



EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE

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MEMORANDUM

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
CIRCUIT MANAGERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADE 12)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 10 NOVEMBER 2020

<p align="center">SUBMISSION OF GRADE 12 SCHOOL BASED ASSESSMENT COMPUTERISED MARK SHEETS</p>
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The memo dated 06 November 2020 has reference:

1. The memo was issued to avoid discrepancies in marks that may have been caused by the revision of the Programme of Assessment that particularly affected Term 2 due to COVID-19 Pandemic.
2. Districts and schools were expected to capture the marks on SASAMS.
3. If there are any challenges on the capturing of marks on SASAMS; assistance may be sought from District EMIS co-ordinators.
4. Districts and schools must ensure that the total mark on the school mark schedule in each subject corresponds with the total mark on the computerized SBA mark sheet.
5. The mark sheet for Life Orientation SBA reflects 320 and 240 as per revised ATP. Districts and schools are requested to **convert the marks from 240 to 320** before transferring to SBA Computerized Marksheets to align with the IECS system. **MARKS MUST NOT BE CONVERTED INTO A PERCENTAGE.**

6. **School mark schedules and mark sheets must be submitted to the district offices on or before 13 November 2020.**
7. School principals and Subject Advisors for Life Orientation must sign the attached declaration form to confirm that marks are recorded as instructed. The declaration form must be attached to the marksheet on submission.
8. **All** districts and schools are expected to comply to the contents of this memo to ensure that candidates are not disadvantaged in any way.

Yours in education



DIRECTOR: EXAMINATIONS & ASSESSMENT
MR V.A. JOSEPH

10 Nov 2020
DATE