EVERY CHILD IS A NATIONAL ASSET

SA SAMS
South African School and Administration Management System

Part of

MODULE 2

ABC of... IQMS

basic education

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INTRODUCTION

What is IQMS?

IQMS is an integrated quality management system that consists of development appraisal, performance measurement and whole school evaluation programmes which are aimed at enhancing and monitoring performance of the education system.

The IQMS module has to be integrated into SA-SAMS to reduce administrative burden related to the paper based system. IQMS module has a friendly user interface specifically adapted to cater for non-computer literate users. A button 8interface and user prompting mechanism is used as opposed to more complicated menu structures.

GENERAL SUGGESTIONS FOR USING IQMS

- Use the **Save** button to save information you have captured.
- Use the **Print Page** button to **print a grid on the form.**
- Use the **Main Menu** button to return to the Educator's **selection form.**
- Use the Next **Page button** to proceed to the next form**.**
- Use the **Educator List** to return to the educator list form.

IQMS ROAD MAP

IQMS Module

Performance Measurement	Educator General Details
	Change Login password
	Development Appraisal
	Performance Measurement
	Personal Growth Plan
	Score Sheet
	Print Educator List
Educator Improvement Plan	Where help is needed /Strategies to be used for improvement/Who will give help/ SDT.
Export IQMS Data	XML file/Used to create educator details
Reports	Summary of Score /Relevant Year/ Post level of educator/Report printed/ Score sheet for school.
System Security	Add new user name/Final DSG /User rights/ new password.
Log in as Different user	Limited or unlimited rights/Security.

The table above provides a lot of information for quick reference.

Drop-down options :

Log in to IQMS	Select data year: 2008 - 2013
Reports	Select year: 2008 - 2013

To access the IQMS module, follow the instructions below:

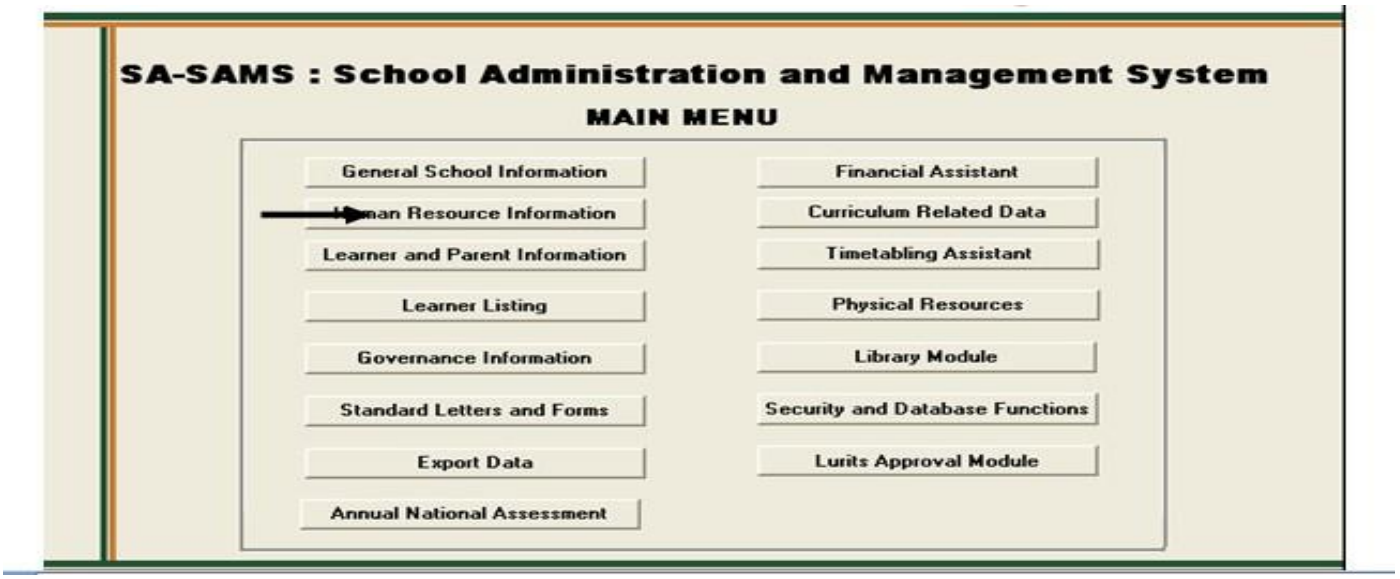


Figure 1: SA-SAMS: Human Resource Information

- Click on the Human Resource Menu on SA-SAMS and the screen below will appear:

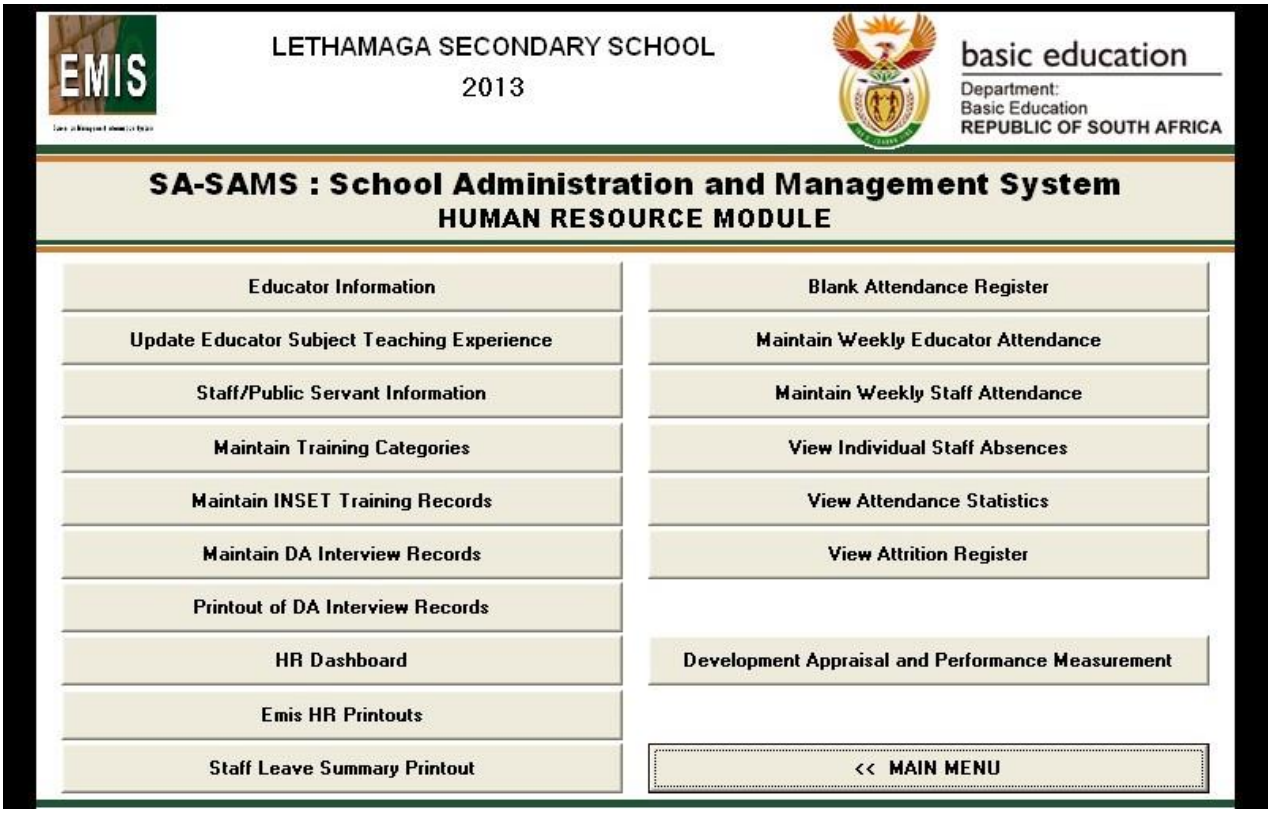


Figure 2: Human Resource menu page

- Click on the Development Appraisal and Performance Measurement menu. The user log-in menu below appears;

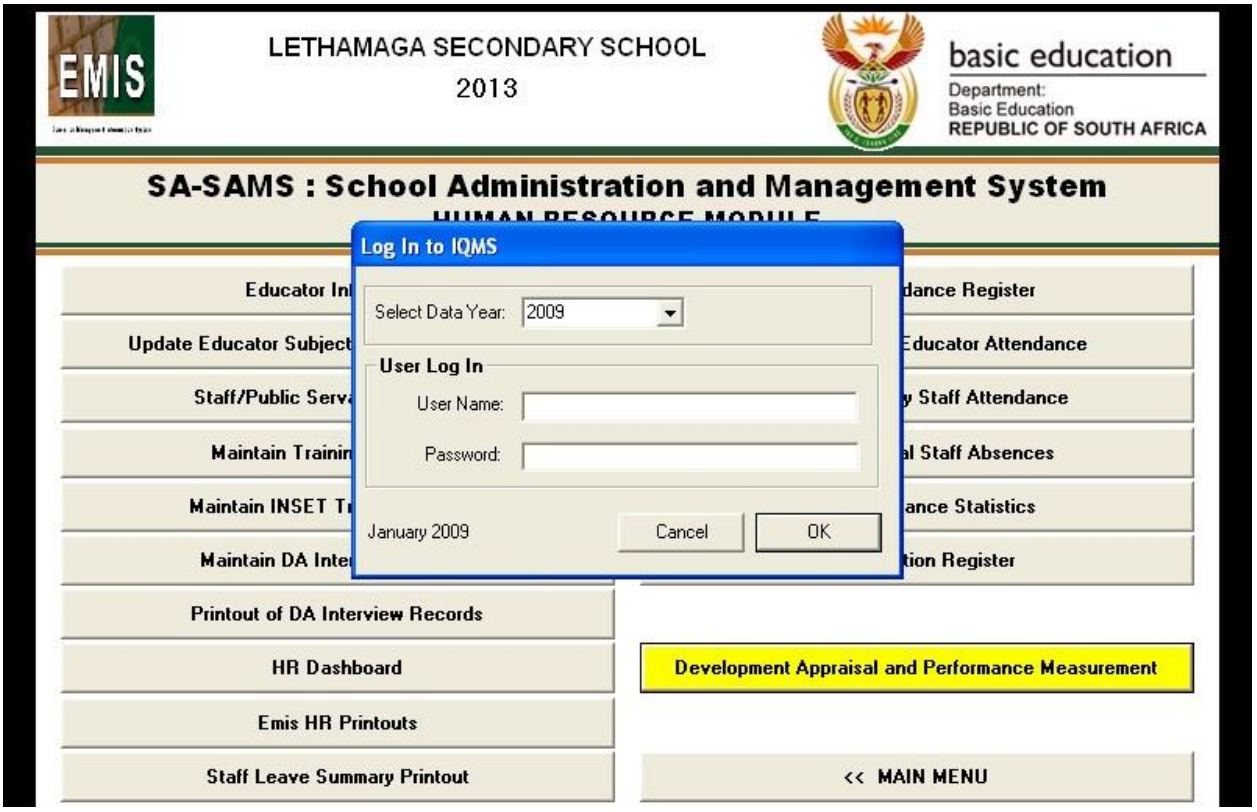


Figure 3: User Log in Menu page

- Enter the user name and the password to log in to the IQMS module, the default login username and passwords are:
- User Name: admin
- Password : admin
- Click on the **Ok** button.

The IQMS Main Menu screen will now be loaded (Note that the – password can be changed at any time. Refer to the System Security section on how to change the passwords and user name.)

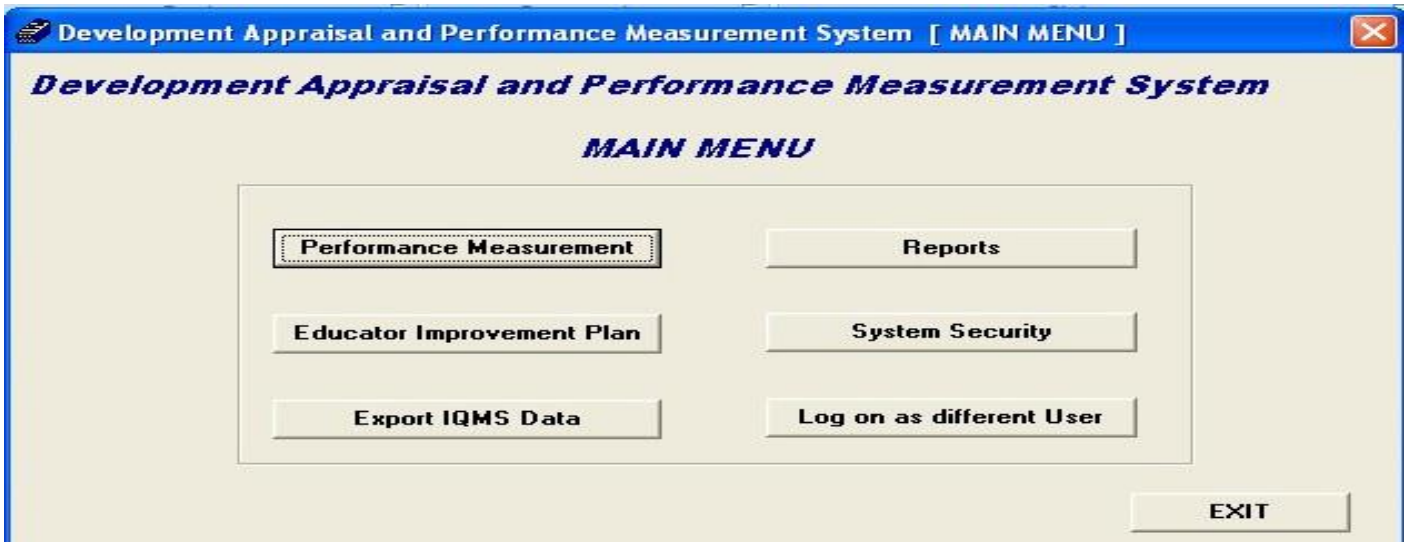


Figure 4: Development Appraisal Main Menu page

- **Performance Measurement** menu is used to capture and manage the appraisal process.
- **Educator Improvement Plan** menu is used to draft a plan for improving the teaching standards of educators. This section must be completed by the school principal.
- **Export IQMS Data** menu is used to create an XML file with performance appraisal and performance scores of individual educators.
- **Reports** menu is used to generate individual educator reports.
- **System Security** menu is used to mange and control access into the system.
- Log on as **Different User menu** can be used to renew the active connection session.

Educator General Details

This is the main menu form that contains the list of educators which can be used for assessing purposes, to start working with the this form you need to select an educator and click on any menu item to begin the appraisal process.

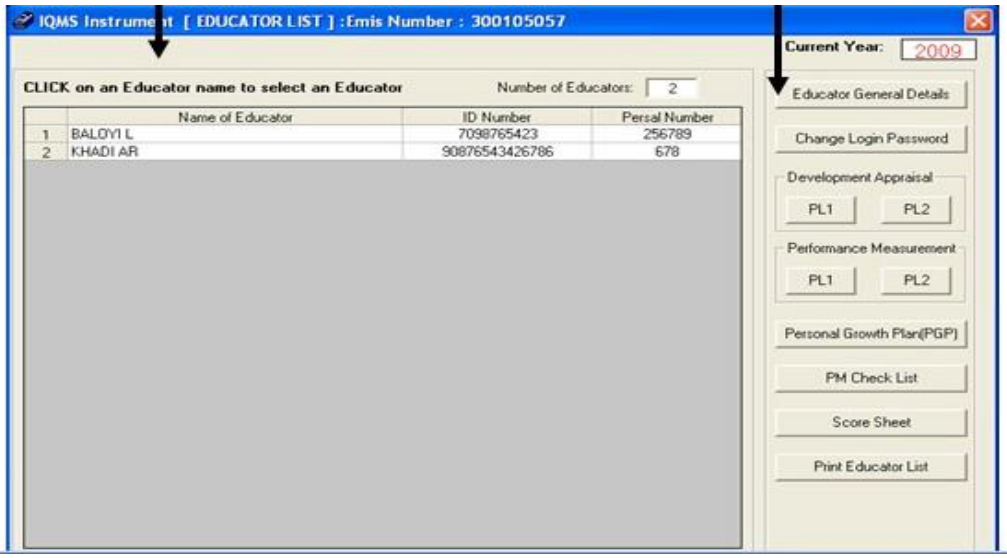


Figure 5: IQMS Instrument Educator List Menu page

This form will be used to view personal and educational details of the selected educator.

To return to the main menu, click on the **Educator List** menu.

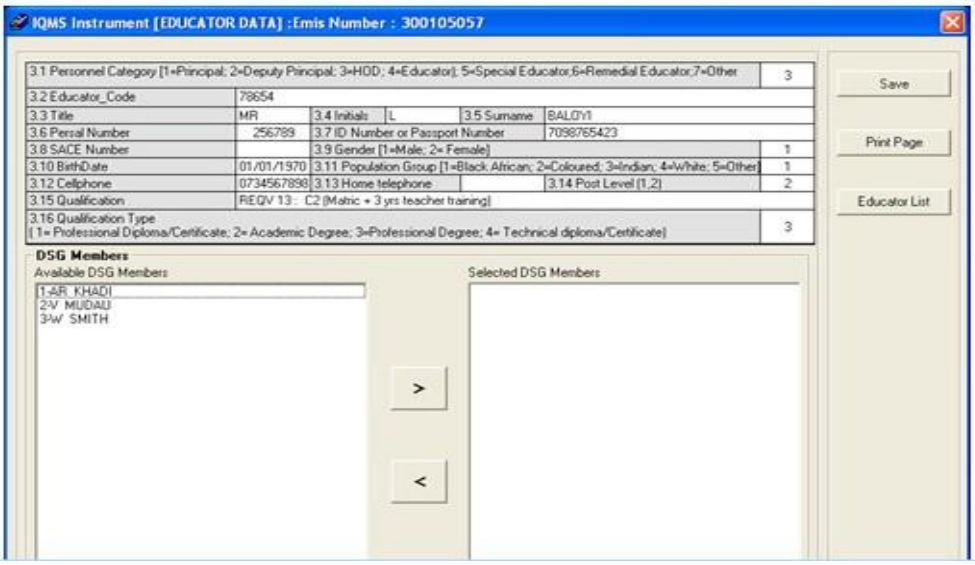


Figure 6: IQMS Instrument (Educator Data) menu page

- How to select a SGB member:

    - To select an SGB member, select an educator from the available DSG members list, and click on the **Forward** arrow. The selected educator should now appear in the selected SGB Members list box.

- How to remove a DSG member

    - To remove an SGB member, select an educator from the selected SGB member list and click on the back arrow. The selected educator should now appear in the available DSG member list box.

Development Appraisal

The purpose of the development appraisal is to appraise individual educator in transparent manner with a view to determine areas of strength and weakness, and to draw up programmes for individual development.

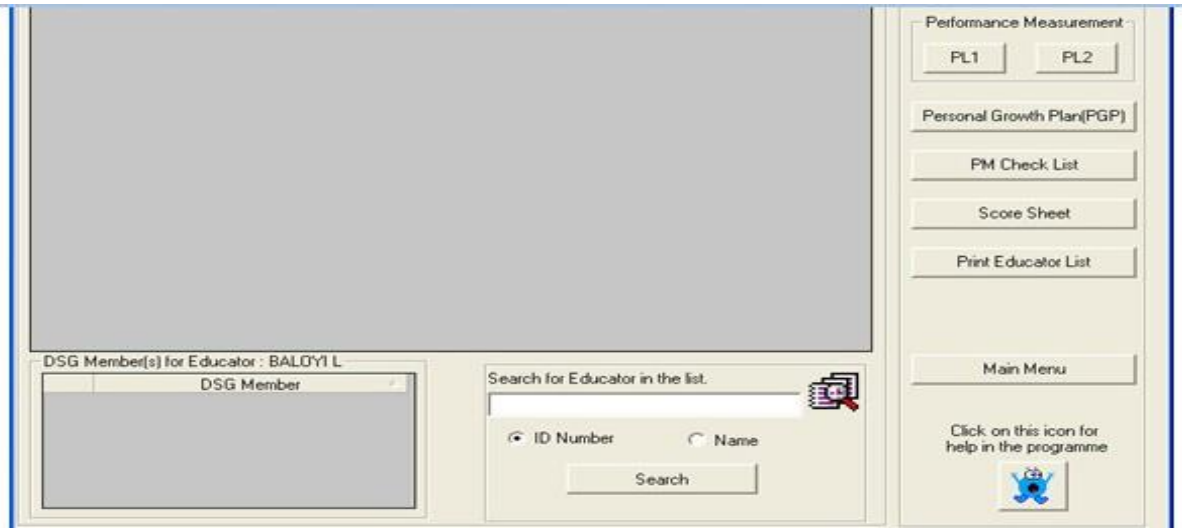


Figure 7: IQMS Instrument (Educator List) menu page

To start with the development appraisal for the educator:

- Select the educator you wish to make assessment for;
- Click on the **PL1** menu and the following screen will appear.

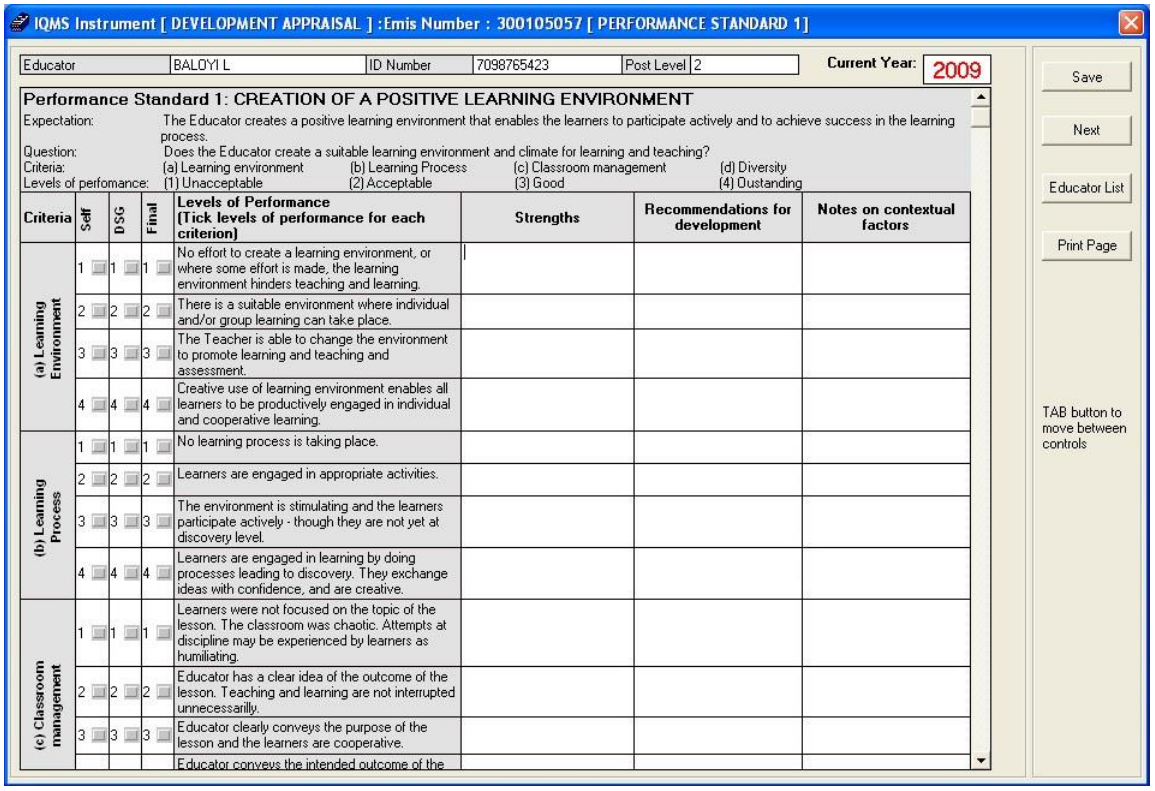


Figure 8: IQMS instrument (development) menu page

This form is used to evaluate how the educator interacts with the learner, if he/she creates a positive learning environment and his/ her teaching methods are understandable by learners.

Note that if you log in to the system as the user, you can only be able to do the Self Assessment appraisal; where else if you log in as the administrator you can only be able to complete the FINAL and DSG appraisal. After you have completed the appraisal on the above form, click on the next button to continue. Note that form 2 to form 10 the appraisal process is completed the same way as you did on the above form.

1.1 **Performance Measurement**

The purpose of performance measurement is to evaluate individual teachers for salary progression, grade progression, affirmation of appointments and rewards and incentives.

- To start with the assessment of the educator, click on the **Performance Measurement** menu.

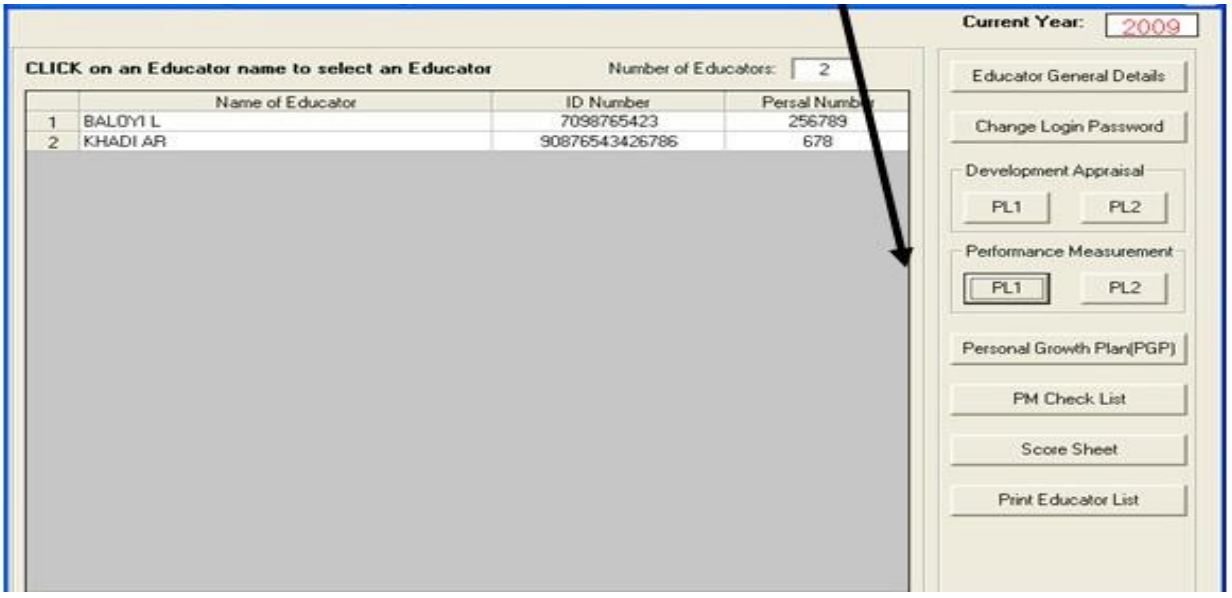


Figure 9: Educator List menu page

Note that the Performance Measurement appraisal process can be completed the same way as the Development Appraisal process.

Personal Growth Plan (PGP)

Each time the educator is appraised, he/she should review his/ her own Personal Growth Plan, the aim of this plan is to ensure that the appraisal is developmental, when drawing the PGP the educator needs to actively participate so that he/she will grow as a professional educator.

To start using the Personal Growth Plan Menu:

- Click on the Personal growth Plan (pgp) button;
- The following screen will appear:

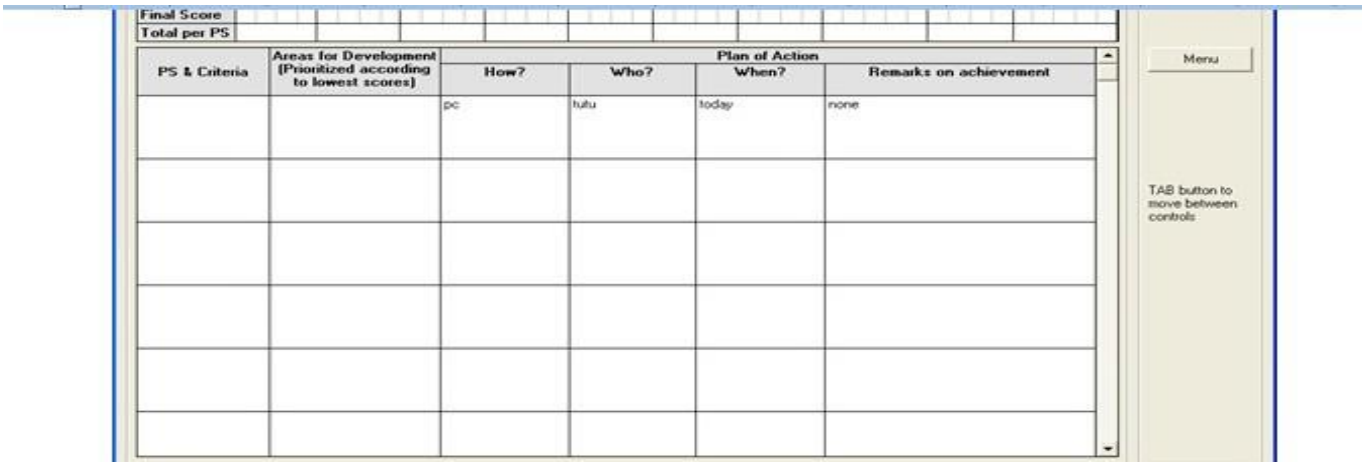


Figure 10: Personal Growth Plan menu page

- Enter the required details in the various fields.
- Click on the **Save** button when done.
- Click on the **Print Page** button.
- Alternatively click on the menu button to return to the educator list menu.

PM Checklist

This form is used as a checklist to evaluate if the educator has been apprised, if the Personal Growth Plan has been approved, if there are areas which still need development and how the educator contributes in the extra–curricular activities in the school.

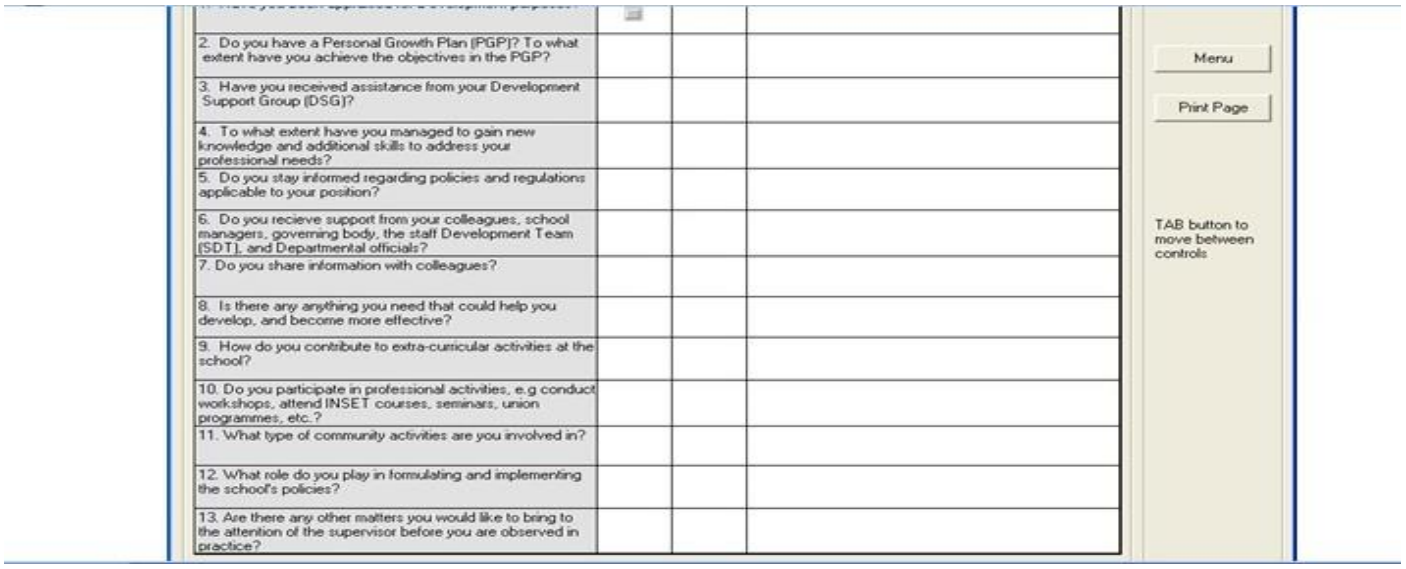


Figure 11: Pre-evaluation Checklist menu page

- Enter the required details in the various fields.
- Once done click on the **Save** button.
- Then click on the **Print Page** button.
- Alternatively click on the Menu button to return to the main menu.

Score Sheet

After the appraisal has been completed by the school principal, he she can use this form to rate the educator's performance standards, the rating must be based on the results from the appraisal. This form can be used to determine if there are areas which still need development.

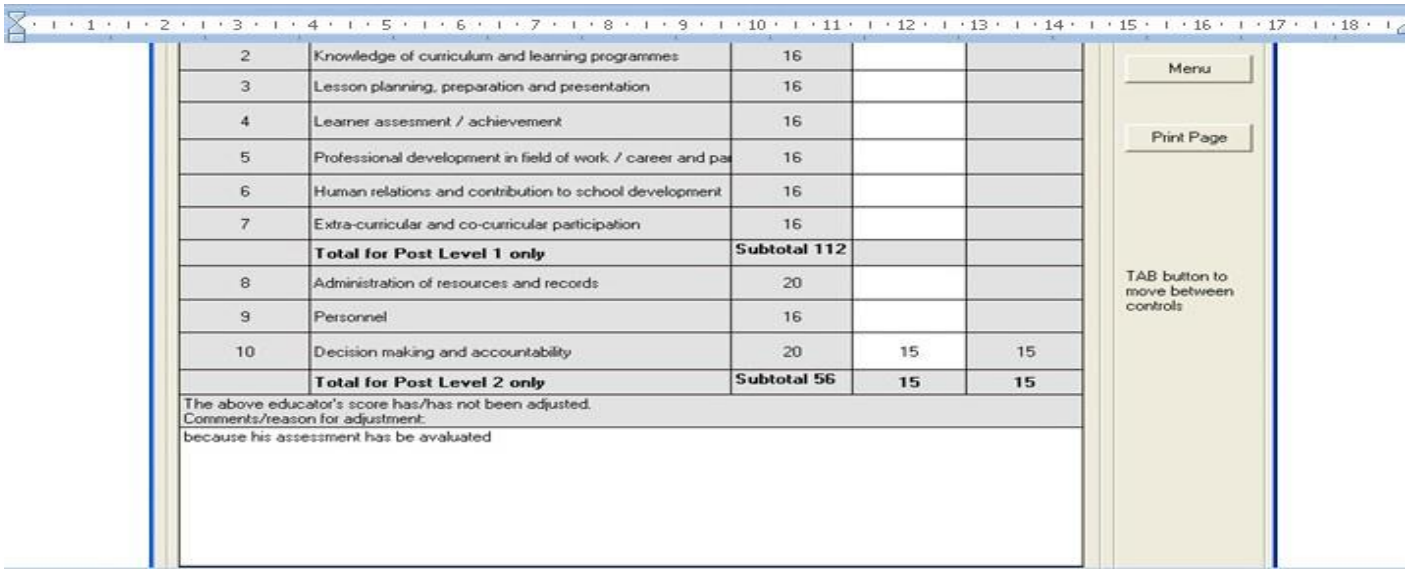


Figure 12: Score Sheet menu page

- Enter the required details in the various fields.
- Once done click on the **Save** button.
- Then click on the Print Page button.
- Alternatively click on the Menu button to return to the educator list menu.

Print Educator List

This form is used to print the list of educators which are currently in your school.

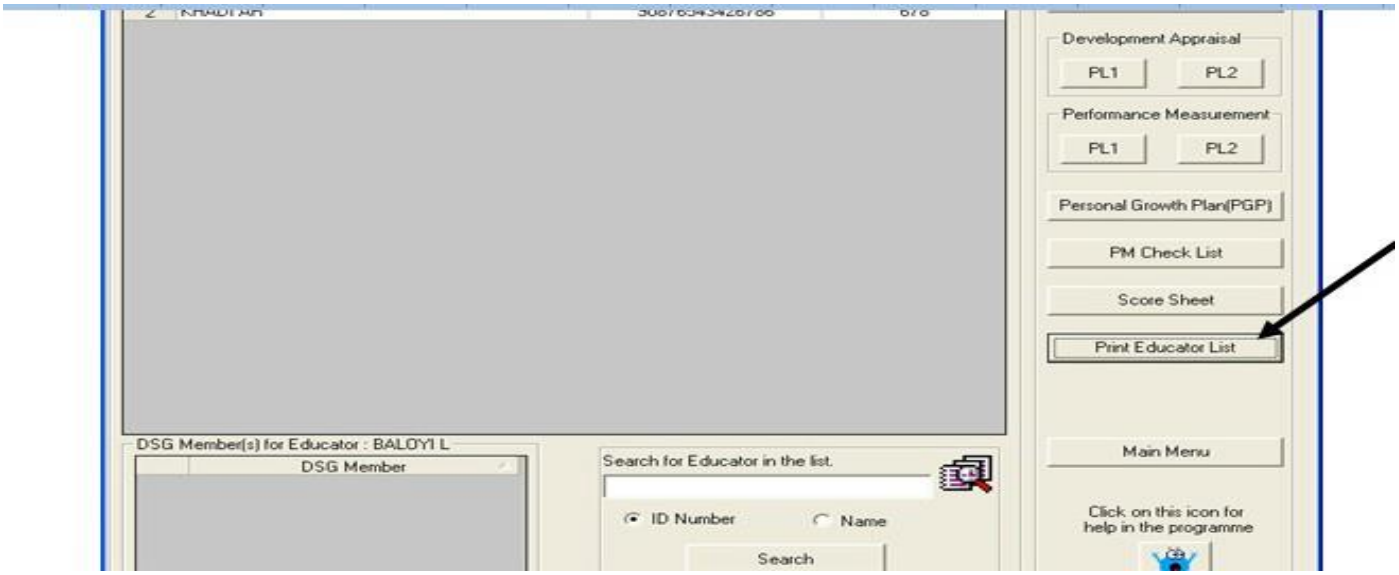


Figure 13: Educator List menu page

EDUCATOR INPROVEMENT PLAN

The educator improvement plan is used to show the performance standards where the educator got low scores which show where he/she needs help, what strategies will be used to provide the help, who will give help and the person responsible on the SDT and any other remarks. The plan is completed by the SDT in consultation with the school principal.

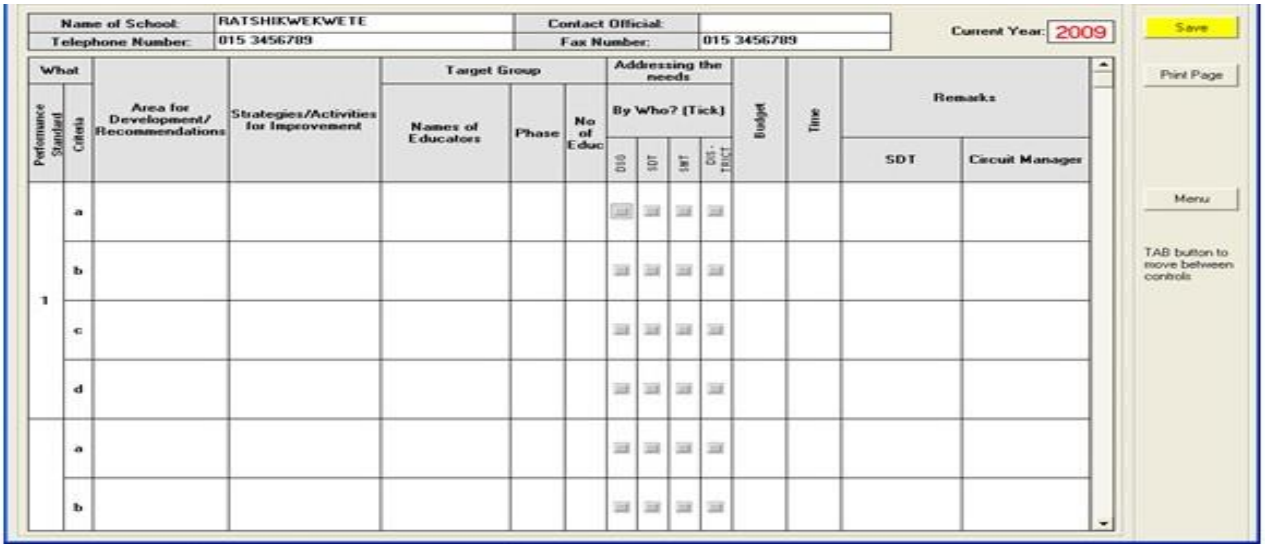


Figure 14: Educator Improvement Plan menu page

- Enter the required details in the various fields.
- Once done, click on the **Save** button.
- Then click on the Print Page button.
- Alternatively click on the Menu button to return to the educator list menu.

EXPORT IQMS DATA

This menu is used to create various educator's details. However, this report generates the XML file, to access the file.

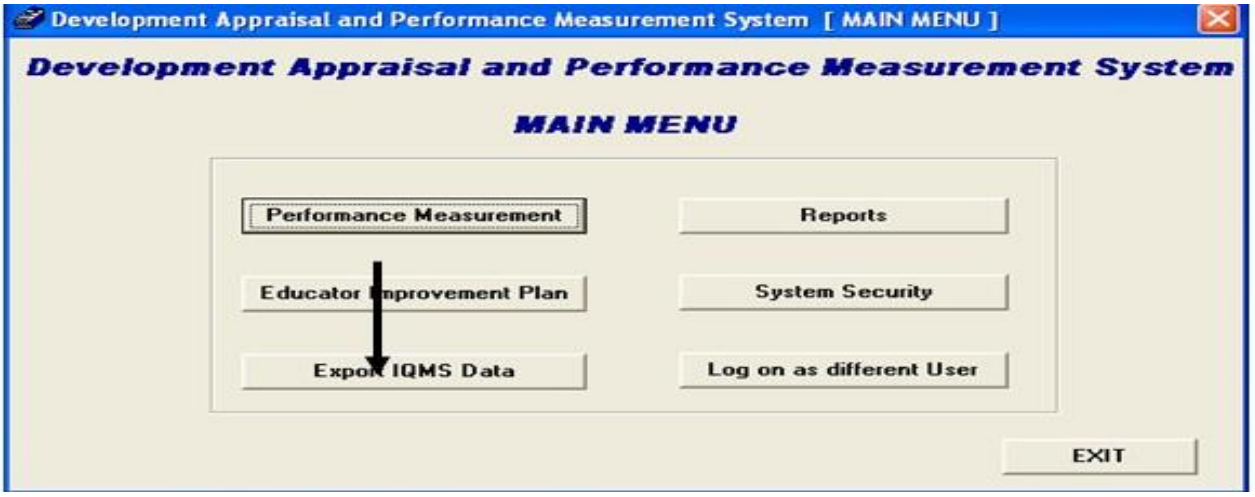


Figure 15: Educator Improvement Plan menu page

- Click on the Export IQMS Data menu.
- The following user message screen will appear:

Figure 16: IQMS XML file path menu page

- The above image shows the path where the XML file is stored and created.
- Locate My Computer icon and double click on it.
- Click on the Print Local Disk (c :) icon.
- Find the Export Data folder and open it.
- Double click on the XML file to open it.

REPORTS

Summary of Score (Individual Educator)

This form is used after the appraisal process has been completed. It is used to view the report of the educator, to begin using this form click on the Reports menu from the IQMS main menu and the following screen will appear:

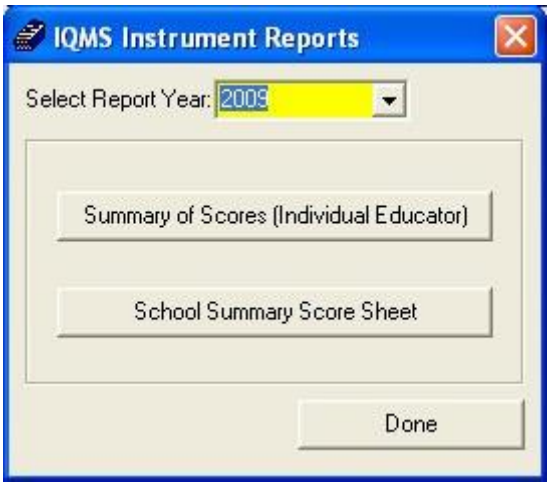


Figure 17: IQMS Instrument Report menu page

- Select the year to make the report for from the Select Report Year dropdown.
- Click on the Summary of Score (Individual Educator) menu.

The following screen will appear:

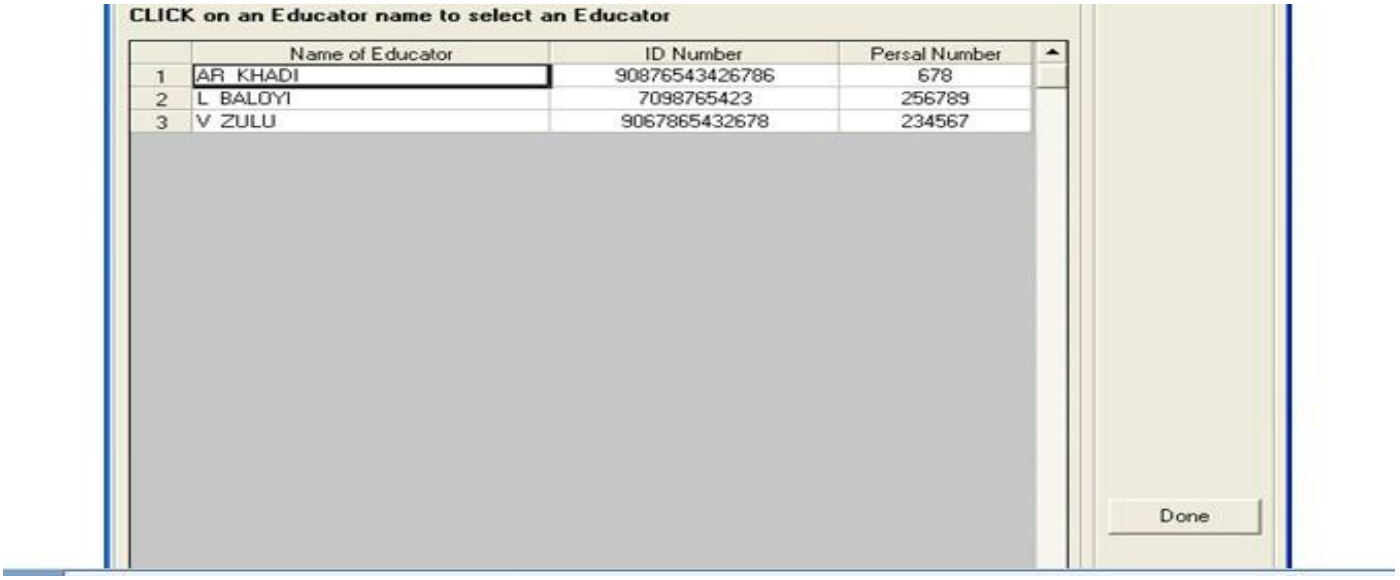
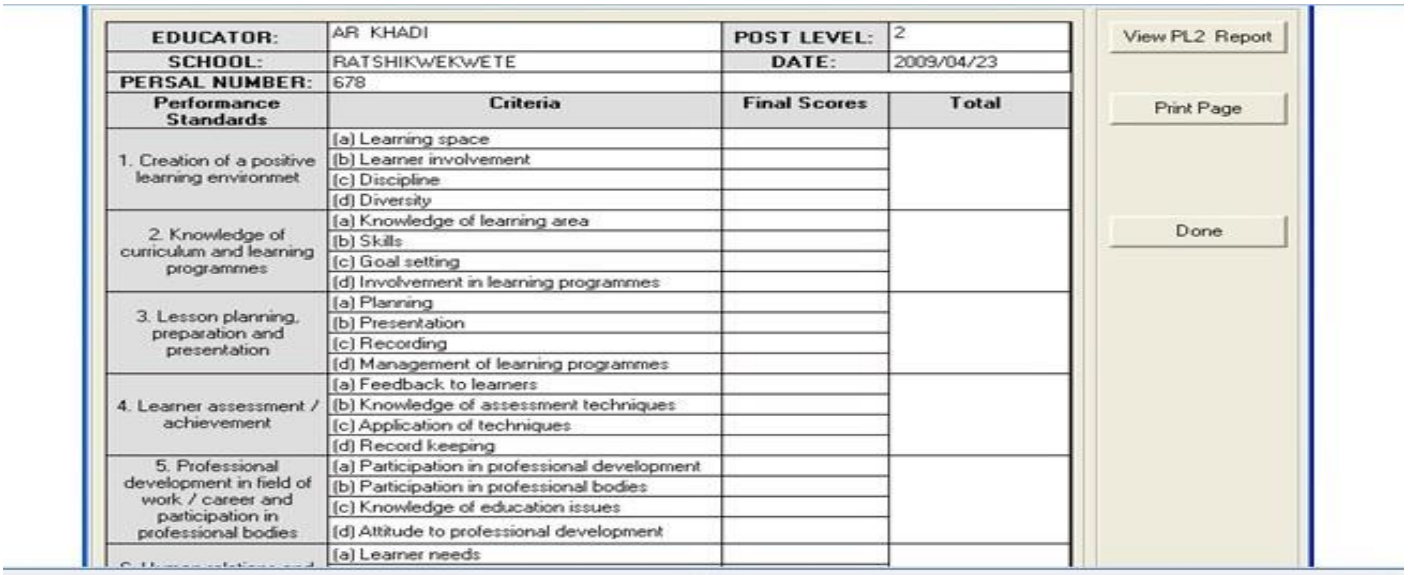


Figure 18: Educator View report menu page

- Select the educator's post level from the Post Level drop-down menu.
- Select the educator you wish to view report for.
- Click on the Create Report menu.

The following screen will appear:



EDUCATOR:	AR KHADI	POST LEVEL:	2
SCHOOL:	RATSHIKWEKWETE	DATE:	2009/04/23
PERSAL NUMBER:	678		

Performance Standards	Criteria	Final Scores	Total
1. Creation of a positive learning environmet	(a) Learning space		
	(b) Learner involvement		
	(c) Discipline		
	(d) Diversity		
2. Knowledge of curriculum and learning programmes	(a) Knowledge of learning area		
	(b) Skills		
	(c) Goal setting		
	(d) Involvement in learning programmes		
3. Lesson planning, preparation and presentation	(a) Planning		
	(b) Presentation		
	(c) Recording		
	(d) Management of learning programmes		
4. Learner assessment / achievement	(a) Feedback to learners		
	(b) Knowledge of assessment techniques		
	(c) Application of techniques		
	(d) Record keeping		
5. Professional development in field of work / career and participation in professional bodies	(a) Participation in professional development		
	(b) Participation in professional bodies		
	(c) Knowledge of education issues		
	(d) Attitude to professional development		
	(a) Learner needs		

View PL2 Report

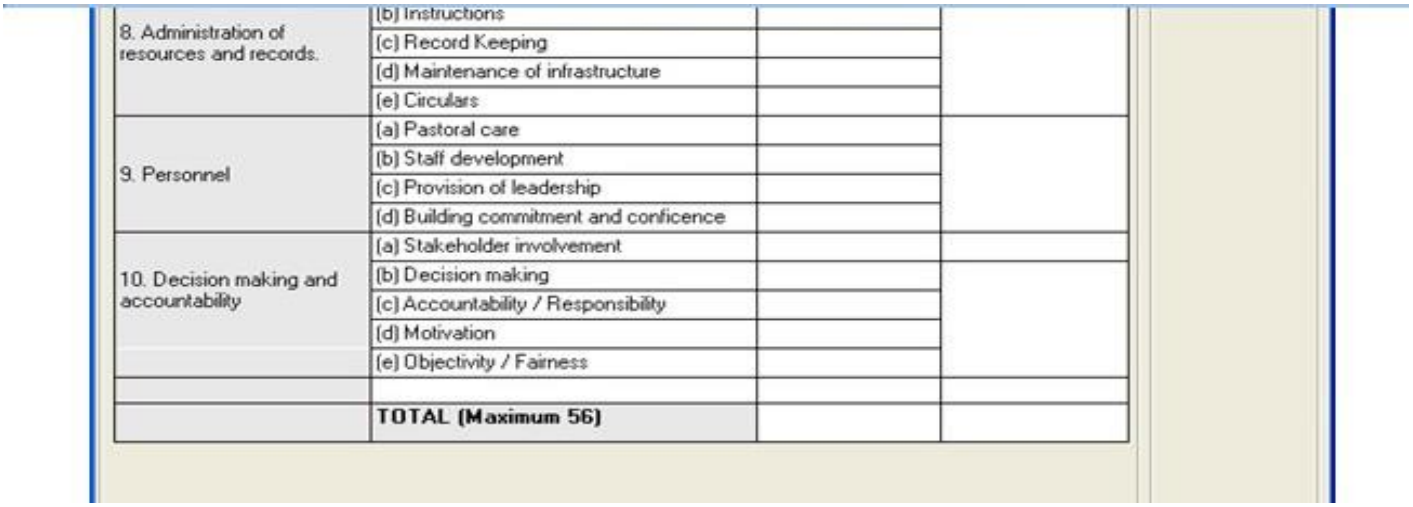
Print Page

Done

Figure 19: Summary of score report menu page

- Enter the required details in the various fields.
- Alternatively click on the Done button to return to the previous page.
- Click on the View PL2 Report button to move to the next page – the View PL2 Report button to provide you with the next part of the report.

The following screen will appear:



8. Administration of resources and records.	(b) Instructions		
	(c) Record Keeping		
	(d) Maintenance of infrastructure		
	(e) Circulars		
9. Personnel	(a) Pastoral care		
	(b) Staff development		
	(c) Provision of leadership		
	(d) Building commitment and conficence		
10. Decision making and accountability	(a) Stakeholder involvement		
	(b) Decision making		
	(c) Accountability / Responsibility		
	(d) Motivation		
	(e) Objectivity / Fairness		
	TOTAL (Maximum 56)		

Figure 20: Summary of Score Report menu page.

- Click on the Print Page button to print the educator.
- Click on the **Done** button to go back to the previous page.

School Summary Score Sheet

This menu is used to print the score sheet form**.** To access this form click on the school summary score sheet menu and the following screen will appear:

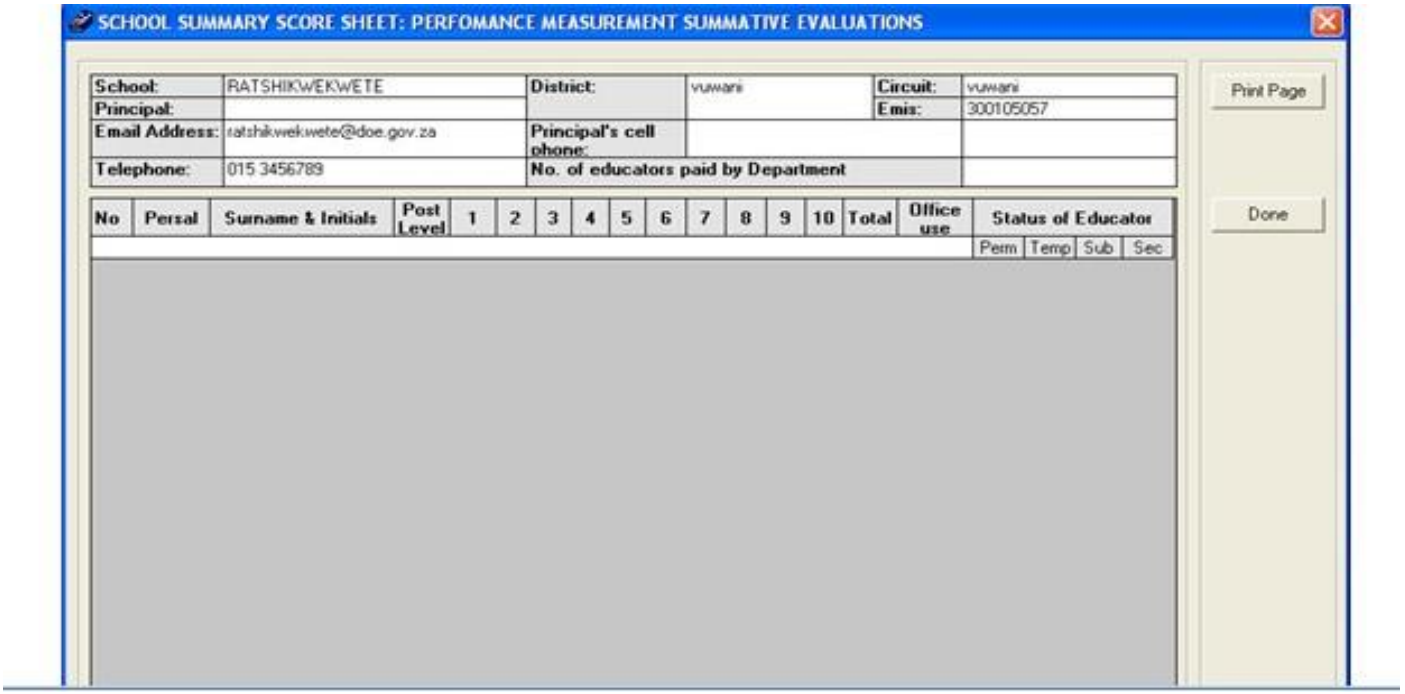


Figure 21: Summary score sheet report menu page.

- Click on the Print Page menu to print the form.
- **OR** Click on the **Done** button to return to the IQMS instrument report page.

SYSTEM SECURITY

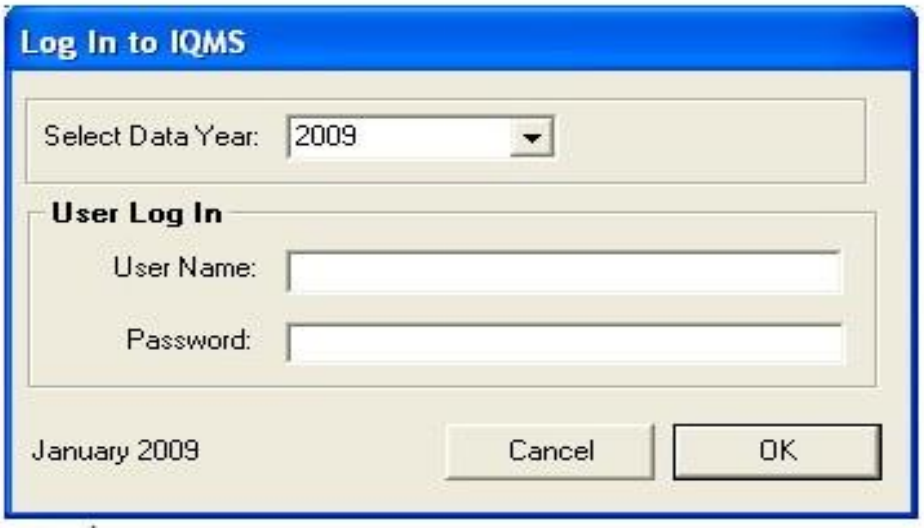
This form is used to add a new user name on the system. To access this form click on the System Security menu from the IQMS main menu and the following screen will appear:

Figure 22: Maintain user menu page

- Select the user under Current System User list box:
    - To add current system user, click on the Human Resource Information menu from the SA-SAMS main menu.
    - Go to Educator Information menu.
    - Then click on the Add New Educator menu to add an educator.
- Depending on the rights you have on the system select either IQMS Administrator or IQMS user then click on the **Save User Rights** button.
    - The IQMS Administrator option gives you rights to complete the **FINAL** and DSG appraisal.
    - The IQMS User option gives you limited rights on the system, as IQMS user you can only be able to do the self-assessment appraisal.
- To add new a new user name on the system click on the Add New User name button.
- The new password must be used when you log in to the IQMS menu.

LOG ON AS DIFFERENT USER

This form is used when you want to log in as a different user with limited or unlimited rights, to access this form click on the Log on as different user menu and the following screen will appear



:

Figure 23: Log on to IQMS menu page

- Enter the user name and the password on the correct field.
- Click on the **Ok** button to log on.

SUMMARY

In the business world, sport, arts, in fact in every imaginable sector appraisal is important. It therefore stands to reason that appraisal should take place in the world of education where suddenly so many different educational institutions have sprung up and the training differs widely. Some institutions can be proud of their records of achievement, but others again are fly-by-night organisations where the interests of the learner have fallen by the wayside. Appraisals also invariably will encourage educators to improve their qualifications so as to be more effective in their teaching and training of learners with the IQMS in mind. It is not intended as a way to spy on educators, but rather as a means to pinpoint shortcomings in educators' training and teaching. This a sure way to ensure that the best education for our children is offered. Considering the cost involved in education at present, only the best educators can be appointed.

Notes

Feedback/Contact Form

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

Contact Name:

Email Address:

Cellphone Number:

Version of SA-SAMS:

Operating System:

District / Province:

Comments / Problem Details:

Send Email

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

SA SAMS
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