	33	20	13	33	66.00	66.00	5					
9	11071	ZORO, Stanley	Male	41	21	14	35	76.00	76.00	6					
Average%				75			73		74.00						
Total				337			327								

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

Figure 39: Maintain / Capture Learner Marks

- Enter marks in the appropriate column highlighted in orange (task) or yellow (activity).
 - Marks for the activities are automatically added and converted for each task as specified in 12.3.11.
- The Term % and Level (symbol) are automatically calculated and displayed.
- When capturing is completed click on “**Save.**”
- Repeat the procedure for every subject and then click on “**Done**” to exit the screen.
- Marks can be captured per task or activity when available.
- Marks can be corrected afterwards and then be saved successfully.

2.2.2b Print the Mark Schedule

 The following options exist to print the mark schedule to be used for different purposes:

- A blank mark schedule can be printed by selecting “**Print grid for mark entry**”:
 - This schedule is set up according to CAPS and the learners per group and is convenient to keep marks during the term before capturing.
- Select option “**Print with marks**” to print the completed mark schedule:
 - This is used to verify/ validate captured marks.
- Select option “**Export to Excel**” to export the completed mark schedule.
 - This is used to import the data on another format for printing or analysis.

2.2.2c Capture Marks with Security Function “ON”

 The “Marks Security” is an added functionality designed to **protect the capturing of marks**. The captured marks will be verified (moderated) where after the marks will be locked to eliminate accidental or unauthorised changes.

The Security function involves

- a) Status of tasks available for capturing (open or closed).
- b) Access to capturing marks limited to class level or subject group. (Access to capturing, moderating and final verification is set-up in Module 16. The system administrator assigns the capturing and moderating rights in 16.13.).

-  Status of the task determines if the mark schedule is ‘**open**’ to capture marks or ‘**closed**’ to ensure that marks cannot be changed.
- Complete the validation of the POA.
 - Click on **Change Task Status** and click on **Yes** in the pop-up screen. (Fig. 40 & 42).
 - Marks can now be captured on the “**opened**” task.
 - The status can be closed after all marks have been verified to eliminate accidental or unauthorised changes.

School Based Assessment for 2013 (12.3.11)

Grade: Grade 5 Subject: Mathematics (Gr 5) Max View

Term	Task Description (English) (Yellow = Official 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) - Official	Closed	No	0	1	2013/03/15	50	50.00	Yes	12.50
Term1	2 (Standardised test) - Official	Closed	No	0	1	2013/03/15	50	50.00	Yes	12.50
Term 1 Totals:							100	100.00		
Term2	3 (Standardised test) - Official	Closed	No	0	1	2013/05/22	50	50.00	Yes	12.50
Term2	4 (Mid-year examination) - Official	Closed	No	0	1	2013/05/22	50	50.00	Yes	12.50
Term 2 Totals:							100	100.00		
Term3	5 (Project) - Official	Closed	No	0	1	2013/08/22	50	50.00	Yes	12.50
Term3	6 (Standardised test) - Official	Closed	No	0	1	2013/08/23	50	50.00	Yes	12.50
Term 3 Totals:							100	100.00		
Term4	7 (Assignment) - Official	Closed	No	0	1	2013/11/22	50	0.00	Yes	12.50
Term4	8 (Investigation) - Official	Closed	No	0	1	2013/11/22	50	0.00	Yes	12.50
Term4	9 (End-of-year examination) - Official	Closed	No	0	1	2013/11/22	75	25.00	No	
SBA Year Mark - Convert Marks using Weight: 75%							0	75.00		100.00
Term 4 Totals:							175	100.00		

Add New Tasks
 Edit Task
 Delete Task
 Weights / Validation
 Change Task Status
 Mark Capturing Status
 Calendar View
 Common Quarterly Tests/Tasks Gr 1 to 9
 Print Task Grid
 Export to Excel
 Capture Marks
 Done

Figure 40 Status of task to be available for capturing

Capturing marks with security on.

- Click on “**12.3.12 Maintain Learner Task Assessment**” or **Capture marks** on screen 12.3.11 that opens a screen with options to capture or verify (Fig. 41).

SA-SAMS : School Administration and Management System	
12.3.12. MAINTAIN SBA RESULTS	
12.3.12.11. SBA Results - Capture	
12.3.12.12. SBA Results - HOD Verification	
12.3.12.13. SBA Results - Principal Verification	

Figure 41: Sub-menus for capturing / verification with the security function on

- Click on 12.3.12.11 to access the capturing screen. (Fig. 42)
- Select the **grade** and then the **subject** from the drop-down lists.
- Select a **class** (selected class or all classes) OR select a **subject group** (created in 12.1.16).
- Select the **term** from the drop-down lists
- Click on **GO**.
- For convenience purposes learners can be sorted alphabetically or per gender.
- A blank mark schedule can be printed by selecting “**Print grid for mark entry.**”

SBA Results - Capture (12.3.12.11)

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

Grade: Grade 5 Subject: Life Skills (Gr 5) Sorting: Go

Class: 5-5 OR Subject Group: Alphabetical Max View

Term: Term1 : 13/01/16 - 13/03/28

Enter -1 to indicate absence Subject Total: 100 Number of Learners: 4

TASKS				TASK Creati			TASK Physic	TASK Person	
HOD Verified				Open	Open	Open	Open	Open	HOD Verif
Principal Ver.				Frequency o	Movement pe				Principal Ve
Weighting				40	66.67	33.33	30	30	
Total Mark				40	20	10	30	30	
Include in SBA Year Mark				Yes			Yes	Yes	
Term /Date				Term1 2013/03/15	2013/03/15	2013/03/15	Term1 2013/03/15	Term1 2013/03/15	
No	Acc No	Learner	Gender	T1	T2-A1	T2-A2	T2	T3	
1	1255A38	AGYA, Norman	Male	21	16	9	25	12	58.00
2	1295D38	DE KOK, Anre	Female	23	17	8	25	15	63.00
3	1283M38	MARTIN, Dumini	Male	32	18	7	25	18	75.00
4	1745M39	MOLOI, Qwetelo	Male	28	18	6	24	19	71.00
Average%				65			83	53	
Total				104			99	64	

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

Figure 42: Maintain / capture learner marks

- **Enter marks** in the appropriate column highlighted in yellow.
 - Marks for the activities are added and converted for each task as specified in 12.3.11.
- The marks of the tasks are added automatically according to the weight %.
- The Term % and Level (symbol) are automatically calculated and displayed.

📄 Select the option **“Print with marks”** to **print the completed mark schedule to check the marks captured.**

- When finished with capturing click on **“Save .”**
- Repeat the procedure for every subject and then click on **“Done”** to exit the screen.
- Marks can be captured per task or per available activity.
- Marks can be corrected afterwards and then be saved successfully.

📄 **1st Verification of marks with security on (HOD verified).**

- Click on 12.3.12.12 to access the capturing screen. (Fig. 43).
- Select the **grade, subject, class or subject group and term** from the drop-down lists.
- Click on **GO**.
- Click on **Verify** to confirm that all marks are captured correctly. The mark columns turn orange for HOD verification.

- Click on **Done** to exit screen
- Enter 12.7.16.3 to verify marks for learner report.

SBA Results - HOD Verification (12.3.12.12)

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

Grade: Grade 5 Subject: Mathematics (Gr 5) Sorting: Alphabetical Go

Class: 5-5 OR Subject Group: Max View

Term: Term1 : 13/01/16 - 13/03/28

Enter -1 to indicate absence Subject Total: 100 Number of Learners: 4

TASKS				TASK 2	TASK 1			
HOD Verified				Closed	Open	HOD Verified		
Principal Ver.						Principal Verified		
Activities				50	50			
Weighting				50	50			
Total Mark				50	50			
Include in SBA Year Mark				Yes	Yes			
Term /Date				Term1 2013/03/15	Term1 2013/03/15	TOTAL Weighted Mark	Term %	Symbol
No	Acc No	Learner	Gender	T1	T2			
1	1255A38	AGYA, Norman	Male	23	12	35.00	35.00	2
2	1295D38	DE KOK, Anne	Female	23	13	36.00	36.00	2
3	1283M38	MARTIN, Dumini	Male	23	14	37.00	37.00	2
4	1745M39	MOLOI, Qwetelo	Male	32	15	47.00	47.00	3
Average%				51	27	39.00		
Total				101	54			

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

Figure 43: Verify learner marks of open tasks

Marks can be corrected after verification as follows:

- Click on **Remove HOD Verification (or Principal verification)**.
- Correct marks and repeat verification process.

2nd Verification of marks with security on (Principal verified).

- Click on 12.3.12.13 to access the capturing screen.
- Select the **grade, subject, class or subject group and term** from the drop-down lists.
- Click on **GO**.
- Click on **Verify** to confirm that all marks are captured correctly. The mark columns turn green for Principal verification.

Click on **Done** to exit screen

Next step: Enter 12.7.16.3 to **enter remarks** for learner report.

Learner reports can now be printed.

Click on **Change the status of task** (12.3.11) to lock the schedule from further changing of marks.

2.2.3 View National Rating Codes (12.3.14)



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

The official rating codes or levels for the grades are pre-populated as shown in Figure 44.

The levels and the related achievement descriptors and percentage range are listed per phase.

View National Rating Codes (12.3.14)

Grade Filter: All Grades Select Version: Version 02, 2013/01/01 - 2099/01/01

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	Verdienslike Prestasie	70	79.99
0	3	7	Outstanding Achievement	Uitmuntenende 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	Verdienslike Prestasie	70	79.99
4	6	7	Outstanding Achievement	Uitmuntenende 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	Verdienslike Prestasie	70	79.99
7	12	7	Outstanding Achievement	Uitmuntenende Prestasie	80	100

Done

Figure 44: 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

2.2.4 View Programme of Assessment Tasks (12.3.15)



The Programme of Assessment of all the subjects can be viewed (Fig. 45) as a table according to following arrangements:

- All tasks per grade OR All tasks per subject for all grades.
- The tasks can be listed according to the date OR the tasks can be listed per subject.
- The POA can be also be printed per grade or subject

To view or print the POA:

- Select the **Grade** OR select the **Subject** from the drop-down lists.
- Select **Order tasks per date** or **Order tasks by subjects/ grade** to specify the listing of the tasks.

- Click on **Print Grid** to print the list as specified.
- Click on **Export to MS Excel** to create a file with the exported data.

Click on **Done** to exist the screen

Formal Programme of Assessment (12.3.15)

Year: Select Grade: OR Subject:

☒ Order tasks by date ☐ Order tasks by subject/grade

Grade	Subject/Learning Area	Task	Term	Date	Total Mark	Term Weight %
4	IsiNdebele Second Additional Language (Gr 4)		Term3	2013/08/02	100	100
4	IsiXhosa Second Additional Language (Gr 4)		Term3	2013/08/02	100	100
4	Life Skills (Gr 4)	Personal & Social Wellbeing	Term3	2013/08/22	30	30
4	Life Skills (Gr 4)	Physical Education	Term3	2013/08/22	30	30
4	Social Sciences (Gr 4)	5 : History	Term3	2013/08/22	20	50
4	Natural Sciences and Technology (Gr 4)	5	Term3	2013/08/22	15	50
4	Mathematics (Gr 4)	5	Term3	2013/08/22	50	50
4	Mathematics (Gr 4)	6	Term3	2013/08/23	50	50
4	Natural Sciences and Technology (Gr 4)	6	Term3	2013/08/23	15	50
4	Social Sciences (Gr 4)	6 : Geography	Term3	2013/08/23	20	50
4	Life Skills (Gr 4)	Creative Arts	Term3	2013/08/23	40	40
4	English Home Language (Gr 4)	7	Term4	2013/11/08	100	100
4	IsiXhosa Home Language (Gr 4)	7	Term4	2013/11/08	100	100
4	Afrikaans Home Language (Gr 4)	7	Term4	2013/11/08	100	100
4	IsiNdebele Home Language (Gr 4)	7	Term4	2013/11/08	100	100
4	Sesotho First Additional Language (Gr 4)	7	Term4	2013/11/08	100	100
4	Xitsonga First Additional Language (Gr 4)	7	Term4	2013/11/08	100	100
4	Tshivenda First Additional Language (Gr 4)	7	Term4	2013/11/08	100	100
4	IsiZulu Home Language (Gr 4)	7	Term4	2013/11/08	100	100
4	SiSwati First Additional Language (Gr 4)	7	Term4	2013/11/08	100	100

Figure 45: Programme of Assessment Tasks

2.2.5 Calendar View of Assessment Tasks (12.3.16)



The tasks of the POA can be viewed per grade (Fig. 46) in a calendar format. The tasks are displayed on the date as was set up in screen 12.3.11.

📅 To view the calendar format:

- Select the **Grade** from the drop-down list.
- Select the **Month** from the drop-down list.
- Click on **Print Month** to print the list as specified.
- Click on **Export to MS Excel** to create a file with the exported data.
- Click on **Done** to exist the screen.

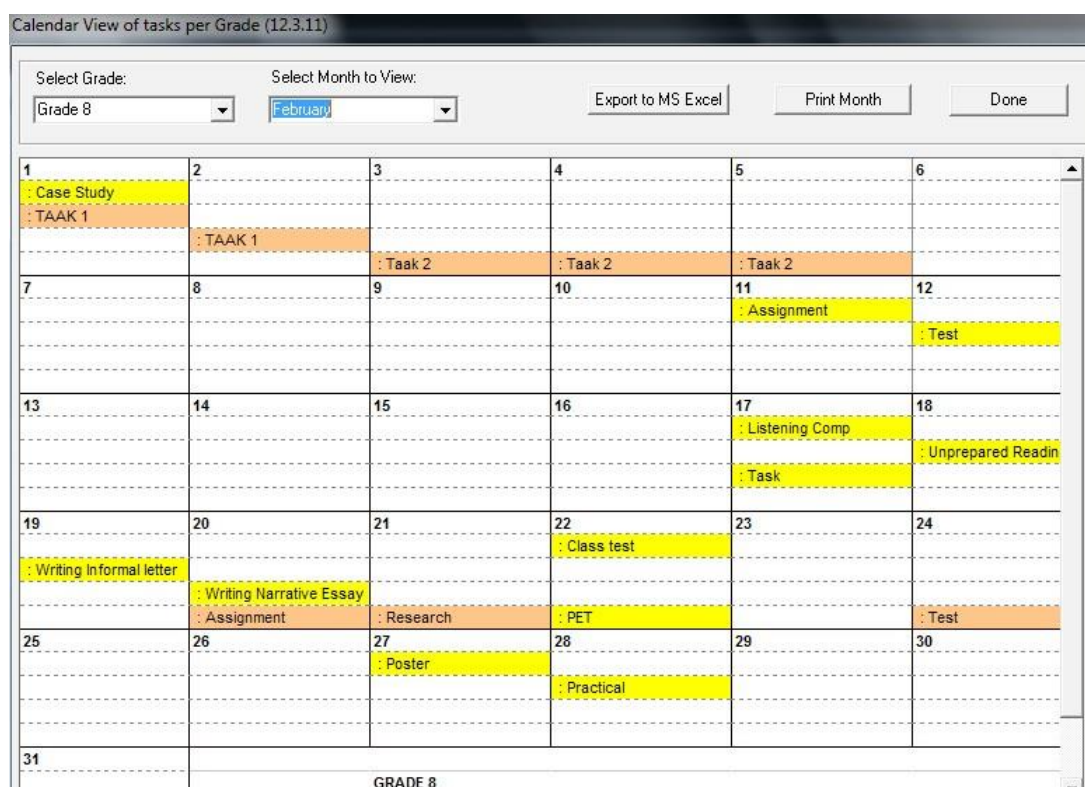


Figure 46: Calendar View of Tasks per Grade

2.2.6 Print Learner CASS Results (12.3.18)

📄 Learner Cass Results can be printed



- per learner of all the learner's assigned subjects.
- per subject with all the learners results in that particular subject.

Continuous Assessment (12.3.18)

Year: 2013

Select Grade: Grade 9

Report Type: Learners

All Learners: ☒

Print Done

Figure 47: Continuous Assessment Report

📄 Select the report as follows (Fig. 47) :

- Select the **Grade** from the drop-down list.
- Select the **Report Type** from the drop-down list.
- Tick **All learners** in order to print the list of the whole group OR .
- Remove tick from **All Learners** and select learner's name from the drop-down list.
- Click on **Print** to display a printscreen of the report (Fig.48).

- Select the pages and click on the printer icon to print report.
- Click on **Done** to exist the screen.

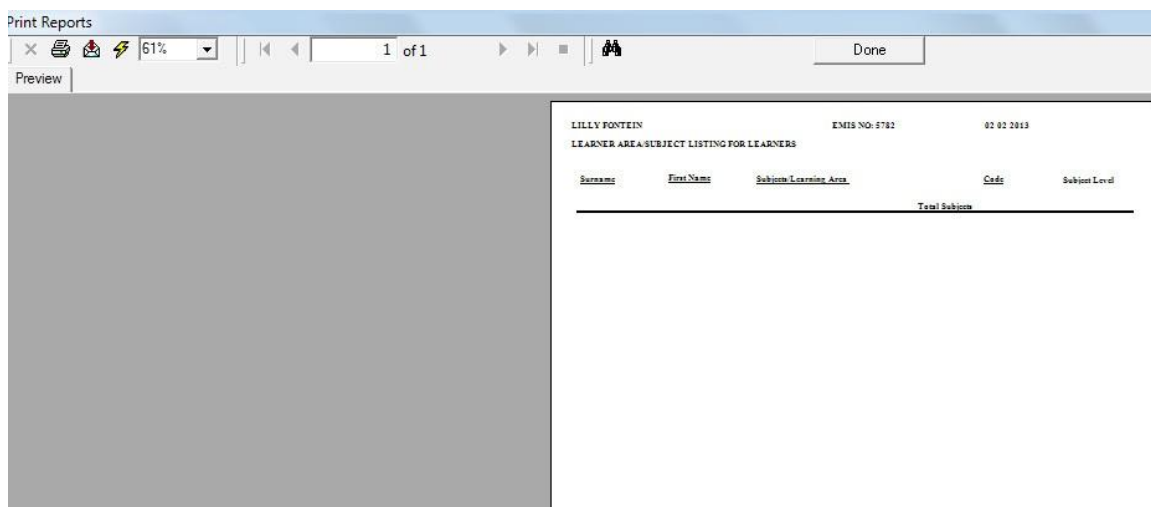


Figure 48: Print Reports

2.2.7 Update Previous Year POA (12.3.19)

The tasks of the previous year's POA can be viewed per grade or subject (Fig. 49). The tasks can be listed per date or per subject.

 Tasks of subjects not implementing CAPS can be updated as follows:

- Select the **Grade** OR select the **Subject** from the drop-down lists.
- Select **Order tasks per date** or **Order tasks by subjects/ grade** to specify the listing of the tasks.
- Select the **Term** to find tasks per term.
- Double click on the cell in the **New Date** to open the calendar. Select the date and click on **OK**.

Click on **Save** and then **Done** to exist the screen

Grade	Subject/Learning Area	Task	Term	Old Date	New Date	Total Mark	Term Weight %
4	English Home Language (Gr 4)	Language in Context	Term1	2012/01/25		10	10
4	Afrikaans First Additional Language (Gr 4)	Listening Comprehension	Term1	2012/01/26		15	15
4	English Home Language (Gr 4)	Creative Writing	Term1	2012/01/26		15	15
4	English Home Language (Gr 4)	Reading	Term1	2012/01/26		15	15
4	Afrikaans First Additional Language (Gr 4)	Reading	Term1	2012/01/27		15	15
4	English Home Language (Gr 4)	Oral	Term1	2012/01/27		10	10
4	Afrikaans First Additional Language (Gr 4)	Creative Writing	Term1	2012/02/07		10	10
4	Technology	Processing	Term1	2012/02/09	2013/04/16	50	50
4	Afrikaans First Additional Language (Gr 4)	Language in Context	Term1	2012/02/13		10	10
4	Arts & Culture	Performance	Term1	2012/02/13		25	25
4	Life Orientation	Oral Presentation	Term1	2012/02/17		40	40
4	Economic Management Sciences	Case Study	Term1	2012/02/17		20	20
4	Natural Science	Investigation	Term1	2012/02/20		90	90
4	Mathematics (Gr 4)	Assignment	Term1	2012/02/23		20	20
4	English Home Language (Gr 4)	Language in Context	Term1	2012/02/27		10	10
4	Afrikaans First Additional Language (Gr 4)	Prepared Speech	Term1	2012/02/28		15	15
4	Afrikaans First Additional Language (Gr 4)	Comprehension	Term1	2012/02/28		10	10

Figure 49: Previous Year POA

2.3 Maintain / Print Learner Reports (12.7)



Maintain Learner Progress Reports menu (Fig. 50) allows you to finalise the already captured marks for reports and schedules. The progression / promotion decisions and comments for the learner report are added here.

Figure 50: Maintain / Print Learner Progress Reports

The functionalities available for this section are summarised in the table below:

Sub-Menu / Screen	Function
2.3.1 Maintain Progress Report Cycles (12.7.11)	➤ To set-up the Cycle (period) for assessment
2.3.2 View National Rating Codes (12.7.12)	➤ Pre-populated list with rating codes and official descriptions
2.3.3 Maintain Promotion Descriptors (12.7.13)	➤ To capture Promotion descriptors for mark schedules and learner reports
2.3.4 Maintain Subject Comments List (12.7.14)	➤ To capture a list with standard / general comments for mark schedules and learner reports
2.3.5 Maintain Report Subject Order (12.7.15)	➤ To arrange the order of subjects as they should be printed on the learner reports. ➤ To select subjects that must be included in the progression mark schedules.
2.3.6 Maintain Learner Report Result (12.7.16)	➤ To set-up promotion / progression
2.3.7 Maintain Learner Promotion Decisions & General Report Comments (12.7.18)	➤ Maintain Learner Promotion Decisions & General Report Comments
2.3.8 Print Learner Progress Reports (12.7.19)	➤ Print learner reports from a range of available formats

Each of the sub-menus will be discussed individually under the related sections.

2.3.1 Maintain Progress Report Cycles (2.7.11)



Maintain Progress Report Cycles groups the assessments in cycles (periods) for reporting.

- Report Cycles for CAPS should be set per term/quarter (Fig. 51).
- Additional cycles that are not included for promotion / progression can be added as an Additional Mark Cycle.

Maintain Progress Evaluation Cycles

Select a year to view/maintain the evaluation cycles: 2013

Filter List by Learner Phase/Band:

Show All

Click on an evaluation cycle to edit or delete

Term	C...	Description	Afrikaans	Learner Ph...	Start Date	End Date	Promot...
1	1	TERM 1		FET	2013/01/16	2013/03/28	No
2	2	TERM 2		FET	2013/04/08	2013/06/21	No
3	3	TERM 3		FET	2013/07/15	2013/09/20	No
4	4	TERM 4		FET	2013/10/01	2013/12/04	Yes
1	1	TERM 1		Senior	2013/01/16	2013/03/28	No
2	2	TERM 2		Senior	2013/04/08	2013/06/21	No
3	3	TERM 3		Senior	2013/07/15	2013/09/20	No
4	4	TERM 4		Senior	2013/10/01	2013/12/04	Yes

Term 5 indicates additional cycles that are not linked to a specific school term

Add Cycle Edit Cycle Delete Cycle Print Cycle List Done

Figure 51: Maintain Progress Report Cycles

2.3.1a Print /Delete Progress Report Cycles

✓ To print the cycle list



- Click on **Print Cycle list**.
- Click on **Yes**.
- Select the pages to be printed on the print screen menu.

Click on **Done** to exit screen

✓ Evaluation cycle can only be deleted if no marks were captured in this cycle.

- Click on **Delete Cycle**.
- Click on **Yes** on the pop-up screen to verify.

Click on **Done** to exit screen

2.3.1.b Add/ Edit Progress Report Cycles



The Assessment Programme is prescribed for CAPS subjects and a cycle should be added for every term. Additional cycles that are not included for promotion / progression can be added as an Additional Mark Cycle

📁 To add an evaluation cycle

- Click on **Add Cycle** to open the screen below (Fig. 52).
- Enter the required details in the various fields.
- Click on **Save**.

Click on **Done** to exit screen

📁 To edit an evaluation cycle

- Click on **Edit Cycle** to open the screen below (Fig. 52).
- Change the required details of the particular field.
- Click on the **Save** button.

Click on **Done** to exit screen

Add Evaluation Cycle

Cycle Number:
(Determines the order in which results will be printed on learner transcripts)

Description:

Afrikaans:

Learner Phase/Band:

Which school term does the cycle relate to?
☐ Term1 ☐ Term2 ☐ Term3 ☐ Term4 ☐ Additional Mark Cycle

A school may have an additional mark cycle per phase that does not correspond to a full term. Indicate the start and end date of the cycle if it does not correspond with the term dates

Cycle Start Date: 2013/02/02
Cycle End Date: 2013/02/02

Is this the final promotion cycle that will determine a learner's year end results?
☐ Yes ☒ No

Text for report for the term General text for all reports

Afrikaans text

Figure 52: Add Evaluation Cycle

2.3.2 View National Rating Codes (12.7.12)

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

See View National Rating Codes (12.3.14) for description.

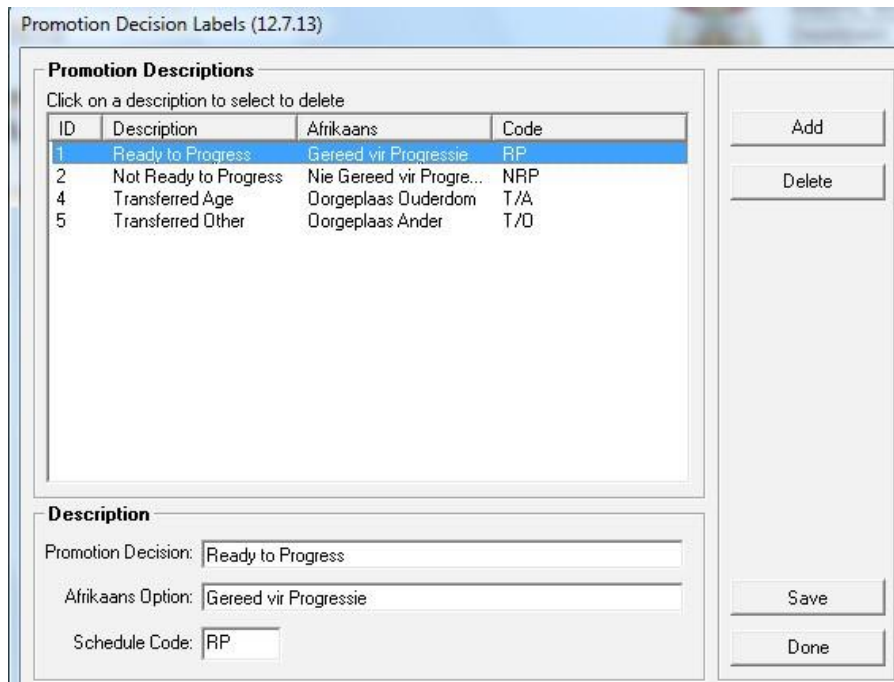
2.3.3 Maintain Promotion Decisions (12.7.13)

 Promotional decisions are used to describe the effect of the overall achievement of the learner. The decisions are prescribed by the Protocol on Learner Assessment: Gr R – 12 and published policy amendments. Learners who adhere to the promotional requirement will be progressed to the next Grade.

✓ Promotion decisions are added or edited as follows (Fig. 53):

- Type a description and a schedule code (that will appear on the mark schedules) in the relevant space below and click on **Add**.
- Click on **Save** to save new description.
- To edit a description click on a description and then change the description.
- Click on **Save** to save change.
- To delete a description click on a description and then click on **Delete**.

Click on **Done** to exit screen



ID	Description	Afrikaans	Code
1	Ready to Progress	Gereed vir Progresie	RP
2	Not Ready to Progress	Nie Gereed vir Progre...	NRP
4	Transferred Age	Oorgeplaas Ouderdom	T/A
5	Transferred Other	Oorgeplaas Ander	T/O

Click on a description to select to delete

Description

Promotion Decision: Ready to Progress

Afrikaans Option: Gereed vir Progresie

Schedule Code: RP

Buttons: Add, Delete, Save, Done

Figure 53: Promotion Decision Details

2.3.4 Maintain Report Comment (12.7.14)



General comments that will be printed on the learner reports and some mark schedules are captured in this menu.

Setup a comment list as follows:

- Type the information in the columns as shown in Figure 54 below.
- The sequence of the comments can be readjusted as follows:
 - Change the number in the number column and click on **Fix Subject Comments (Re-Index)**.
- Click on **Print Grid** to print the list.
- Click on **Delete Item** to remove the item from the list.

Click on **Done** to exit screen

Number	English Comment	Afrikaans Comment
1	A disappointing decline is noted. A huge effort is needed to rectify the problem.	
2	A disappointing result. The emphasis must be on rectifying the situation next term.	
3	A good improvement. Well done and keep it up.	
4	A good standard of commitment has been maintained. Well done.	
5	A good start to the year. The focus next term must be on written work. The aim must be further improvement.	
6	A good start to the year. The focus next term must be on practical work. The aim must be further improvement.	
7	A good start to the year. The focus next term must be on CASS work. The aim must be further improvement.	
8	A high standard of class work has contributed to this pleasing result.	
9	A lack of concentration in class has led to this disappointing result.	

Type directly onto the grid to make changes or add comments
A comment must be numbered in order to save the comment

Fix Subject Comments (Re-Index)

Print Grid Delete Item Save Done

Figure 54: Standardised Report Comments

2.3.5 Maintain Report Subject Order (Menu 12.7.15)



- The order of the subjects to appear / printed on the learner reports are arranged in this screen. (Fig. 55)
- Subjects to be included on the mark schedules are also selected in this screen.

Arrange the sequence of subjects to appear on the learner report as follows:

- Type a number of appearance on the order column once done.
- Indicate if the subject should be added on the internal and progression mark schedule.
- Click on **Print Grid** to print the list.

- Click on **Save** to save new order.

Click on **Done** to exit screen

Print Order of Subjects on School Reports and Schedules (12.7.15)

Select Grade: **Grade 8**

	Code	Subject	Order	Schedule
1	13314532	Afrikaans First Additional Language (Gr 8)	2	Yes
2	11351162	Arts and Culture (Gr 8)	6	Yes
3	12351102	Economic Management Sciences (Gr 8)	7	Yes
4	13304592	English Home Language (Gr 8)	1	Yes
5	13314802	IsiXhosa First Additional Language (Gr 8)	2	Yes
6	16341282	Life Orientation (Gr 8)	4	Yes
7	19331442	Mathematics (Gr 8)	3	Yes
8	19351412	Natural Sciences (Gr 8)	5	Yes
9	16351252	Social Sciences (Gr 8)	8	Yes
10	15351132	Technology (Gr 8)	9	Yes
11	90302708	V: Computer Literacy (Gr 8)	10	No
12	90713508	V: Life Orientation (Gr 8)	11	No

Print Grid

Type the number for the order in which each subject must print on the reports and schedules in the Order column. For subjects that must not show on schedules, select No in the schedule column

Save Done

Figure 55: Promotion Decision Labels.

2.3.6 Maintain Learner Cycle Report Results (Menu 12.7.16)

 This menu prepares the marks and comments that should be printed on the learners' reports.

The following schedules are available:

- Per Subject (12.7.16.3) to prepare for learner reports
- Per Topic (12.7.16.1) to analyse performance in a specific topic or split subject e.g. Geography and History.

The following data needs to be captured / updated in other modules before these menus can be utilised.

Screen	Data to be pre-captured
12.3.12	Learner marks captured per task for every subject.
12.7.11	Mark cycles captured.
12.7.14	Standardised / general comments to appear on the learner report.

2.3.6a Maintain Learner Results per Topic / Split Subject (Menu 12.7.16.1)

 The captured marks are displayed for every topic or split subject e.g. Geography and History (Fig. 56) below.

- Select **Grade**, **Subject**, **Class**, **Cycle** and **Topics** from the pre-populated lists.
- Select **Go** to populate the learners and marks.
- Tick on **Show Tasks** to add the Marks per task.

- Educator can now add comments next to each learner.
- Click on **Save** to save comments.

Click on **Done** to exit screen

Maintain Learner Cycle Progress Results PER Topics/Skills (12.7.16.1)

Grade: Grade 10 Subject: Music (Gr 10) Marks Security: Off

Class: All Cycle: TERM 1 : 2013/01/16 - 2013/03/28

Main Topic/Skill: 1. Musical performance and improvisation

Associated Topic/Skill: 1. Skills in solo and ensemble performance

Go Max View

Number of Learners: 9
All marks for learners must be captured to capture/save comments.
-1 = Absent, -2 = No Marks.

Sorting: Alphabetical

Not Captured 1:21 Report <> Calculation New for Report Captured

Show Tasks

	Acc No	Learner	Gender	%	Level	Lang	Comment	Calculated %	Calculated Level	Term1:2013/03/15 Weight:50	Total Marks:50	Term1:2013/03/18 Weight:50	Total Marks:50
1	12350	DUMINY, Donovan	Male	66	5	E		66	5	34	32		
2	11049	JORDAN, Dan	Male	84	7	E		84	7	46	38		
3	11107	MGWEBI, Zandile	Female	76	6	E		76	6	41	35		
4	11103	MOSBY, Johnathan	Male	70	6	E		70	6	30	40		
5	11123	NGCWEBU, Andile	Male	71	6	E		71	6	39	32		
6	11016	DWEN, Jordan	Male	77	6	E		77	6	40	37		
7	12242	THOMAS, Nomalanga	Female	78	6	E		78	6	33	45		
8	11095	WEST, Cornelius	Male	66	5	E		66	5	33	33		
9	11071	ZORO, Stanley	Male	76	6	E		76	6	41	35		

Levels Export to Excel Print Grid Save Done

Figure 56: Maintain Learner Results Per Topic or Split Subject

 **Print the Schedule** as follows:

- Follow the selection stated above.



Click on **Print Grid** to print the list as specified.

 **Export the data** on the Schedule as follows:

- Click on **Export to MS Excel** to create a file with the exported data.

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



2.3.6b Maintain Learner Results per Subject (12.7.16.3)



- The marks that should appear on the learner reports must be confirmed for every subject before printing the learner reports.
- Comments on the learner report can be selected / typed on this schedule.

✓ Click on 12.7.16.3 to find the captured marks for every subject as shown in Figure 57 below.

- Select **Grade**, **Subject**, **Class** and **Cycle** from the pre-populated lists.
- Select **Go** to populate the learners and marks.
- Educator can add own comments or select comments from a list to each learner. These comments will appear on the learner's report next to the subject.
- Tick on **Show Tasks** to show the Marks per task.
- Click on **Save to set up the marks and save the comments for the learner report**

Click on **Done** to exit screen.

Repeat this for every subject.

Maintain Learner Cycle Progress Results (12.7.16.3)

Grade: Grade 10 Subject: Music (Gr 10) Class: All Cycle: TERM 1 : 2013/01/16 - 2013/03/28

Marks Security: Off. Go Max View

Number of Learners: 9
All marks for learners must be captured to capture/save comments.
-1 = Absent, -2 = No Marks.

Not Captured (2) Report <> Calculation New for Report Captured

Sorting: Alphabetical Show Tasks

Acc No	Learner	Gender	Calc %	Calc Level	%	Level	Lang	Select Comment	Own Comment	Term1:2013/03/15 Weight:50 Total Marks:50	Term1:2013/03/18 Weight:50 Total Marks:50
1 12350	DUMINY, Donovan	Male	66	5	66	5	E	3:A good improvement. Well c		34	32
2 11049	JORDAN, Dan	Male	94	7	83	7	E	4:A good standard of commitr		46	38
3 11107	MOSBY, Zandile	Female	76	6	76	6	E	4:A good standard of commitr		41	35
4 11103	MOSBY, Johnathan	Male	70	6	70	6	E	5:A good start to the year. Th		30	40
5 11123	NGCWEBU, Andile	Male	71	6	71	6	E	4:A good standard of commitr		39	32
6 11016	OWEN, Jordan	Male	77	6	77	6	E	13:A most pleasing result. We		40	37
7 12242	THOMAS, Nomalanga	Female	78	6	76	6	E	13:A most pleasing result. We		33	45
8 11095	WEST, Cornelius	Male	66	5	66	5	E		This is a satisfactory result from	33	33
9 11071	ZORO, Stanley	Male	76	6	76	6	E	13:A most pleasing result. We		41	35

Levels Export to Excel Print Grid Save Done

Figure 57: Maintain Learner Results Per Topic or Split Subject

✓ Print the Schedule as follows:

- Follow the selection stated above.
- Click on **Print Grid** to print the list as specified.

✓ Export the data on the Schedule as follows:

- Click on **Export to MS Excel** to create a file with the exported data.

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

2.3.7 Maintain Learner Promotion Decision & Comments for Learner Report (Menu 12.7.18)

Decisions on learner promotion and overview comments for learner report are added on this screen.



This schedule displays all the subjects of the grade offered by the school, the learners' marks and the averages of the subject (per class or per grade).

Click on 12.7.18 to find the verified marks per grade or class that will be printed on the learner's report (Fig. 58):

- Select **Grade**, **Class** (specific or all) and **Cycle** from the pre-populated lists.
- Select **Go** to populate the learners and marks.
- Marks that were not captured are highlighted in red.
 - *This function checks that all learners' marks are captured before printing learner reports.*
- Subject Head can add a final comment to each learner.
 - *These comments will appear under **General remarks** on the **learner's report**.*
- Click on **Save to save the comments and decisions**.
- Click on **Done** to exit screen.

Repeat this for every Grade.

Print the Schedule as follows:

- Follow the selection stated above.
- Click on **Print Grid** to print the list as specified.

Export the data on the Schedule as follows:

- Click on **Export to MS Excel** to create a file with the exported data.
- Click on **Done** to exit the screen.

Internal Cycle Mark Schedule (12.7.18)

Grade: Grade 10 Class: 10-10 Cycle: TERM 1 GO Max View Export to Excel Save Print Grid Done

Comments and Promotion Results will only be saved for learners that have marks entered for the cycle. Sorting: Alphabetical Show: Levels Marks

Absent (-1) Not Captured (-2)

CLEVER KIDS HIGH SCHOOL
Internal School Mark Schedule
For: Grade 10, Class:10-10, Cycle: TERM 1 2

Number	Accession Number	Learner Name	Gender	Learner Average obtained	Learner Average (All subjects)	Learner Rank	Accounting (Gr 10)	Afrikaans First Additional Language (Gr 10)	Business Studies (Gr 10)	Consumer Studies (Gr 10)	Dramatic Arts (Gr 10)	Economics (Gr 10)	English Home Language (Gr 10)	Information Technology (Gr 10)	IsiXhosa First Additional Language (Gr 10)	Life Orientation (Gr 10)	Life Sciences (Gr 10)	Mathematics (Gr 10)	Music (Gr 10)	Physical Sciences (Gr 10)	Learner Total	Select promotion or progression decision	Promotion / Progression	Remarks
1	12350	DUMINY, Donovan	M	54.00	4.14	9		3.00					4.00			7.00	3.00	1.00	5.00	6.00	378.00	▼		
2	11049	JORDAN, Dan	M	68.00	5.43	4		7.00	5.00				4.00	6.00		6.00		3.00	7.00		479.00	▼		
3	11107	MGWEBI, Zandle	F	65.00	14.00	6					68.00		4.00		5.00	5.00		5.00	6.00	5.00	457.00	▼		
4	11103	MOSBY, Johnathan	M	70.00	5.63	3	7.00	5.00					5.00	7.00		6.00		4.00	6.00	5.00	556.00	▼		
5	11123	NGCWEBU, Andile	M	64.00	5.00	7							3.00	5.00	6.00	6.00		3.00	6.00	6.00	448.00	▼		
6	11016	OWEN, Jordan	M	66.00	5.14	5		5.00					5.00			6.00	6.00	2.00	6.00	6.00	465.00	▼		
7	12242	THOMAS, Nomalanga	F	81.00	6.50	1		5.00		7.00		7.00				7.00		7.00	6.00	7.00	645.00	▼		
8	11095	WEST, Cornelius	M	59.00	13.29	8					68.00		5.00	4.00		5.00		2.00	5.00	4.00	410.00	▼		
9	11071	ZORO, Stanley	M	73.00	5.71	2		4.00					6.00	7.00		6.00		5.00	6.00	6.00	514.00	▼		W
Average				66.67	7.20		7.00	4.83	5.00	7.00	68.00	7.00	4.67	5.80	5.50	6.00	4.50	3.56	5.89	5.63	483.56			

Figure 58: Promotion Decision and General Remarks for Learner Report

2.3.8 Print Learner Progress Reports (12.7.19)



Learner reports can be printed according to a range of different formats. A report cover with the School name and logo can also be printed.

Progress reports from previous years (with relevant rating codes) can also be printed as long as the data was captured previously on SA-SAMS.

2.3.8a Reports are printed in two phases:



- Learner results on a letterhead and
- The report cover.

Click on 12.7.19 to select the **options for printing the learner's report** (Fig. 59:)

- Select **Grade**, **Class** (specific), **Year** and **Cycle** 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.
- Select the **format of the progress report** (see table below).
- Tick if the learner photo should be included.

- Select the **letterhead** as follows:
 - Select **use printed letterhead** for preprinted 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 Progress Report** at the bottom. This displays a preview screen.
- Select pages and click on **Printer** to print.

Click on **Done** to exit screen

Repeat this for every class.

Figure 59: Print Progress Reports

The following progress report formats are available for printing:

Number	Phase	Per Topic	Marks format	SBA ym+ Exam	Term	Layout
1	Senior (All)		% & Level	Common	Single	
2	Intermediate (A)		% & Level		Single	
3	Foundation (All)	Topics	Level only		All	
4	All	Topics	% & Level		All	
5	All		% & Level + Class Ave	YM + Ex	All	Landscape
6	All		% & Level + Without ave	YM + Ex	All	
7	GET (All)		% & Level + Class Ave		All	Landscape
8	GET (All)		% & Level + Without ave		All	Landscape
9	Foundation (All)		Level only		All	Landscape

10	All (Gr 9)		% & Level + Class Ave	YM + Ex	All	
11	All GET		% & Level + Class Ave	YM + Ex	All	
12	All FET		% & Level + Class Ave	YM + Ex	All	

☞ Select the **blank report covers** per phase as follows:

- Select the phase for the report.
- Select the cover language of the report.
- Click on **Print Blank Report Cover**.
- Click on **OK** to print a blank sheet OR tick **No Printer** to view a print screen of the report (Fig. 60).
 - Blank covers should be printed for all classes in each phase and then re-inserted into the printer to print evaluation on the opposite side.

Click on **Done** to exit screen

Repeat this for every Phase.

Figure 60: Print Blank Cover Page

2.3.8b Review Learner Average

 This function ensures that **subjects can be de-selected in calculating the learner average:** (This function is also available in screen 12.1.13 see Fig.19)

☞ Click on **Review Learner Average** (Fig. 61):

- Select **Grade, Cycle and Class** (specific), from the pre-populated lists.

- Select **OK** to populate the learners' names
- Click on a Learner and de-select the subject that should not be included in calculating the learner average.
- Click on **Save**.
- Repeat for other learners.

Click on **Done** to exit screen

Learning Area	Average	CASS	Exam	Result	Symbol	Comment
1 Afrikaans First Additional Language (Gr 10)	✓ Ave	53.00	53	4		A good start to the year. The focus next term
2 English Home Language (Gr 10)	✓ Ave	76.00	76	6		A very pleasing result from a learner who is a p
3 Information Technology (Gr 10)	✓ Ave	91.00	91	7		An excellent result. Well done and keep this
4 Life Orientation (Gr 10)	✓ Ave	75.00	75	6		A pleasing result from a learner who is a pleas
5 Mathematics (Gr 10)	✓ Ave	64.00	64	5		A pleasing result from a learner who is a pleas
6 Music (Gr 10)	✓ Ave	76.00	76	6		A most pleasing result. We look forward to co
7 Physical Sciences (Gr 10)	✓ Ave	79.00	79	6		A very pleasing result from a learner who is a p
8	Ave					
9	Ave					

Figure 61: Review Learner Average

2.4 Curriculum Schedules and Printouts (Menu 12.9)



This module is only about reporting. Mark schedules and analysis reports are available for reporting and self-evaluation purposes as shown in the figure below.

Figure 62: Curriculum related schedules and printouts

The functionalities available for this section are summarised in the table below:

Header & (SA-SAMS Menu)	Function
2.4.1 Print Blank Mark Schedules (12.9.11)	→ Class lists printed per register class or the whole grade.
2.4.2 Internal Cycle Mark Schedules per Grade (12.9.12)	→ Report on marks, promotion and comments per grade and can only be printed or exported.
2.4.3 Internal Results per Subject (12.9.13)	→ List of Learner results per term to determine the ranking of learners per subject per grade.
2.4.4 Internal Results per Grade (12.9.14)	→ List of Learner results per term to determine the ranking of the learners in a grade.
2.4.5 Departmental Mark Schedules per Grade (12.9.15)	→ Specific format of Mark Schedules to be printed, signed and sent to districts
2.4.6 Summary Results per Quarter (12.9.16)	→ Different summary tables to be used for analysis/ statics.
2.4.7 Not Promoted and Repeat Numbers (12.9.17)	→ Summary report on no of learners not promoted or repeating
2.4.8 Repeats & Drop Outs per Learner (12.9.18)	→ List of learners that repeat or dropped out of the system.

Each of the sub-menus will be discussed individually under the related sections.

2.4.1 Print Blank Mark Schedules (12.9.11)



Blank mark schedules can be printed for learners and their subjects.

- These class lists can be printed **per register class** (Fig. 63) or the **whole grade**.
- Screen 12.3.12 also has a functionality to print blank mark schedules **per subject**. This list contains the learners with tasks according to the POA of the subject

Figure 63: Print Blank Mark Schedules

The following options are available for Blank Mark Schedules:

Menu	Content – Blank schedule
12.3.11 Maintain SBA Results	✓ Per subject per grade ✓ Learners per register class or subject group - Columns with tasks & totals as set up in ✓ POA
12.1.17 Print Educator Mark Sheets	✓ Per subject per grade ✓ Learners per register class or subject group ✓ Empty columns
12.9.11 Print Blank Mark Schedules	✓ Per grade – ALL subjects ✓ Learners per register class or whole grade ✓ Empty columns for each subject



2.4.2 Internal Cycle Mark Schedules per Grade (12.9.12)

Internal Cycle Mark Schedules per Grade **12.9.12** and Maintain Learner Promotion Decision & Comments for Learner Report **12.7.18** are the same screen except that

- **12.7.18 captures** the promoting decisions and comments for the learner report.
- **12.9.12 is a reporting screen** and can **only be printed or exported**.

Compare Figure 64 to Figure 58.

- Learner results can be available as levels or percentage mark.
- Captured promotion decisions and comments (in 12.7.18) are available for printing.

Internal Cycle Mark Schedule (12.9.12)

Grade: Grade 10 Class: 10 -10 GO

Cycle: TERM 1 Max View

Export to Excel Print Grid Done

Sorting: Alphabetical

Show: Levels Marks

Absent [-1] Not Captured [-2]

CLEVER KIDS HIGH SCHOOL
Internal School Mark Schedule
For: Grade 10, Class:10 -10, Cycle: TERM 1 2

Number	Accession Number	Learner Name	Economics (Gr 10)	English Home Language (Gr 10)	Information Technology (Gr 10)	IsiXhosa First Additional	Life Orientation (Gr 10)	Life Sciences (Gr 10)	Mathematics (Gr 10)	Music (Gr 10)	Physical Sciences (Gr 10)	Learner Total	Promotion / Progression	Report General Comment
1	12350	DUMINY, Donovan		4.00			7.00	3.00	1.00	5.00	6.00	378.00		
2	11049	JORDAN, Dan		4.00	6.00		6.00		3.00	7.00		479.00		
3	11107	MGWEBI, Zandle		4.00		5.00	5.00		5.00	6.00	5.00	457.00		
4	11103	MOSBY, Johnathan		5.00	7.00		6.00		4.00	6.00	5.00	556.00		
5	11123	NGCWEBU, Andile		3.00	5.00	6.00	6.00		3.00	6.00	6.00	448.00		
6	11016	DWEN, Jordan		5.00			6.00	6.00	2.00	6.00	6.00	465.00		
7	12242	THOMAS, Nomalanga	7.00	6.00			7.00		7.00	6.00	7.00	645.00		
8	11095	WEST, Cornelius		5.00	4.00		5.00		2.00	5.00	4.00	410.00		
9	11071	ZORO, Stanley		6.00	7.00		6.00		5.00	6.00	6.00	514.00		Will done Keep it up
Average			7.00	4.67	5.80	5.50	6.00	4.50	3.56	5.89	5.63	483.56		

Figure 64: Internal Cycle Mark Schedules per Grade/Class



2.4.3 Cycle Results per Subject (12.9.13)

This screen lists the Learner results per term to determine the ranking of the learners in a subject per grade.

Click on 12.9.13 to open screen as shown in Figure 65.

- Select **Grade**, **Subject** from the pre-populated lists.
- Click on **Get Results** to populate the learner names and term marks.
- Click on **Get Ranking** to print the ranking number according to learner mark.
- Click on **Print Grid** to print the list.

Export the data on the Schedule as follows:

- Click on **Export to MS Excel** to create a file with the exported data.

Click on **Done** to exit screen

Repeat this for every Subject.

Cycle results per Subject and Grade (12.9.13)

Select Grade: Grade 10 No of learners taking the subject 9 Print Grid Done

Select Subject: Music (Gr 10) Get Results Get Ranking Export to Excel Max View

Click on a column heading to sort by the column

	Acc Number	Surname	Name	Term 1 Mark	Term 1 Rank	Term 2 Mark	Term 2 Rank	Term 3 Mark	Term 3 Rank	Cum Mark	Cum Rank	Term 4 Mark
1	12350	DUMINY	Donovan	66.00	8					66.00	8	
2	11049	JORDAN	Dan	84.00	1					84.00	1	
3	11107	MGWEBI	Zandile	76.00	4					76.00	4	
4	11103	MOSBY	Johnathan	70.00	7					70.00	7	
5	11123	NGCWEBU	Andile	71.00	6					71.00	6	
6	11016	OWEN	Jordan	77.00	3					77.00	3	
7	12242	THOMAS	Nomalanga	78.00	2					78.00	2	
8	11095	WEST	Cornelius	66.00	8					66.00	8	
9	11071	ZORO	Stanley	76.00	4					76.00	4	
600			Average	73.78								

Figure 65: Internal Cycle Results per Subject

2.4.4 Total Results per Grade (12.9.14)



This screen displays the Learner results per term to determine the ranking of the learners in a grade.

Click on 12.9.14 to open screen as shown in Figure 66.

- Select **Grade**, **Class** from the pre-populated lists.
- Click on **Get Results** to populate the learner names and term marks
- Click on **Get Ranking** to print the ranking number according to learner mark
- Click on **Print Grid** to print the list.

Export the data on the Schedule as follows:

- Click on **Export to MS Excel** to create a file with the exported data.

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

Repeat this for every Subject.

Total cycle results per learner

Select Grade: Grade 10 No of learners in the grade/class 9 Print Grid Done

Select Class: 10-10 Get Results Get Ranking Export to Excel Max View

Click on a column heading to sort by the column

	Acc Number	Surname	Name	Term 1 Learner Total	Term 1 Rank	Term 2 Learner Total	Term 2 Rank	Term 3 Learner Total	Term 3 Rank	Cum Mark	Cum Rank	Term 4 Learner Total
1	12350	DUMINY	Donovan	54.00						54.00		
2	11049	JORDAN	Dan	68.43						68.43		
3	11107	MGWEBI	Zandile	65.29						65.29		
4	11103	MOSBY	Johnathan	69.50						69.50		
5	11123	NGCWEBU	Andile	64.00						64.00		
6	11016	OWEN	Jordan	66.43						66.43		
7	12242	THOMAS	Nomalanga	80.63						80.63		
8	11095	WEST	Cornelius	58.57						58.57		
9	11071	ZORO	Stanley	73.43						73.43		

Figure 66: Internal Total Cycle Results per Subject

2.4.5 Departmental Mark Schedules per Grade (12.9.15)



Departmental Mark Schedules is a summary report per grade (class) that contains basic biographical data and the achieved results in all the subjects of the learners. These are official forms that are sent to districts for curriculum reporting and are printed, signed and date stamped.

- Different mark schedules are available for printing.
- Mark schedules are printed per grade or per class as shown in Figure 67.
- All mark schedules contain the following: School name , Date and district and space for signatures at the bottom
- The content available on the mark schedules is summarised in the table below:

SA-SAMS Menu	Mark Schedules	Available data												
		Logo	Gender	Date of Birth	Age	Nr of Years in Grade	Nr of Years in Phase	Nr of Days absent	Level / marks	Languages grouped as HL . FAL	Languages individual	Progression	Remarks	Subject average
12.9.15.1	Foundation Phase <i>only</i>		x	x	x	x	x	x	1		x	x	x	
12.9.15.2	Gr 4-9 Schedule <i>only</i>		x	x	x	x	x	x	1		x	x	x	
12.9.15.3	Gr 4-9 Schedule (GDE Layout)		x	x	x	x	x	x	1	x		x	x	
12.9.15.4	Gr 10-12 Schedule <i>only</i>		x	x	x	x	x	x	1	x		x	x	
12.9.15.5		Other: Mark split into Year mark, Exam mark and Total mark												
12.9.15.6	Mark Schedule (EC Layout) <i>for all phases</i>	x	x	x	x	x			1		x	x	x	
12.7.10	Promotion/ Progress report EC	Other: Population group; Declaration												
12.9.15.7	Mark Schedule (MP/NW/ NC Layout) <i>for all phases</i>	x	x	x	x	x	x	x	2	x		x	x	x
		Other: Statistics												

Click on any schedule to open screen as shown in the example in Figure 67.

- Select **Grade**, **Class** and **Cycle** from the pre-populated lists.
- Click on **GO** to populate the learner data and term marks.
- Click on **Print** to print the list AND /OR
- Click on **Export to MS Excel** to create a file with the exported data.

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

Repeat this for every Grade.

Mark Schedule (MP/NW/NC Layout) (12.9.15.7)

Select Grade: Grade 10 Select Class: 10 -10 GO New Average Calculation Print Export to Excel Done

Select Cycle: TERM 1 Max View

EASTERN CAPE DEPARTMENT OF EDUCATION School: CLEVER KIDS HIGH SCHOOL District: central Circuit: 5 EMIS: 700890111 Date: 2013/04/23 Class: 10 -10

PROGRESSION SCHEDULE FOR THE FET PHASE

No.	Admission Number	Surnames and Names of Learners in Alphabetical Order	Date of Birth			Gender (F/M)	No. of years in Grade	No. of years in Phase	No. of days Absent	Subjects																		
			Year	Month	Day					Languages		Mathematics (Gr 10)		Life Orientation (Gr 10)		Accounting (Gr 10)		Business Studies (Gr 10)		Consumer Studies (Gr 10)		Dramatic Arts (Gr 10)		Economics (Gr 10)		Information Technology		
1	12350	DUMINY, Donovan James	1996	08	28	M	1		4	53	4	41	3	23	1	80	7											
2	11049	JORDAN, Dan	1997	02	12	M	1		1	56	4	84	7	40	3	71	6											
3	11107	MGWEBI, Zandile	1998	02	02	F	1		0	51	4	62	5	64	5	67	5											
4	11103	MOSBY, Johnathan Nicholas	1998	12	08	M	1		1	60	5	60	5	50	4	78	6	82	7									
5	11123	NGCWEBU, Andile	1997	09	04	M	1		0	47	3	77	6	40	3	73	6											
6	11016	OWEN, Jordan	1997	12	06	M	1		0	63	5	68	5	32	2	72	6											
7	12242	THOMAS, Nomalanga	1997	07	07	F	1		0	75	6	65	5	86	7	81	7											
8	11095	WEST, Cornelius	1998	10	01	M	1		0	69	5		34	2	60	5												
9	11071	ZORO, Stanley	1998	04	19	M	1		1	76	6	53	4	64	5	75	6											
Total Marks:									550	510	433	657	82	67	86	136	84	6										
Average:									61	64	48	73	82	67	86	68	84											

Total Learners Wrote	9
Total Marks	4352
Average	484
No. Ready to Progress	2
% Progressing	22.22
No. Not Ready to Progress	7
% Not Progressing	77.78

Educator: _____ Date: _____

Principal: _____ Date: _____

Ed Specialist: _____ Date: _____

Figure 67: Example of a Progression Mark Schedule

2.4.6 Summary Results per Quarter (2.9.16)

Learner results are aggregated and presented into different tables that could be used for analysis of learner achievement. The following table contains a summary of the available summary of result tables:

SA-SAMS Menu		Figure
12.9.16.1	Summary of results per level per subject	Figure 68
12.9.16.2	Summary of results Grades R - 9	Figure 69
12.9.16.3	Summary of results for Grades 10 -12	Figure 70
12.9.16.4	Summary of results per Grade	Figure 71
12.9.16.5	Distribution Results per Grade per Subject	Figure 72
12.9.16.6	Averages per subject per Grade	Figure 73

Each of the tables can be printed and exported to Excel.

The **Summary of Results Tables** will be discussed individually:

2.4.6a Summary of results per level per subject (12.9.16.1)



This table shows the learner achievement of all terms for every subject.

- The table contains a summary of results **per grade, per subject**.
- The table contains the no of learners that achieved per level, the total of learners and average % of the subject.

Results per Level per Subject (12.9.16.1)

Select Grade:Grade 10

GO

Print

Levels

Select Subject:Mathematics (Gr 10)

Max View

Export to Excel

Done

School Name:CLEVER KIDS HIGH SCHOOL

EMIS Number:700890111

District:central

Province:Gauteng

Grade 10, Mathematics (Gr 10)

	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Total Learners	Average %
	0 - 29.99 %	30 - 39.99 %	40 - 49.99 %	50 - 59.99 %	60 - 69.99 %	70 - 79.99 %	80 - 100 %		
Term 1	49	26	18	20	13	13	16	155	44.88
Term 2									
Term 3									
Term 4									
									44.88

School Stamp / Signature: Principal

Figure 68: Level Distribution Table of Learner Results Per Term

2.4.6b Summary of results Grades R – 9 (12.9.16.2)



This table **compares learner promotion** between the **subjects and the grades** in a phase.

- This table shows the results for a **specific term only**.
- The table lists the **number of learners, the number of learners promoted and the % of learners promoted**.

Summary of Learner Results per Quarter (12.9.16.2)

Select Grades:

☐ Grade R to 3

☒ Grade 4 to 9

Select Quarter:

Quarter 1

GO

Max View

Print

Export to Excel

Done

Your results will not be correct if you have not entered results for all learners for each subject for the term.

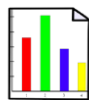
CLEVER KIDS PRIMARY SCHOOL

Subjects Summary
for Grades 4 to 9
Cycle: Quarter 1 2014

	Grades	Sepedi Home Language	English First Additional	Creative Arts	Economic Management	Life Orientation	Life Skills	Mathematics	Natural Sciences	Natural Sciences and Technology	Social Sciences	Technology
Number of Learners	Grade 4											
Number of Learners promoted (35 % or more)												
Number of Learners not promoted												
Percentage of Learners promoted												
Number of Learners	Grade 5											
Number of Learners promoted (35 % or more)												
Number of Learners not promoted												
Percentage of Learners promoted												
Number of Learners	Grade 6											
Number of Learners promoted (35 % or more)												
Number of Learners not promoted												
Percentage of Learners promoted												
Number of Learners	Grade 7											
Number of Learners promoted (35 % or more)												

Figure 69: Summary of Learner Promotion Results in all subjects per phase (GET)

2.4.6c Summary of results for Grades 10 -12 (12.9.16.3)



This table **compares learner achievement of 40% and above** between the **subjects and the grades**.

- ✓ This table compares the results for a **specific term** only.
- ✓ The table lists the number of learners, the number of learners promoted and the average % of the grade.

Select Cycle: TERM 1	☒ Show School Subjects Only	GO	Print
	☐ Show All Subjects	☐ Show Codes	☐ Max View
		Export to Excel	Done

CLEVER KIDS HIGH SCHOOL									
Summary of subject Results for Grades 10 to 12									
Statistics per Subject 2013/01/16 - 2013/03/28	Number of Learners			Number of Learners Achieving 40% or More			Average %		
	Grade 10	Grade 11	Grade 12	Grade 10	Grade 11	Grade 12	Grade 10	Grade 11	Grade 12
Home Languages									
English Home Language	236	217	206	226	209	205	54.83	56.57	62.25
Other Subjects									
Accounting	84	73	58	79	68	57	67.80	64.89	81.12
Afrikaans First Additional Language	164	171	153	146	154	145	58.03	60.39	63.55
Business Studies	128	135	140	121	118	130	57.16	55.13	57.54
Computer Applications Technology	51	46	48	50	45	48	71.57	71.93	66.56
Consumer Studies	24	36	23	24	36	21	78.04	69.86	61.70
Dramatic Arts	26			21			0.00	0.00	0.00
Economics	72	63	68	70	56	55	59.50	60.48	55.00
Geography	29	44	58	24	34	49	46.28	50.09	51.76
History	24	1		23	1		50.62	70.00	
Information Technology	20	26	21	20	23	21	75.70	63.31	68.29
IsiXhosa First Additional Language	71	46	52	71	46	52	66.25	73.72	72.65
Life Orientation	236	217	206	234	216	206	66.74	67.95	73.11
Life Sciences	123	111	93	98	100	87	55.72	60.77	65.98
Mathematical Literacy	81	96	102	76	96	101	55.64	63.71	71.50
Mathematics	155	121	104	80	90	76	44.88	57.59	55.64
Music	9	12	7	9	12	6	73.78	75.42	67.14
Physical Sciences	107	85	68	106	75	67	73.93	60.24	71.24

Figure 70: Summary of Learner Promotion Results per subject in the phase (FET)

2.4.6d Summary of results per Grade (12.9.16.4)



This table **compares learner achievement of 35% and above** between **the grades** in FET.

- ✓ This table shows the results of all the terms.
- ✓ The table lists the **number of learners, the number of learners achieving 35% and more** and this as a **% of learners**

Summary of Results (12.9.16.4)

Select Year: 2013 ☐ Show All Grades ☐ Grades R to 7 only ☒ Grades 8 to 12 only

GO Print Max View Export to Excel Done

Results will only display correctly if final term averages and/or promotion results for a grade have been saved. Averages and Promotion Results

Quarter 1	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12
Statistics per grade					
Number of Learners		30	9		
Number of Learners (Average of 35% or more)		30	2		
Number of Learners (Average less than 35%)		0	7		
Percentage of Learners (Average of 35% or more)		100.00	22.22		
Grade Average %		76.47	66.71		
Quarter 2					
Statistics per grade					
Number of Learners					
Number of Learners (Average of 35% or more)					
Number of Learners (Average less than 35%)					
Percentage of Learners (Average of 35% or more)					
Grade Average %					
Quarter 3					
Statistics per grade					
Number of Learners					
Number of Learners (Average of 35% or more)					
Number of Learners (Average less than 35%)					
Percentage of Learners (Average of 35% or more)					
Grade Average %					
Quarter 4					
Statistics per grade					
Number of Learners					
Number of Learners Promoted (Passed)					
Number of Learners Not Promoted (Failed)					
Percentage of Learners Promoted (Passed)					
Grade Average %					

Figure 71: Summary of Learner Promotion Results per Grade (FET)

2.4.6e Distribution Results per Grade per Subject (12.9.16.5)

This table compares the distribution of learner achievement for every subject in all grades offered by the school.

- The table lists the **number of learners achieving at a level, average % of the subject, no of learners absent** and the **total no of learners**.
- The table contains a summary of results **of all grades for a specific subject**.
- The results can be given per **gender**.
- The results for **Languages** is available as a group (e.g. HL , FAL) or per individual language.
- The data is given per term.

Results per Term / Level / Subject / Grade (12.9.16.5)

Select Term: Term 1 Select Subj. Group: Home Language (HL) Select Gender: GO Print Max View Export to Excel Done

Select Language: All

Results will only display correctly if CAPS 2012 Subjects Codes are used.

School Name:	CLEVER KIDS HIGH SCHOOL	EMIS Number:	700890111
District:	central	Province:	Gauteng
Learning Area:	Home Language (HL). Language: All. Gender: All		
			Term 1

Grades	% Average mark per grade	Number of learners in each achievement rating							No of Absent and Non-complete	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 8	57.32	1	18	53	51	54	35	13		225
Grade 9	61.74		2	31	64	78	40	15		230
Grade 10	54.83		10	62	95	37	29	3		236
Grade 11	56.57		8	51	72	61	23	2		217
Grade 12	62.25		1	14	72	68	43	8		206
TOTALS		1	39	211	354	298	170	41		1114

Figure 72: Summary of Learner Results for a subject in all grades

2.4.6f Averages per subject per Grade (12.9.16.6)



- This table lists the **averages** of the **subjects** and the **grades**.
- This table lists the results for a **specific term** only.

Averages per Subject per Grade (12.9.16.6)

Select Term: Term 1

☒ Show School Subjects Only
☒ Show School Grades Only
☒ Show School Header/Footer

GO Print
☒ Max View Export to Excel Done

School Name:	CLEVER KIDS HIGH SCHOOL				
EMIS Number:	700890111				
District:	central				
Province:	Gauteng				
Statistics per Subject for Term 1	Average % per Grade				
	8	9	10	11	12
Home Languages					
English Home Language	57.32	61.74	54.83	56.57	62.25
First Additional Languages					
Afrikaans First Additional Language	54.89	55.49	58.03	60.39	63.55
IsiXhosa First Additional Language	78.30	69.78	66.25	73.72	72.65
Second Additional Language					
Other Subjects					
Accounting			67.80	64.89	81.12
Arts and Culture	61.91	51.87			
Business Studies			57.16	55.13	57.54
Computer Applications Technology			71.57	71.93	66.56
Consumer Studies			78.04	69.86	61.70
Dramatic Arts			0.00	0.00	0.00
Economic Management Sciences	51.89	58.14			
Economics			59.50	60.48	55.00
Geography			46.28	50.09	51.76
History			50.62	70.00	
Information Technology			75.70	63.31	68.29
Life Orientation	62.62	60.69	66.74	67.95	73.11
Life Sciences			55.72	60.77	65.98
Mathematical Literacy			55.64	63.71	71.50
Mathematics	57.58	59.16	44.88	57.59	55.64
Music			73.78	75.42	67.14
Natural Sciences	62.95	66.17			
Physical Sciences			73.93	60.24	71.24

Figure 73: Summary of averages per subject in all grades

2.4.7 Not Promoted and Repeat Numbers (12.9.17)



The report lists the number of learners that were not promoted to the next year and the number of learners that repeats a grade printed.

- Click on **screen 2.9.17** that opens a pop-up box.
- Click on **OK** to print a blank sheet OR tick **No Printer** to view a print screen of the report (Fig. 74)
- Click on the **Printer icon** to print report.

Click on **Done** to exit screen

Print Reports

1 of 1

Done

Preview

CLEVER KIDS HIGH SCHOOL EMIS NO: 700890111 23/04/2013

NUMBER OF LEARNERS NOT PROMOTED TO THE FOLLOWING GRADE AT THE END OF THE YEAR:
2012

Grade	Male	Female	Total
Gr 8			
Gr 9			
Gr 10			
Gr 11			
Gr 12			
Total			

NUMBER OF LEARNERS WHO ARE REPEATING A GRADE:

Subreport: PromotionsAndRepeats.rpt

Grade	Male	Female	Total
Pre-Gr R			
Gr R			
Gr 1			
Gr 2			
Gr 3			
Gr 4			
Gr 5			
Gr 6			
Gr 7			
Gr 8	1	1	2
Gr 9	2	3	5
Gr 10	7	8	15
Gr 11	3	4	7
Gr 12			
Post-Matric			
Total	13	16	29

Figure 74: Summary report of Learners Not Promoted & Repeating the Grade

2.4.8 Repeats and Drop Outs Per Learner (12.9.18)

 A list can be printed of the learners that **repeated a grade** or who **dropped out** (learners is archived (3.1.1 or 4.1) with drop out as a reason).

- ✓ Click on screen 2.9.18 that opens screen as shown in Figure 75.
- Select **View Learners repeating a grade** OR
- Select **View Learners who dropped out**
- Select the **Grade** or tick the box **show all grades**
- Select the **Year** from the drop-down box to populate the relevant learners.
- Click on **Print Grid** to print the list of learners

Click on **Done** to exit screen

Learners who Dropped Out or are Repeating a Grade

Select an option to view

☐ View Learners repeating a grade Filter by Grade: ☐ Show all grades

☐ View Learners who dropped out Select Year to View Data: 2013

Click on a column heading to sort by that column

	Accession No	Surname	Name	Gender	Grade	Class
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

Figure 75: List of learners that Repeat or Dropped Out

C. SUMMARY

Module 12: Curriculum Related Data manages the recording, analysis and reporting of School Based Assessments (SBA).

3.1 Quick reference of the sub-menus and their uses:

This module is divided into 4 sections that are linked to sub-menus as follows:

Header	Sub- Menu / Functionality
12.1 Subject related: Select subjects for school, Assign subjects to learners Create subject groups	• Set up school subject list • Setup Topics for all subjects • Setup the language for the learner report • Create subject groups for easy assignment of subject to learners • Assign subjects to individual learners • Set up subject class groups and generate subject class lists • Printout of learner subject status: subject list with / without subjects
12.3 SBA: Setup POA (tasks & Topics), Capture marks	• To set-up / validate tasks for Programme of Assessment (POA) • Capturing learner marks • List with rating codes and official descriptions • List of POA tasks for the school management • POA Tasks listed on a calendar format • List of POA of previous year
12.7 Prepare learner reports: Verify marks, Add comments, Add promotion decision, Print Learner Progress Reports	• To set-up the Cycle (period) for assessment • Pre-populated list with rating codes and official descriptions • Capture promotion descriptors for mark schedules and learner reports • Capture a list with standard / general comments for mark schedules and learner reports • Range the order of subjects as they should be printed on the learner reports. • Select subjects that must be included in the progression mark schedules. • Verify captured marks and comments per subject • Captures on a Mark schedule the promotion decision & general comments for each learner • Print learner reports from a range of available formats

12.9 Curriculum related reporting reports, tables, schedules & tables for statistics , summary reports	• Print blank mark schedules (register class or subject) • Mark schedules of captured marks per grade • Mark schedules per subject for rating • Mark schedules per grade for rating • Departmental mark schedules per grade for districts • Learner performance analysis per quarter (Stats) • Report on learners not promoted and repeating • List learner that repeats or dropped out
---	---

• **12.1 Setup subjects and subject choices**

Header (SA-SAMS Menu)	Function
2.1.1 Maintain subjects (12.1.11)	➤ To select the subjects per grade as offered by the school.
2.1.2 Maintain topics (12.1.12)	➤ Topics are pre-populated for all CAPS subjects
2.1.3 Maintain learner report language (12.1.13)	➤ Language of the learner report to the parent is selected individually.
2.1.4 Create subject sets (12.1.14)	➤ Subject sets are created per Grade for bulk assignment to the learners.
2.1.5 Assign subject to individual learners (12.1.15)	➤ Subjects can be assigned to individual learners or per class. Subjects can also be assigned per group or per single subject.
2.1.6 Create subject groups (12.1.16)	➤ Learners from a register class can be split into different subject classes /groups.
2.1.7 Print subject mark sheets for assessment (12.1.17)	➤ Mark sheets generated per subject group ➤ Mark sheets generated per educator.
2.1.8 View /print learner subject allocation (12.1.18)	➤ List of subject allocation per learner

- **12.3 Maintain School Based Assessment**

Header & (SA-SAMS Menu)	Function
2.2.1 School Based Programme of Assessment (12.3.11)	➤ To set-up / validate tasks for Programme of Assessment (POA)
2.2.2 Maintain Learner SBA Results (12.3.12)	➤ Capture learner marks
12.3.14 View National Rating Codes (12.3.14)	➤ Pre-populated list with rating codes and official descriptions
2.2.3 View Programme of Assessment Tasks (12.3.15)	➤ List of POA tasks
2.2.4 Calendar View of Assessment Tasks (12.3.16)	➤ Tasks populated on a calendar
2.2.5 Print Learner Portfolio SBA Results (12.3.18)	➤ Print a list of learners and their portfolio achievement
2.2.6 Update Previous Year POA (12.3.19)	➤ List the POA of previous year

- **12.7 Maintain learner progress reports**

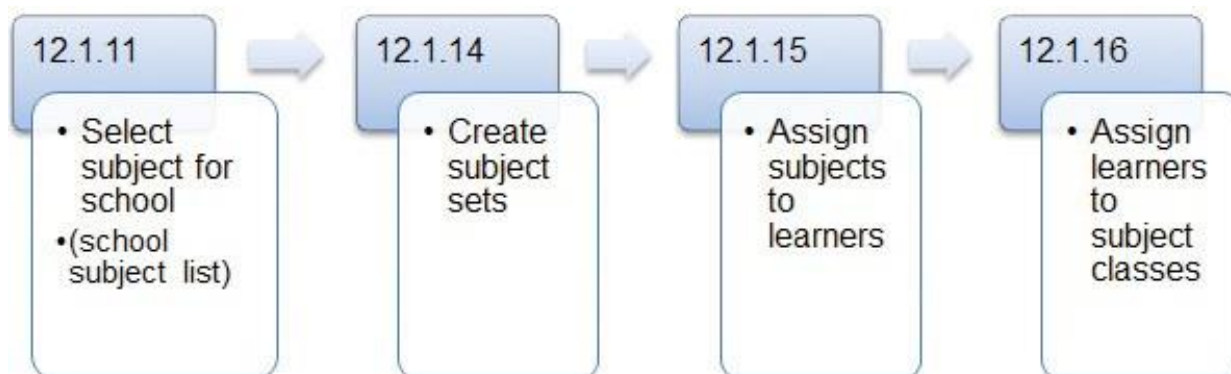
Sub-Menu / Screen	Function
2.3.1 Maintain Progress Report Cycles (12.7.11)	➤ To set up the Cycle (period) for assessment
2.3.2 View National Rating Codes (12.7.12)	➤ Pre-populated list with rating codes and official descriptions
2.3.3 Maintain Promotion Descriptors (12.7.13)	➤ To capture Promotion descriptors for mark schedules and learner reports
2.3.4 Maintain Subject Comments List (12.7.14)	➤ To capture a list with standard / general comments for mark schedules and learner reports
2.3.5 Maintain Report Subject Order (12.7.15)	➤ To arrange the order of subjects as they should be printed on the learner reports. ➤ To select subjects that must be included in the progression mark schedules.
2.3.6 Maintain Learner Report Result (12.7.16)	➤ To set-up promotion / progression
2.3.7 Maintain Learner Promotion Decisions & General Report Comments (12.7.18)	➤ Maintain Learner Promotion Decisions & General Report Comments
2.3.8 Print Learner Progress Reports (12.7.19)	➤ Print learner reports from a range of available formats

- **12.7 Curriculum related schedules and reports**

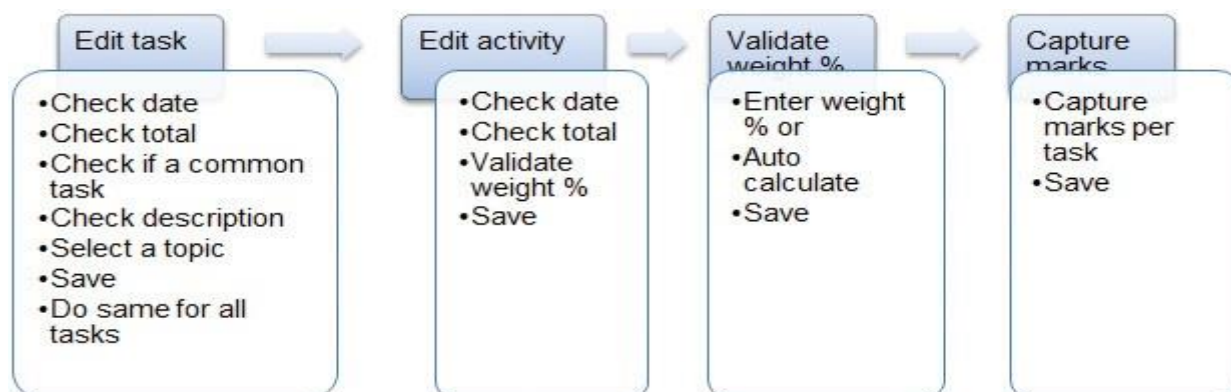
Header & (SA-SAMS Menu)	Function
2.4.1 Print Blank Mark Schedules (12.9.11)	→ Class lists printed per register class or the whole grade.
2.4.2 Internal Cycle Mark Schedules per Grade (12.9.12)	→ Report on marks, promotion and comments per grade and can only be printed or exported.
2.4.3 Internal Results per Subject (12.9.13)	→ List of Learner results per term to determine the ranking of learners per subject per grade.
2.4.4 Internal Results per Grade (12.9.14)	→ List of Learner results per term to determine the ranking of the learners in a grade.
2.4.5 Departmental Mark Schedules per Grade (12.9.15)	→ Specific format of Mark Schedules to be printed, signed and sent to districts
2.4.6 Summary Results per Quarter (12.9.16)	→ Different summary tables to be used for analysis/ statics.
2.4.7 Not Promoted and Repeat Numbers (12.9.17)	→ Summary report on nr of learners not promoted or repeating
2.4.8 Repeats & Drop Outs per Learner (12.9.18)	→ List of learners that repeat or dropped out of the system.

3.2 “How to...” flow diagrams:

- **Assign subjects to learners:**



- **Capture marks per subject:**



Blank Mark Schedules Available for Capturing :

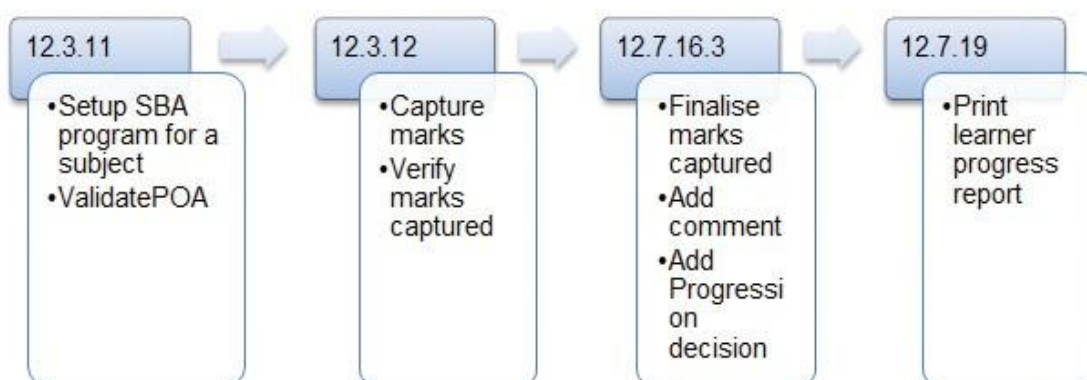
Screen	Content – Blank schedule
12.3.11 Maintain SBA Results	✓ Per subject per grade ✓ Learners per register class or subject group ✓ Columns with tasks & totals as set up in POA
12.1.17 Print educator mark Sheets	✓ Per subject per grade ✓ Learners per register class or subject group ✓ Empty columns
12.9.11 Print Blank Mark Schedules	✓ Per grade – ALL subjects ✓ Learners per register class or whole grade ✓ Empty columns for each subject

• Curriculum related reports/ schedules to be used for “stats”:

Different Summary tables for Analysis		Figure
12.9.16.1	Summary of results per level per subject	Figure 68
12.9.16.2	Summary of results Grades R - 9	Figure 69
12.9.16.3	Summary of results for Grades 10 -12	Figure 70
12.9.16.4	Summary of results per Grade	Figure 71
12.9.16.5	Distribution Results per Grade per Subject	Figure 72
12.9.16.6	Averages per subject per Grade	Figure 73

• Other reports :

Screen	Content – Blank schedule
12.1.18 View /print learner subject allocation.	✓ List of subject allocation per learner
12.3.18 Print learner portfolio SBA results	✓ Printing a list of learners and their portfolio achievement
12.8.17 Summary report- learners not promoted and repeat numbers	✓ Summary report on no of learners not promoted or repeating
12.8.18 Print learner details: repeats and drop outs	✓ List of learners that repeat or dropped out of the system.



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

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EVERY CHILD IS A NATIONAL ASSET



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA