



OFFICE OF THE HEAD OF DEPARTMENT

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INTERNAL MEMORANDUM

TO: CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS
CIRCUIT MANAGEMENT CENTRES
CIRCUIT MANAGERS
SCHOOL PRINCIPALS

FROM: HEAD OF DEPARTMENT

DATE: 22 SEPTEMBER 2021

SUBJECT: SUBMISSION OF TERM 3 RESULTS TO EMIS

1. EMIS is tasked with the responsibility of collecting Term 3 2021 results through SASAMS and the Data Driven Dashboard.
2. The Grade 12 Trial Assessments concludes on 23 September 2021.
3. Schools are expected to finalise all the required administrative processes associated with the assessments by 30 September 2021.
4. The term 3 assessment results should be uploaded to the Data Driven Districts and EMIS systems on Friday, 1 October 2021 by 14:00.
5. The system will however open for uploads for primary schools which have already completed the term 3 assessments, on Friday, 24 September 2021 from 08:00.
6. The following requirements should be met to enable a successful upload:
 - **Term 3 results and Schedules** should be completed (SASAMS menu number 12.7.18).
 - Learner and educator **attendance** should be up to date up to the date of submission.
 - **A LURITS deployment** should be completed (SASAMS menu 17).
7. SASAMS **patch 21.1.2** should be installed to ensure that any Curriculum changes have been accommodated. The latest patch can be downloaded from the Thutong website: (<https://www.thutong.doe.gov.za/Default.aspx?alias=www.thutong.doe.gov.za/administration>)
8. EMIS Eastern Cape is the first Province to utilize a parallel upload process through the Valistractor application to increase data security and to comply with POPIA legislation.

9. Data should be sent to the DDD by completing steps 1 and 2 as illustrated in figure 1 below. This uploads a portion of the SASAMS data to the DDD.
10. To upload data to the provincial EMIS Data Warehouse, schools should complete step 3. This step will upload the complete SASAMS database to the EMIS servers. Failure to complete step 3 will result in the database being regarded as outstanding.

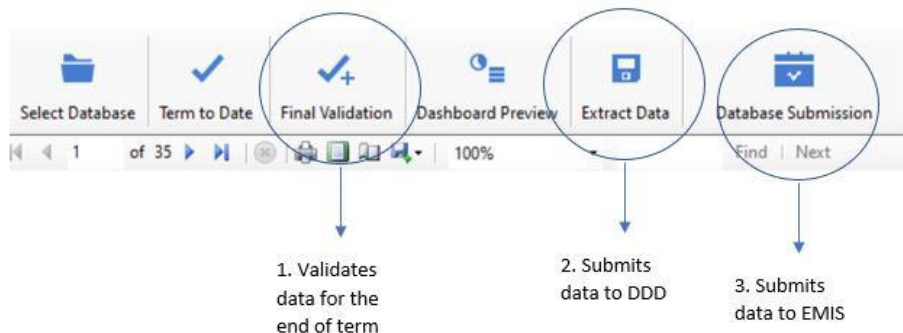


Figure 1

11. Databases not on the latest patch 21.1.2 and not deployed will be REJECTED.
12. Schools are further urged to note the following in relation to the protection of personal information:
 - Ensure that a backup of the data is kept in safe place.
 - Uploading of data via Valistractor is preferred.
 - Do not share a SASAMS database with anyone which is not authorized to process the data.
 - If the school must share the database with an EMIS staff member, please do this using an official email account and refrain from using Gmail, Webmail or any other non-departmental accounts.
 - Refrain from using online file sharing applications other than the departmental OneDrive.
 - If the data is shared via a USB device – make sure that the database is removed from the device after it has been transferred.
13. Should you have any enquiry about this matter, contact your district EMIS coordinator for support.
14. Your cooperation is crucial for the betterment of education.

Yours sincerely,

Dr N MBUDE
HEAD OF DEPARTMENT

22/09/21
DATE

Submission of Term 3 Results 2021



Ikamva eliqaqambileyo!