



CHIEF DIRECTORATE: CURRICULUM MANAGEMENT

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ASSESSMENT INSTRUCTION 21 OF 2016

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 – 12
SES: EMIS AND POLICY IMPLEMENTATION
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE:

15 APRIL 2016

**COMPULSORY UTILISATION OF SASAMS SCHEDULES
GRADES 1-12**

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 the SASAMS curriculum module in each school term.



5. The latest patch for SASAMS is version 15.3.1 and is obtainable from the district EMIS coordinator and/or the web address www.thutong.doe.gov.za or www.emisec.co.za OR www.sasams.co.za
6. Note that the Eastern Cape Province resolved to use menu **12.9.15.7** MP/NW/NC/EC Layout and for all terms in the current 2016 Academic year for both moderation and as a final schedule.
7. This schedule format will be used for all grades, that is, from grade 1 to 12 in Term 1-3 and grade 1 to 11 in Term 4.
8. Note that for adjustments at the end of the year, one cannot manipulate the final results of learners for every quarter. Only the promotion decision may be adjusted (Menu 12.7.18) and a reason is required for each adjustment made on the promotion decision. This means two schedules must be submitted at the end of the year, one before the adjustment or moderation by the EDO and one after the adjustment 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.
9. SASAMS is using one code (P) for both "Promoted" in Term 4 and "Ready to Progress" in Term 1-3 as well as (NP) for both "Not Promoted" in Term 4 and "Not Ready to Progress" in Term 1-3. **Officials are expected not to turn schools away because of the codes P and NP on the schedule.**
10. The process to be followed regarding the submission of schedule is as follows:
 - 10.1 Capture Marks (12.3.12)
 - 10.2 Enter Subject comments if necessary (12.7.16.3)
 - 10.3 12.7.18 Terms 1-4 Enter General Report Comments.
 - 10.4 12.7.18 Term 4 – Maintain Learner Promotion decisions
 - 10.5 Sign the printed 12.9.15.7 schedule and submit it to the EDO/Circuit Manager in each quarter.

- 10.6 If there is adjustment that the EDO/Circuit Manager requires to be made on the schedule (Only in Term 4), make the adjustment by changing the Promotion Decision from NP to P (Menu 12.7.18) and provide the relevant reason and save. (Refresher training will be provided by districts on the procedure).
- 10.7 Reprint the 12.9.15.7 schedule, sign and stamp it.
- 10.8 Submit both schedules, the one printed, signed and stamped before the adjustment/moderation and the one printed, signed and stamped after adjustment/moderation.
11. 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. (Initial each page and sign the declaration on the last page)
12. No schedules may be exported to Excel as this provides an opportunity to manipulate the generated schedule. Such behavior constitutes fraudulent activity and liable for disciplinary action to be taken.
13. No manually produced schedules will 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 cannot adhere to the SASAMS implementation schedule and instruction. The school should furthermore provide a plan to remedy the situation as soon as possible.
14. The final schedule must be printed before doing promotion for the current academic year.
15. The 100% submission of SASAMS schedule in 2016 is expected on or before the last day of each quarter. This is compulsory for all schools.
16. The programme of submission in 2016 is provided in Circular 27 of 2015.
17. The submission dates of the SASAMS databases for April and May have been moved from 26 April 2016 to 11 April 2016 due to the urgency of the academic 1st quarter results and from 17 May 2016 to 9 May 2016 due to the importance of ensuring that all learners are documented.

18. 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.

19. SUBMISSION OF SCHEDULES: DUE DATES.

19.1 All progression/promotion schedules for Grades 1 to 12 must be lodged by **schools** with the Education Development Officers (EDOs) on or before the last day of each school term. **Refer to the table below.**

TERM	DUE DATE	RESPONSIBILITY
Term 1	18 March 2016	Principals
Term 2	24 June 2016	Principals
Term 3	30 September 2016	Principals
Term 4	05 December 2016	Principals

19.2 The term 4 schedules must be lodged by the **EDOs** with the District Examinations office by **Monday 05 December 2016.**

19.3 **No public school may close for 2016 without having submitted an accurate progression/promotion schedule and accompanying SASAMS database 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.

19.4 The term 4 schedules must be lodged by District Examinations with the Directorate Assessment and Examinations by Wednesday 07 December 2016.

19.5 **No Independent School** that is registered to offer Grades 1 to 11 under the Eastern Cape Department of Education may close for 2016 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.

20. 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