



Province of the
EASTERN CAPE
EDUCATION

ASSESSMENT & EXAMINATION DIRECTORATE

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ASSESSMENT INSTRUCTION 41 OF 2016

TO: DEPUTY DIRECTORS GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS FET
TEACHER UNIONS/TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 10 OCTOBER 2016

PROCEDURES FOR CAPTURING OF THE GRADE 10 AND 11 COMMON EXAMINATION USING SA-SAMS

1. The Department of Education received Circulars E27 of 2016 from the Department of Basic Education.
2. Your attention is drawn to the procedures that should be followed in the capture of the 2016 Grade 10 and 11 Common Examinations data using SA-SAMS.
3. The Grade 10 papers are nationally set while the Grade 11 papers are provincially set.
4. Schools need to capture the learner raw scores on SA-SAMS using Module 12: Curriculum. The current SA-SAMS patch allows schools to capture the Common Examination marks for 2016. Schools using SA-SAMS (Third Party systems) must ensure that their respective systems are able to capture the Common Examination mark and upload them to LURITS.
5. In case where marks cannot be captured electronically, marks must be captured manually on the provided Common Examination mark sheet. (ANNEXURE A).



Ikamva eliqagambileyo!

6. The Head of Department at schools and Principals must verify the correctness of the data, captured on SA-SAMS. These processes are explained in detail in the **USERGUIDE: COMMON TASKS FOR 2016 (ANNEXURE B)**.
7. A management Plan for the capture process of the Common Examination data is attached (ANNEXURE C).
8. All schools are requested to submit print-out of the completed mark schedules for Grade 10 & 11 as well as the SA-SAMS analysis schedule per subject, from their respective system. The mark schedules need to be date stamped by the school, verified by the Head of Department, and signed by the principal and submitted as proof of the data provided for upload to LURITS.
9. The implementation plan is as follows:

ITEM	ACTIVITY	DATE
(a)	Schools to complete the entry of marks into SASAMS, HOD and Principal Verification, LURITS module approval, signed and cleared Error and Omission Module	30 November 2016
(b)	Schools submit verified Marks for District validation	2 December 2016
(c)	Districts submit and validate CDs to PED for LURITS upload	9 December 2016
(d)	PED upload data to LURITS	12 January 2017
(e)	LURITS extract prepared and data available for analysis	20 January 2017
(f)	Report for data analyzed to be released	10 February 2017

10. All heads of Education Institutions should ensure that this Assessment Instruction is distributed to all schools offering Grade 10 and 11.


MR R TYWAKADI
DEPUTY DIRECTOR GENERAL: IOM

28/10/2016
DATE



Ikamva eliqaqambileyo!

ANNEXURE A: MARK SHEET FOR COMMON EXAMINATION 2016



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Please complete both the Mathematics and Physical Science mark on this mark sheet.

NATEMIS:			
SCHOOL NAME:			
PROVINCE:			
Math's Max Mark:		Physical Science Max Mark	

NO	Name	Surname	IDNO	Math's Mark	Physical Science Mark
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

NO	Name	Surname	IDNO	Math's Mark	Physical Science Mark
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
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47.					
48.					
49.					
50.					

I certify that the information provided on this form is to the best of my knowledge and belief correct and complete.

	Name	Signature	Date
Teacher			
Principal			
HOD			

Principal to place school stamp here

ANNEXURE B:USER GUIDE to CAPTURE and REPORT on COMMON TASKS FOR 2016

SA-SAMS is designed as a standard application to assist schools with the capturing and reporting of all the learner's performances in the SBAs, including the **DBE commonly set examination papers**.

This document serves to guide schools with setting up SA-SAMS for capturing and reporting of the learner performances and to inform schools on the procedure thereof.

Background:

Module 12: Curriculum is aligned to the various subjects' requirements as stated in the various CAPS documents and amendments. The module generates a Programme of Assessment for each subject per grade, mark schedules and quarterly schedules with automated promotion results. Various analysis reports can be generated and printed as required by the examination section. Class lists can also be generated that identifies learners at risk, top achievers as well as progressed and retained learners.

To comply with quality assurance requirements from the Examination section, the marks capturing process is upgraded to include a built-in HOD and Principal validation that authorises the mark schedules. The approved marks can thereafter only be changed with approval by the HOD and Principal.

Instructions to set up the system and capture marks:

SA-SAMS requires 7 steps to complete the process from setting up the system correctly to printing of mark schedules and analysis reports. The steps that are listed below are discussed in detail in this document:

- Step 1: Set up access for the different users and activate HOD & Principal verification on **16.13 Maintain Marks Capturing Security**.
- Step 2: Activate the common tasks for capturing on **12.3.11 School Based Programme of Assessment**.
- Step 3: Check that all learners appear on subject schedules and capture learner's marks on **12.3.12.11 SBA Results - capture**
- Step 4: HOD validation of captured marks per grade on **12.3.12.12 SBA Results - HOD verification**
- Step 5: Print completed mark schedules after principal validation of captured marks per grade on **12.3.12.13 SBA Results - Principal verification**
- Step 6: Approve and Print Quarterly / promotion schedule on **12.7.18: Maintain learner promotion decisions**
- Step 7: Print mark schedules for prelims on **12.9.15.9: Common Test Schedule**
- Step 8: Print analysis schedule per subject for common assessment on **12.3.11: Final Marks distribution**

Security settings are found on Module 16 and marks administration on Module 12: Curriculum Related Data.



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. Units Approval Module
8. Annual National Assessment	

Step 1: Set up access for different users and activate HOD and Principal verification

(This step is done by the school administrator)

Module 16 manages access of the individual users to specific data on SA-SAMS and includes:

- 16.12: Manage "username" and "passwords" for Individual users (educators and staff) in order to log onto the database.
- 16.11: To maintain user access to specific modules / screens
- 16.13: To assign access of the individual teachers, HOD and principal to specific classes

SA-SAMS : School Administration and Management System 16. SECURITY AND DATABASE FUNCTIONS	
16.1. Maintain IQMS Database	16.11. Maintain User Profiles
16.3. Export Data fields to MS Excel	16.12. Maintain Users
16.4. Compact the Database	16.13. Maintain Marks Capturing Security
16.5. Microsoft Backup Utility	16.15. System: Logs Setup
16.7. Databases Functions	16.16. System: Logs View
16.9. Maintain SASAMS Updates URL	16.18. System: Who's Connected
16.10. Check for SASAMS Updates (Online)	16.19. System: Errors and Omissions
	<< MAIN MENU

1. Click on 16.12 to set up/ verify the login names and reset passwords.

- To populate the user names select "All" in the User Profile Filter
- Check that all user names appear in the box.
 - To add a name: click on "Add" at the bottom and then select the user type in the "linked to" field. This will populate the names of the educator or staff members. Select and click on the name of the person.
 - The individual login name is populated in the "login name" field. (The login name will also be used as a password when the user log onto SA-SAMS for the first time. A pop up screen will then prompt the user to change the password)
 - On "User profile" select the correct option from the dropdown list.

2. Click on 16.13 to activate the HOD & Principal verification and assign classes to the relevant teacher.

- Select "Grade/subject" then choose the "Grade" and "Subject" from the dropdown list and click on "GO"
- To assign the principal click on "Role Principal approval" -> On select user profile select from the dropdown list the option "principal/management" and then select the user, Click on "ADD"
- To assign the HOD click on "Role HOD verification-> On select user profile select from the dropdown list the option "HOD" and then select the user, Click on "ADD"



Monitor Marks Capturing Security (16.13)

Selection By: Grade / Subject Grade / Educator Subject Group / Subject Groupings

Select Grade: [Grade 10] AND Select Subject: [Mathematics (Gr 10)]

Max View

Marks Capturing Security

Status: In On (Click to Change)

Role: Principal Approval (All Grades/Classes/Subjects) (Click to Add)

Add Principal

Select User Profile: [Principal/Manager] ADD

Select User: [All] Cancel

Role: HOD Marks Verification (All Grades/Classes/Subjects) (Click to Add)

Grade 10: 36 Learners

Class 10A: 37 Learners

- Below HOD verification are all the grades and classes listed. To assign teachers to their relevant classes, find the class and then the subject and click on "Role marks capturing" -> On select user profile select from the dropdown list "Educator" and then select the user, Click on "ADD"

Role: HOD Marks Verification (All Grades/Classes/Subjects) (Click to Add)

Grade 5: 102 Learners

Class 5C: 33 Learners

Mathematics (Gr 05): 33 Learners

Role: Marks Capturing (Click to Add)

Role: HOD Marks Verification (Click to Add)

Class 5E: 35 Learners

Mathematics (Gr 05): 35 Learners

Role: Marks Capturing (Click to Add)

Role: HOD Marks Verification (Click to Add)

Class

- To save the settings, Click on "Save".
- To activate the security settings scroll to the top and click on the robot to change it to GREEN. Click on "Save" and then "Done" to exit the screen.

Step 2: Activate tasks for capturing on 12.3.11 School Based Programme of Assessment.

(This step is done by the HOD or administrator)

- Click on 12.3. 11, select the grade and subject and verify the Programme of Assessment for every subject.
- Confirm that the raw scores are correct and that the "Weights /Validation" are saved.
- Select and click on the task in term 4, now click on the button "Change task status" (on the right hand side).
- After all the tasks are set as open click on "Done" to exit screen.

School Based Assessment for 2016 (12.3.11)

Grade: [Grade 10] Subject: [Mathematics (Gr 10)]

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	1 (Investigation) - Formal	Closed	No	0	1	2016/02/25	50	25.00	Yes	20.00
Term1	2 (Standardised test) - Formal	Closed	Yes	0	1	2016/03/16	50	75.00	Yes	10.00
Term 1 Totals:							100	100.00		
Term2	3 (Assignment) - Formal	Closed	No	0	1	2016/06/21	50	25.00	Yes	10.00
Term2	4 (Mid-year examination) - Formal	Closed	Yes	0	1	2016/06/21	100	75.00	Yes	30.00
Term 2 Totals:							150	100.00		
Term3	5 (Standardised test) - Formal	Closed	No	0	1	2016/07/21	50	50.00	Yes	10.00
Term3	6 (Standardised test) - Formal	Closed	Yes	0	1	2016/08/24	50	50.00	Yes	10.00
Term 3 Totals:							100	100.00		
Term4	7 (Standardised test) - Formal	Open	No	0	1	2016/11/21	50	0.00	Yes	10.00
Term4	8 (End-of-year examination) - Formal	Open	Yes	2	1	2016/11/23	200	75.00	No	
SBA Year Mark - Convert Marks using Weight: 25%							0	25.00		100.00
Term 4 Totals:							250	100.00		

Add New Tasks
 Edit Task
 Delete Task
 Weights / Validation
 Change Task Status
 Mark Capturing Status
 Calendar View
 Common Tests/Tasks

Step 3: 12.3.12.11 Marks Capturing

(This step is completed by the subject teacher)

With the verification setting activated the marks are captured on 12.3.12.11.

SA-SAMS : School Administration and Management System

12.3.12. MAINTAIN SBA RESULTS

12.3.12.1. Admin: Export SBA Results for Excel Capturing

12.3.12.11. SBA Results - Capture

12.3.12.2. Admin: Import SBA Results from Excel

12.3.12.12. SBA Results - HDD Verification

12.3.12.13. SBA Results - Principal Verification

12.3.12.15. SBA Results - Print

12.3.12.16. SBA Results - History

<< Maintain School Based Assessment Menu

- To capture marks click on **12.3.12.11 SBA Results – capture**. Mark schedules can only be generated by persons with rights/access assigned (in 16.13) to them.
- Select the grade , class (or select “All” for the whole grade) and the term and then enter “Go” .
 - Check that all learners appear on the subject schedule.
 - Enter the learner raw scores in the correct columns.
 - Enter “-1” if a learner is absent with a valid reason.
 - Click on “Save” after the marks are captured. The year mark will then change to blue.
 - Click on “Done” to exit the screen.

SBA Results - Capture (12.3.12.11)

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

Grade: Subject: Class: OR Subject Group: Term: Sorting:

☐ Show SBA Tasks Subject Total: 650 Learners #: 37

Mathematics (Gr 10) Class : 10A Term4 : 2016/10/10 - 2016/12/07			TASKS	TASK 7	TASK 8		SBA Year Mark		
HDD Verified			Status	Open	Open	Open	Open		
Principal Ver.			Activities	Paper 1	Paper 2				
Weighting			0	50	50	75	25		
Marks: -1 = Absent, -2 = Not Captured			Total Mark	50	100	100	200	400	
Include in SBA Year Mark			Yes					Yes	
SBA Year Mark Weight			10						
Term /Date			Term4	2016/11/21	2016/11/23	2016/11/23	Term4	2016/11/23	Term4
No	Acc No	Learner	Gender	T1	T2-A1	T2-A2	T2	SBAYEAR	Term %
1	130063	BOTHA, Des	Male		65	76	141		100
2	14146	DANDLA, Alkhona	Male	23	66	71	139	197	64.44
Average %			46	67	74	70	49		64.00
Total			23	133	147	280	197		

- The total marks for the year will only appear if all the marks are entered for terms 1 to 4.
- To view all the marks, tick on “Show SBA marks”.
- The average per class or group is available at the bottom of the columns.



Step 4: HOD validation of captured marks on 12.3.12.12 SBA Results - HOD verification

(This step is completed by the HOD)

- The HOD access SA-SAMS with his/her own username and password (set up in 16.13). This is to ensure that the same person does not capture and validate the learner assessments.
- Select and click 12.3.12.12 SBA Results - HOD verification.
 - Select the grade , class (or select "All" for the whole grade) and the term and then enter "Go" .
 - Check that all learners appear on the subject schedule.
 - Click on "verify" after all scores are checked. Moderation includes checking marks against original scripts.
 - The marks will turn orange and cannot be changed by the capturer.
 - Marks can be changed by the capturer after the "Remove HOD verification" was selected. Repeat verification process.
 - Click on "Done" to exit the screen.

SBA Results - HOD Verification (12.3.12.12)

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

Grade: Grade 10 Subject: Mathematics (Gr 10) Class: 10A OFI Subject Group: Term: Term4: 2016/10/10 - 2016/12/07 Sorting: Alphabetical Go

Date: Saved Show SBA Tasks Subject Total: 650 Learners #: 37

Mathematics (Gr 10)		TASKS		TASK 7		TASK 8		SBA Year Mark	TOTAL Weighted Mark	Term %
Class : 10A Term4 : 2016/10/10 - 2016/12/07		Status	Open	Open	Open	Open				
HOD Verified		Activities		Paper 1	Paper 2					
Principal Ver:		Weighting	0	50	50	75	25			
Marks: -1 = Absent, -2 = Not Captured		Total Mark	50	100	100	200	400			
Include in SBA Year Mark		Yes					Yes			
SBA Year Mark Weight		10								
No	Acc No	Learner	Gender	Term4 2016/11/21	2016/11/23	2016/11/23	Term4 2016/11/23	Term4 2016/11/23	SBA YEAR	Term %
1	130963	BOTHA, Des	Male	85	75	101				
2	14146	DANDLA, Athens	Male	23	65	71	120	197	64.44	64.44
Average %				46	67	74	70	49		
Total				23	133	147	280	197		

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

Step 5 : Final marks approval and printing: 12.3.12.13 SBA Results - Principal verification

(This step must be completed by the Principal/ Deputy Principal)

- Mark schedules, learner reports and analysis can only be printed after the principal have verified every grade
- The principal access SA-SAMS with his/her own username and password (set up in 16.13). This is to ensure that the submitted schedules contain the final marks that was approved by the principal.
- Select and click 12.3.12.13 SBA Results - Principal verification.
 - Select the grade , class (or select "All" for the whole grade) and the term and then enter "Go" .
 - Confirm that all learners appear on the subject schedule.
 - Click on "verify" after all scores are confirmed.
 - The verified marks will turn green and cannot be changed by the capturer or HOD.
 - Marks can be changed only after the "Remove Principal verification" and then "Remove HOD verification" was selected. Repeat verification process.
 - Click on Print completed mark schedules after principal validation of captured marks. Schedules must be signed / paragraphed by the teacher, HOD and principal.
 - Click on "Done" to exit the screen.



SBA Results - Principal Verification (12.7.15)

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

Grade: Grade 10 Subject: Mathematics (Gr 10)

Class: 10A OR Subject Group: Go

Term: Term 4: 2016/10/10 - 2016/12/07 Sorting: Alphabetical

Calc. < > Saved Show SBA Tasks Subject Total: 650 Learners: 37

Mathematics (Gr 10)		TASKS		TASK 7		TASK 8		SBA Year Mark	
Class: 10A		Term 4: 2016/10/10 - 2016/12/07							
HOD Verified		Status	Open	Open	Open	Open			
Principal Ver.		Activities		Paper 1	Paper 2				
Marks: -1 = Absent, -2 = Not Captured		Weighting	0	50	50	75	25		
		Total Mark	50	100	100	200	400		
		Include in SBA Year Mark	Yes				Yes		
		SBA Year Mark Weight	10						
No	Acc No	Learner	Gender	Term 4: 2016/11/21	2016/11/23	2016/11/23	Term 4: 2016/11/23	Term 4: 2016/11/23	TOTAL Weighted Mark
1	130063	BOTHA, Des	Male	11	12.A1	12.A2	12	SBA YEAR	100
2	14146	DANDLA, Akhona	Male	23	88	71	159	197	64.44
		Average %	46	67	74	70	49		64.00
		Total	23	133	147	280	157		

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

Step 6: Approve and Print Quarterly mark schedules

To activate the the electronic transfer of marks, the final marks need to be system validated on 12.7.16.3 and 12.7.18

- Click on 12.7.16.3 to send the subjects' validated marks for consolidation on the quarterly schedules.
 - This system validation needs to be repeated every time that marks were adjusted to ensure that the quarterly schedules are updated.

Maintain Learner Cycle Progress Results (12.7.16)

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

Grade: Grade 10 Subject: Mathematics (Gr 10)

Class: 10A OR Subject Group: None/Security: Go

Report Cycle: Term 4: 2016/10/10 - 2016/12/07 Sorting: Alphabetical

Number of Learners: 37
All marks for learners must be captured and 'Principal Verified' to capture/save comments.
-1 = Absent, -2 = No Marks.

Report < > Calculation New for Report Captured HOD Verified Principal Verified Show Tasks

Acc No	Learner	Gender	Calc. %	Level	Level Long	Select Comment
1	130063 BOTHA, Des	Male	88	5	E	
2	14146 DANDLA, Akhona	Male	88	5	E	

- To generate the quarterly / promotion schedule open 12.7.18: **Maintain learner promotion decisions.**
 - Check if the promotion decision is correct. If the learner has to progress change the "NP" decision to "P" and select the correct reason from the dropdown list.
 - Click on "Save" to activate all the analysis schedules and click on "done" to exit the screen.

Internal Cycle Mark Schedule (12.7.18)

Test Loop Show Times: Sys Test: Process All Selection Max View

Grade: Grade 10 Class: 10P Cycle: Term 4 Sorting: Alphabetical GO

Comments/Promotion Results will only be saved for learners that have marks.

Marks/Levels Promotion / Progression

Absent (-1) Calculation New Header/Footer District Format Levels Marks

Internal School Mark Schedule
For: Grade 10, Class: 10P, Cycle: 2016 / Term 4

Number	Accession Number	Learner Name	Maths (Gr 10)	Maths (Gr 10)	Maths (Gr 10)	Maths (Gr 10)	Maths (Gr 10)	Physical Sciences (Gr 10)	Learner Total	Selected Promotion decision	Promoted / Progression
1	06/01	ANTON, Lila	1				3		268.00		NP
2	13/50	ASHRAF, Lebo	3	3			1	5	343.00		P

Step 7: Print mark schedules for Common Exams on 12.9.15.9: Common Test Schedule

- Prelim exam marks can be viewed and printed on screen 12.9.15.9.
- To generate the schedule select grade, class, year, the term and subject according to the print screen below:



- Click on "Go" and then "Print"
- This schedule must be signed, stamped and submitted to the exam officials.
- Click on "Done" to exit screen.

Common Tests Schedule (12.3.11.5)

Grade: Grade 10 Class: All Year: 2016 Cycle: Term 4

Subject: All

Tests: 15 Learners: 55

Gauteng
DEPARTMENT OF EDUCATION
CLEVER KIDS COMBINED
Tswane C
Emis: 711611611
COMMON TESTS SCHEDULE
2016/2017

Grade 10 - Class: All - 2016 / Term 4
All Subjects

No.	Assessor Number	Summaries and Names of Learners	Grade (FAG)	English (E)	Mathematics (M)	Science (S)	Life Sciences (LS)	Physical Sciences (PS)	History (H)	Geography (G)	Art (A)	Music (MU)	Technology (T)	Home Economics (HE)	Life Orientation (LO)	Religion (R)	Other (O)
				Score: 300	Score: 300	Score: 300	Score: 300	Score: 300	Score: 300	Score: 300	Score: 300	Score: 300	Score: 300	Score: 300	Score: 300	Score: 300	Score: 300

Print Export to Excel Done

Step 7: Print analysis schedule for common assessment on 12.3.11: Final Marks distribution

- To generate and print the analysis schedule open 12.3. 11.
- Click on the "Common Tests/Tasks" button on the righthand side.

School Based Assessment for 2016 (12.3.11)

Grade: Grade 10 Subject: Mathematics (G10)

Term	Task Description (English) (Yellow = Formal Task)	Status	Common Task/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term 1	1 (Investigation) - Formal	Closed	No	0	1	2016/02/25	50	25.00	Yes	20.00
Term 1	2 (Standardised test) - Formal	Closed	Yes	0	1	2016/03/16	50	25.00	Yes	10.00
Term 1 Totals: 100 100.00										
Term 2	3 (Assignment) - Formal	Closed	No	0	1	2016/05/21	50	25.00	Yes	10.00
Term 2	4 (Mid-year examination) - Formal	Closed	Yes	0	1	2016/06/21	100	75.00	Yes	30.00
Term 2 Totals: 150 100.00										
Term 3	5 (Standardised test) - Formal	Closed	No	0	1	2016/07/21	50	50.00	Yes	10.00
Term 3	6 (Standardised test) - Formal	Closed	Yes	0	1	2016/08/24	50	50.00	Yes	10.00
Term 3 Totals: 100 100.00										
Term 4	7 (Standardised test) - Formal	Open	No	0	1	2016/11/21	50	0.00	No	0.00
Term 4	8 (End-of-year examination) - Formal	Open	Yes	2	1	2016/11/23	200	75.00	Yes	10.00
SBA Year Mark - Convert Marks using Weight: 25%										
Term 4 Totals: 250 100.00										

Add New Task Edit Task Delete Task Weights / Validation Change Task Status Mark Capturing Status Calendar View Common Tests/Tasks

- To generate the analysis schedule select the term and then select the subject as follows:
 - Select "Other Subjects" from the drop down list under Subject group and then "Mathematics".
 - Click on "Go" and then "Print"
 - This schedule must be signed and stamped and submitted to the exam officials.
 - Click on "Done" to exit screen.

Distribution Results for Common Tasks / Quarterly Tests (12.3.11)

Term: Term 4 Subject Group: Other Subjects Gender: All Grades: 3, 6, 9 Only

Subject: Mathematics

Print 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 COMBINED EMIS Number: 711611611

District: Tswane C Province: Gauteng

Learning Area: Mathematics, Gender: All Term 4

	% 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 10	36.61	10	4	3	4			2	0	23
Grade 11	48.67	2	1	4	3			1	0	13
Grade 12									0	0

ANNEXURE C: COMMON EXAMINATION IMPLEMENTATION PLAN

1. The following aspects comprise the implementation plan for the writing of the Common Examination for Mathematics and Physical Sciences examinations in Grade 10 and 11
2. THE grade 10 & 11 Common Examination will be written in November 2016.
3. A common national time table for the examination has been sent to PED's: (Circular E19 of 2016).
4. PED's are requested to collect raw subject marks for Mathematics & Physical Science Common Examination for grades 10 & 11.
5. SASAMS will be the platform used for data collection.
6. Third Party Schools are to submit directly to LURITS following the SASAMS submission dates
7. To align to a Common Examination collection strategy the following dates are proposed for the data collection process

Item	Activity	Time lines
Distribution of Grade 10 - 11 examination guidelines	Approved examination guidelines distributed to PEDs	20 May 2016
Common Test Circular Released	<ul style="list-style-type: none"> Common Test Circular Released (Circular E19 of 2016) 	7 June 2016
Establishment of examination panels consisting of suitable qualified examiners for both Mathematics and Physical Science who are Grade 10 and 11 practitioners	<ul style="list-style-type: none"> Panels for Grade 10 and 11 appointed Orientation of panels Setting commences 	10 June 2016
Approved question papers to provinces	Externally moderated and approved question papers for Grade 10 and 11 disseminated to provinces	5 September 2016
SASAMS Patch Released	<ul style="list-style-type: none"> SASAMS Patch Released to Schools 	5 August 2016
National Standardisation of marking meetings	<ul style="list-style-type: none"> DBE hosts the 2016 Marking Standardisation meeting for Mathematics and Physical Sciences Approved marking guidelines disseminated to provinces 	November 2016
Marking of the scripts	Marking of scripts administered at schools in provinces	November 2016
Monitoring of the common examination	DBE monitors visit provinces to monitor the writing and marking of the Common Examination	November 2016

Standardisation	DBE facilitates the standardisation of the results	November 2016
Schools Capture Marks onto SASAMS	<ul style="list-style-type: none"> School Capture Marks 3 level Verification completed at schools 	30 November
Schools Submit verified Marks for District Validation	<ul style="list-style-type: none"> Schools submit CD to District Offices Schools submit signed Mark Schedule to District Offices Third Party Schools Upload data directly into LURITS Non System Schools submit a Hard-copy Mark Schedule to district offices. 	02 December 2016
District SASAMS Submission Validation	<ul style="list-style-type: none"> District Official Validate SASAMS Submissions 	9 Dec 2016
Districts Submit CDs to PED For LURITS Upload	<ul style="list-style-type: none"> Districts Submit Validated CD's to PED EMIS 	9 Dec 2016
PED Upload DATA to LURITS	<ul style="list-style-type: none"> PED EMIS Uploads SASAMS data to LURITS 	12 Jan 2017
LURITS Extract Prepared	<ul style="list-style-type: none"> LURITS EXTRACT Prepared 	20 Jan 2017
Data Available for Analysis	<ul style="list-style-type: none"> DBE Receives LURITS EXTRACT 	20 Jan 2017
Analysis Report Released	<ul style="list-style-type: none"> Analysis Report Completed 	10 Feb 2017

2. Dates for the national standardisation marking meetings to be hosted at the DBE

Grade 10

Date	Subject	Time
4 November 2016	Mathematics P1	09:00 – 11:00
7 November 2016	Mathematics P2	09:00 – 11:00
11 November 2016	Physical Science P1	09:00 – 11:00
14 November 2016	Physical Science P2	09:00 – 11:00

Grade 11

Date	Subject	Time
4 November 2016	Physical Science P1	09:00 – 12:00
7 November 2016	Physical Science P2	09:00 – 12:00
11 November 2016	Mathematics P1	09:00 – 12:00
14 November 2016	Mathematics P2	09:00 – 12:00