



ASSESSMENT & EXAMINATION DIRECTORATE

Bundy Park Building, Schornville, King William's Town, Private Bag 4571, King William's Town, 5600, Website:
www.ecdoe.gov.za, E-mail: Andile.ndzause @edu.ecprov.gov.za
Ref: NO: 13/P
Enquiries: MR. A. Ndzause

Tel: 27(043)6047712

Fax: 043 604 7786

ASSESSMENT INSTRUCTION 47 OF 2015

TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS:
GRADES 1 – 11
SES: EMIS AND POLICY IMPLEMENTATION
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 18 NOVEMBER 2015

**COMPULSORY UTILISATION OF SASAMS SCHEDULES
GRADES 1-11**

1. SASAMS has been made compulsory for all schools in the province through Circular 20 of 2012.
2. As part of the implementation of SASAMS schedule it was expected from schools to utilize the Curriculum module from 2015 onwards.
3. During 2015 there has been a submission rate of 99,7% on SASAMS databases from schools in the province.
4. ALL schools that are utilizing the SASAMS program should produce Departmental Schedules and learner reports utilizing SASAMS curriculum module.

5. The latest patch for SASAMS is version 15.2.1 and is obtainable from the district EMIS coordinator and/or the web address www.thutong.doe.gov.za or www.emisec.co.za
6. Note that there are two schedule formats that will be used, namely, the 12.9.16.7 MP/NW/NC/EC Layout and the final 12.9.19 layout that is available after doing promotions. The 12.9.19 layout contains the five point declaration as required by the Head Office Examination section. This format is available after doing the final promotions and marks get locked after doing the promotions.
7. Adjustments in the Senior and FET Phase. Note that one cannot manipulate the final results of learners for every quarter. Only the promotion decision may be adjusted and a reason is required for each change of the promotion decision. This means two schedules must be printed if one or more learner/s is/are affected by Circular 3 of 2015 for Grades 7-9 and Circular E35 of 2015 for Grades 10-11 or any of the Examination Instructions on adjustments.
8. SASAMS is using one code (P) for both “Promoted” and “Ready to Progress” as well as (NP) for both “Not Promoted” and “Not Ready to Progress”. **Officials are expected not to turn schools away because of the codes P and NP on the schedule.**
9. Sign the printed schedule and submit it to the EDO/Circuit Manager.
10. The schedule must be signed by two educators, of which one of them is the principal of the school, before sending it to the EDO/Circuit Manager.
11. The Departmental SASAMS generated schedules should be used for all grades.
12. No manually produced schedules should be accepted. In cases where schools cannot produce a SASAMS schedule, the school principal should provide the Circuit Manager with a reason in writing as to why the school did not adhere to the SASAMS implementation schedule and instruction.
13. The printing of the Eastern Cape Final Schedule (12.9.19) can be achieved after doing the promotions for 2015. This is the schedule where the progressed learners will also reflect.



14. The final submission of 2015 SASAMS databases is expected in December 2015 as indicated below. The submission must be made after doing the promotions for 2015.
15. Should you require further assistance regarding the printing of the schedule from SASAMS, you may call the EMIS district coordinator in your district or the EMIS Head Office officials.
16. **SUBMISSION OF SCHEDULES: DUE DATES.**
- 16.1 All progression/promotion schedules for Grades 1 to 11 must be lodged by **schools** with the Education Development Officers (EDOs) by **Friday 11 December 2015**.
- 16.2 The schedules must be lodged by the **EDOs** with the District Examinations office by **Tuesday 15 December 2015**.
- 16.3 **No public school may close for 2015 without having submitted an accurate progression/promotion schedule showing the progression/promotion of all learners in Grades 1 to 11 in terms of policy.** (Government Gazette No 29467 dated 11 December 2006 – *National Protocol for Assessment Grades R-12*). Where this occurs and there is non-compliance consequence management will be applied to all relevant officials at the applicable school and within the district.
- 16.4 The schedules must be lodged by District Examinations with the Directorate Assessment and Examinations by Friday 18 December 2015.
- 16.5 **No Independent School that is registered to offer Grades 1 to 11 under the Eastern Cape Department of Education may close for 2015 without having submitted an accurate progression/promotion schedule showing the progression/promotion of all learners in Grades 1 to 11 in terms of policy.** (Government Gazette No 29467 dated 11 December 2006 – *National Protocol for Assessment Grades R-12*). Where this occurs and there is non-compliance, consequence management will be applied to all relevant officials at the applicable school and within the district.



17. CONCLUSION

The recent history of quality assurance of all progression/promotion schedules has highlighted a serious problem in the application of the progression/promotion policy and the recording of data on both the schedules and the report cards.

It is anticipated that all schools utilise the SASAMS Curriculum Module to generate the progression/ promotion schedule so that the accuracy of the progression/promotion ensured across the province. Moreover a uniform implementation of progression/promotion is enhanced across the schooling system.

The due dates given must be strictly adhered to. Failure to adhere to dates has a knock-on effect on all end of year processes. The co-operation of EDOs, Principals and teachers is both expected and appreciated in the best interest of all learners in the Province of the Eastern Cape.



MR R TYWAKADI
DDG: INSTITUTIONAL OPERATIONS MANAGEMENT