EVERY CHILD IS A NATIONAL ASSET

ABC OF ...
CURRICULUM RELATED DATA

M O D U L E

12

BASIC EDUCATION
Department: Basic Education
REPUBLIC OF SOUTH AFRICA
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A. INTRODUCTION

1. Purpose of the Module

Module 12: Curriculum Related Data (Fig. 1) manages the recording, analysis and reporting of School Based Assessments (SBA).

- This module is aligned to the Continuous Assessment Policy Statements (CAPS).
- This module is based on recording of formal School Based Assessment (SBA) tasks in order to give automatic result decisions for Term and Year Results per learner.

![SA-SAMS Menu](image)

Figure 1: Main Menu

Usage of this Module is dependent on data already being captured in other modules e.g.

<table>
<thead>
<tr>
<th>Module</th>
<th>Data to be pre-captured (with the associated SA-SAMS Menu no)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Grades (1.2), Classes (1.3), School Terms (1.6) and subjects (1.5) offered by the school</td>
</tr>
<tr>
<td>2</td>
<td>Educator Data (2.1)</td>
</tr>
<tr>
<td>3 or 4</td>
<td>Learner Data (3.1.1)</td>
</tr>
</tbody>
</table>
B. COMPONENTS OF THIS MODULE

2. Module 12: Curriculum Related Data

The Curriculum Related Data is divided into 4 sections as shown in Figure 2 below.

![SA-SAMS : School Administration and Management System](image)

<table>
<thead>
<tr>
<th>Header</th>
<th>Sub-Menu Functionality</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1 Subject related:</td>
<td>• Set up school subject list</td>
</tr>
<tr>
<td>Set up Subjects for the school, assign subjects to learners and create subject groups</td>
<td>• Setup Topics for all subjects</td>
</tr>
<tr>
<td></td>
<td>• Setup the language for the learner report</td>
</tr>
<tr>
<td></td>
<td>• Create subject groups for easy assignment of subject to learners</td>
</tr>
<tr>
<td></td>
<td>• Assign subjects to individual learners</td>
</tr>
<tr>
<td></td>
<td>• Set up subject class groups and generate subject class lists</td>
</tr>
<tr>
<td></td>
<td>• Printout of learner subject status: subject list with / without subjects</td>
</tr>
<tr>
<td>12.3 SBA:</td>
<td>• To set-up / validate tasks for Programme of Assessment (POA)</td>
</tr>
<tr>
<td>Setup POA (tasks &amp; Topics), Capture marks</td>
<td>• Capturing learner marks</td>
</tr>
<tr>
<td></td>
<td>• List with rating codes and official descriptions</td>
</tr>
<tr>
<td></td>
<td>• List of POA tasks for the school management</td>
</tr>
<tr>
<td></td>
<td>• POA Tasks listed on a calendar format</td>
</tr>
<tr>
<td></td>
<td>• List of POA of previous year</td>
</tr>
</tbody>
</table>

Each of the 4 sections is linked to sub-menus that capture, analyse or report assessment related data. The functionalities available in this menu are summarised in the table above:
### 12.7 Prepare marks for reports:
- Verify marks, add comments and promotion decision,
- Print Learner Progress Reports

<table>
<thead>
<tr>
<th>12.9 Curriculum Related Schedules, analysis reports and printouts</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Print blank mark schedules (register class or subject)</td>
</tr>
<tr>
<td>- Mark schedules of captured marks per grade</td>
</tr>
<tr>
<td>- Mark schedules per subject for rating</td>
</tr>
<tr>
<td>- Mark schedules per grade for rating</td>
</tr>
<tr>
<td>- Departmental mark schedules per grade for districts</td>
</tr>
<tr>
<td>- Learner performance analysis per quarter</td>
</tr>
<tr>
<td>- Report on learners not promoted and repeating</td>
</tr>
<tr>
<td>List learner that repeats or dropped out</td>
</tr>
</tbody>
</table>

Each of the sub-menus will be discussed individually under the related sections.

### 2.1 Setup Subject and Subjects Choices (12.1)

The **Setup Subject and Subject Choices** menu (Fig. 3) is used to set up the curriculum framework of the school. It allows the user to manage the subjects offered by the school, assigns subjects to the learners and creates subject groups per educator.

Figure 3 shows the available menus for this section.

![Figure 3: Setup Subject and Subject Choices](image-url)
The functionalities for the menus are summarised in the table below:

<table>
<thead>
<tr>
<th>Header (SA-SAMS Menu)</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.1 Maintain Subjects (12.1.11)</td>
<td>To select the subjects per grade as offered by the school.</td>
</tr>
<tr>
<td>2.1.2 Maintain Topics (12.1.12)</td>
<td>Topics are pre-populated for all CAPS subjects</td>
</tr>
<tr>
<td>2.1.3 Maintain Learner Report Language (12.1.13)</td>
<td>Language of the learner report to the parent is selected individually.</td>
</tr>
<tr>
<td>2.1.4 Create Subject Sets (12.1.14)</td>
<td>Subject sets are created per Grade for bulk assignment to the learners.</td>
</tr>
<tr>
<td>2.1.5 Assign Subject to Individual Learners (12.1.15)</td>
<td>Subjects can be assigned to individual learners or per class. Subjects can also be assigned per group or per single subject.</td>
</tr>
<tr>
<td>2.1.6 Create Subject Groups (12.1.16)</td>
<td>Learners from a register class can be split into different subject classes /groups.</td>
</tr>
<tr>
<td>2.1.7 Print subject mark sheets for assessment (12.1.17)</td>
<td>Mark sheets generated per subject group</td>
</tr>
<tr>
<td>2.1.8 View/print Learner Subject Allocation (12.1.18)</td>
<td>Mark sheets generated per educator.</td>
</tr>
<tr>
<td>2.1.8</td>
<td>List of subject allocation per learner</td>
</tr>
</tbody>
</table>

The sub-menus and functionalities will be discussed individually on the following pages.

**2.1.1 Maintain School Subjects (12.1.1)**

This menu allows schools to set up the subjects offered by the school. Schools can select official subjects from a selected list and also add unofficial subjects that are not required for promotion purposes.

This section allows you to perform the following functions:

- To prepare and maintain a school subject list by selecting official subjects offered by your school.
- Choose vocational subjects available for SNE learners are indicated by a prefix V: subject.
- To add unofficial subjects not on the list.
- To print a list of the subjects offered by the school.
The official subjects are listed and can be identified by their 8 digit registered code (National Code) as seen in Figure 4.

Figure 4: Maintain School Subjects

2.1.1 Maintain School Subject list (12.1.11)

The school’s own subject list is compiled by selecting official subjects from the Master list and adding additional subjects not on the list.

2.1.1a Add Subjects to School List

Adding official subjects from the Master list:

- Click on the Master Subject List, not yet selected tab.
- Click on the subject name to add to the list of subjects offered by the school.
- Click on Yes in the pop-up message to confirm the addition of the subject.
  - After all the school subjects were selected from the Master Subject List, click on the tab Subjects offered by the School to view the selected subjects.

Add a non-official subject to the school’s subject list:

- Should your school offer a subject that is not on the Master List, click on the Add Subject not on List. (Fig. 5).
2.1.1b Remove a Subject from School List

To remove a subject from your school list, click on the subject name.

- Click on the **Remove Subject from School List** button.
- You can use the Filter Options to view specific grades to check that subject selections are correct.

2.1.1c Edit School Subjects

The **Edit School Subject** will open a screen (Fig. 5) that allows you to:

- Edit only the time table key for official subjects.
- Edit subject names and timetable codes of unofficial subjects.

2.1.2 Maintain Topics/Skills per Subject (12.1.12)

CAPS learner marks can only be captured in SBA tasks linked to at least one subject topic/skill.

- The Topics are available as main Topics and Associated or Sub Topics as shown in Figure 6.
- Topics are pre-populated for most of the official subjects. Topics for all other subjects need to be added manually.
- Equivalent Topics/ Skills, as prescribed by CAPS, are available in the 11 official languages for Home Language, First Additional Language and Second Additional Language.
### 2.1.2a Add Topics/Skills to Subjects

Additional Topics can be added for all subjects. Each new Topic needs to have at least one Associated Topic before it is accessible for capturing of marks.

To add a Main Topic:

- Click on **Add Topic**.
- Enter the Description of the Topic in the insert screen as seen in Figure 7.
- Descriptions for Topics (skills) in Languages have to be captured in English, Afrikaans and the specific Vernacular.

Click on **Done** to exit the screen.
To add the Associated or Sub Topic:

- Click on **Add Associated Topic**.
- The description of the Main Topic is now listed on the inserted screen.
- The number of the Associated Topic that is automatically generated is given.
- Enter the Description of the Associated Topic in the insert screen (Fig. 8).

Click on **Done** to exit the screen.

![Figure 8: Add Associated Topic](image)

**2.1.2b Changing the description of Topics/Skills**

Only *descriptions of topics that are not pre-populated can be changed* e.g. topics that were added by the school.

To change the description of the Main Topic:

- Click on **Change Topic**.
- Change the description of the Topic in the pop-up screen as seen in Figure 9.

Click on **Save** and then click on **Done**
To Change the Associated or Sub Topic:
- Click on Change Associated Topic.
- Change the Description of the Topic in the pop-up screen.

Click on Save and then click on Done

2.1.2c Deleting Topics/Skills

Only topics that are not pre-populated can be deleted from the list e.g. topics that were added by the school.

To delete the description of the Main Topic:
- Click on Delete Topic.
- Click on Delete in the pop-up screen and confirm by clicking on Yes as shown in Fig. 10.
- This will remove the main topic as well as the associated topic.

Then click on Done to exit the screen
To delete the Associated or Sub Topic:
- Click on Delete Associated Topic.
- Click on Delete in the pop-up screen.
Then click on Done to exit the screen

2.1.3 Maintain Learner Report Languages (12.1.13)
Maintain Learner Report Languages menu (Fig. 11) lists the learners and the reporting language as was captured 3.1.1 Learner information. The reporting language determines the language of all communication documents sent to the learner e.g. letters, learner report and financial statements.

The learner’s reporting language can be changed individually or per group (Fig. 11):
- Click on the Maintain Learner Report Language button to open the screen below.
- Select the grade from the pre-populated list.
- Select a class from the pre-populated list to populate the table.
- Select to list the learners alphabetically or by gender.
- To change the language of the group:
  - Tick in the box of the chosen language
  - A pop-up screen will appear to confirm the change. Click on Yes.
- To change the language of an individual learner:
  - Place the cursor on the symbol of the report language of the learner. Change the language by entering E or A.
- The reporting language grid can be printed by clicking on the Print Grid button.

To exit the screen, click on Done

Figure 11: Reporting Language per Learner
2.1.4 Setup Subject / Learning Area Sets (12.1.14)

The **Maintain Subject / Learning Areas Sets** menu is used to group different subjects in a set. Subject sets assigns subjects easily to a class or a learner as a group. Subject sets can be designed according to the school's specific setup. The subject sets that are available per grade are available in Figure 12.

This functionality is of use when:
- More than one subject has to be assigned to a class or learners.
- The school has grades with classes or learners with different subject groups.

Subject sets can be **created (added) and deleted and the subject of an existing set edited**.

![Figure 12: Maintain Subject Learning Area Sets](image)

**2.1.4a Add Subject / Learning Area Sets**

- Click on **Maintain Subject /Learning Areas Sets** to open the screen (Fig. 12).
  - Select a grade from the pre-populated list.
  - Select **Add New Set** and click on **Next**.
  - The tab **Manage Subject Set** (Fig. 13) will open with the subjects listed for the grade.

![Figure 13: Manage Subject Set](image)
- Type a **description** (identifiable name) for the set.
- Click on each **subject** that must be included in this list. This will move the selected subjects to the block on the right hand side.
- To **remove a subject** in the set, click on the subject in the block on the right hand side and the selected subject will move back.

  Click on **View Subject Set List** to exit to the previous screen (tab). The newly created set can be viewed under Existing sets on **Subjects Sets** (Fig. 12).

  - Repeat the process in order to add more subject sets for the grade.
  - Repeat the process in order to add subject sets for other grades.

Click on **Done** to return to the **Setup Subject menu** (12.1)

### 2.1.4b Edit Subject / Learning Area Sets

- Click on **Maintain Subject /Learning Areas Sets** to open the screen (Fig. 14).
  - Select a grade from the pre-populated list.
  - Click on an existing subject set to view the subjects in the group. The subjects that form part of the group will appear in the spaceblock on the right hand side.
  - The **Edit Selected Subject Set** is automatically selected. To edit click on **Next**.

![Figure 14: Subject Sets](image)

- The tab **Manage Subject Set** (Fig. 15) will open with the subjects of the set on the right hand side and the subjects for grade not selected on the left hand side.
Figure 15: Manage Subject Sets

- The description (name) for the set cannot be changed.
- Click on each subject that needs to be included in this list. This will move the selected subjects to the block on the right.
- Click on the subject in the block on the right that needs to be removed from the set.
- Click on View subject set list to move back to the previous screen (tab).
- Repeat the process in order to edit more subject sets.

Click on Done to return to the Setup Subject menu (12.1)

2.1.4c Delete Subject / Learning Area Sets

Click on Maintain Subject / Learning Areas Sets to open the screen (Fig. 16).
- Select a grade from the pre-populated list.
- Click on an existing subject set to view the subjects in the group. The subjects that form part of the group will appear in the spaceblock on the right-hand side.
- The Edit Selected Subject Set is automatically selected.
- Select Delete Selected Subject Set in order to delete the subject set.
- Click on Yes in the popup screen to confirm deleting the set.

Click on Done to return to the Setup Subject (Menu 12.1)
2.1.5 Maintain Subjects Assigned to Learners (12.1.15)

This section is used to view and/or update the subjects assigned to a learner.

- Subjects assigned to individual learners can be viewed at the bottom of the screen (Fig. 17).

Subjects can be updated to learners using three methods:

- Adding a subject set to the whole class.
- Adding a subject set to an individual learner.
- Adding individual subjects to individual learners.

This section is used to view and/or update the subjects assigned to a learner.

- Subjects assigned to individual learners can be viewed at the bottom of the screen (Fig. 17).

Subjects can be updated to learners using three methods:

- Adding a subject set to the whole class.
- Adding a subject set to an individual learner.
- Adding individual subjects to individual learners.

Figure 17: Assign Individual Subjects to Learners

The following data needs to be captured in other modules before subjects can be assigned to learners e.g.

<table>
<thead>
<tr>
<th>Module</th>
<th>Data to be pre-captured (with the associated screen nr)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Grades (1.2), Classes (1.3) and subjects (1.5) offered by the school</td>
</tr>
<tr>
<td>3</td>
<td>Learners placed in a grade and class (3.1.1 or 3.1.4 or 3.1.5 or after promotion (3.19))</td>
</tr>
</tbody>
</table>
2.1.5a Assign Subjects to Individual Learners

Subjects can be updated to learners using three methods:

i. Adding a subject set to the whole class.

ii. Adding a subject set to an individual learner.

iii. Adding individual subjects to individual learners.

i) SUBJECT SETS added to the whole class:

✓ Click on Assign Subjects to Individual Learners (12.1.15) to open screen (Fig. 17).

- Click on the specific Grade.
- Click on the specific class and a list of learner of names appears.
- Click on one of the learners to verify the subjects currently assigned.
  - This is a good practice before updating the subjects to ensure that there are no previous grade’s, old or wrong subjects assigned to the learners.
- Click on Remove ALL subjects for all learners in this class to clear the subject field before adding a new field.
  - This option deletes subjects and will clear all marks captured in the current year.

There are three tabs (pages) above the listed learners that will be used to update / assign subjects to learners. (Fig. 17 & 18). The tabs are:

- Class list
- Master Subject List (for the grade)
- Subject Sets (for the grade)

![Assign Subjects to Individual Learners (12.1.15)](image)

Figure 18: Assigning subject sets to learners

- Click on Subject Sets (page/tab 3) as seen in Figure 18.

  - A list of subject sets created for the grade will populate in the centre of the screen
- Click on the name of the selected set.

  - The class name and options “Add Set to Class” and “Add Set To Learner” appears.
- Click on **Add Set to Class**. The subjects grouped in the set are added at once to all the learners in the class.

- Repeat for all the other classes and grades.

### ii) SUBJECT SETS added to an individual learner

- Click on the learner on the list.

- Click on **Subject Sets** (page/tab 3) as seen in Figure 18.
  - A list of subject sets created for the grade will populate in the centre of the screen

- Click on the name of the **selected set**.
  - The class name and options “Add Set to Class” and “Add Set To Learner” appears.

- Click on **Add Set to Learner**.
  - The subjects grouped in the set are added to the learner and appears at the bottom under Learner details.

- Repeat for other learners.

### iii) SINGLE SUBJECTS added

- Click on **Assign Subjects to Individual Learners (12.1.15)** to open the screen (Fig. 19).

- Click on the specific **Grade**.

- Click on the specific class and a list of learner of names appears.

- Click on the selected learner on the list.
  - The learner’s subject details are shown at the bottom of the screen.

- Click on **Master subject list** (page/tab 2) as seen in Figure 19.
  - A list of subject for the grade will populate in the centre of the screen
  - The class name and option “Add Subject to Learner” appears.

- Click on the **subject**.

- Click on **Add Subject to Learner**
  - The subject is added to the learner and appears at the bottom under Learner details.

- Click on **Y** to include the subject’s marks to the average of the learner or **N** if the marks from the subject should not form part of the learner’s average.

- Repeat for other learners.
2.1.5b Delete /Archive Subjects from Individual Learners

Subjects can be removed by either being deleted or archived. Captured marks will be deleted if the subject is deleted. If the subject is archived then all related marks for the year will be archived as well.

i) Archiving subjects

Subjects can be archived by using the following 2 methods:

- Single subjects are archived from individual learners as shown in Fig. 20.
- Subjects are automatically archived when learners are promoted at the end of year. Subjects are then archived of learners in the whole grade.

Archive individual subjects as follows:

- Click on the Grade and then on the Class and then on the specific learner.
- The subjects assigned to the learner are listed at the bottom of the screen (Fig. 20).
- To archive a subject from the learner list, click on the subject in the list and then click on the ►► button.
- Click on Yes on the pop-up screen to confirm the decision.
- The subject is now removed from the learner list.
- Repeat to archive other subjects.
Click on Done when finished and to return to the previous main screen.

### ii) Deleting subjects

Subjects can be deleted by using the following 2 methods:

- Single subjects are archived from individual learners as shown on Fig. 21.
- Subjects can be deleted from a class as shown on Fig. 22.

Delete single subjects from an individual learner as follows:

- Click on the Grade and then on the Class and then on the specific learner.
  - The subjects assigned to the learner are listed at the bottom of the screen (Fig. 22).
- To delete a subject from the learner list, click on the subject in the list and then click on the ►► button.
- Click on Yes on the pop-up screen to confirm the decision.
- The subject is now removed from the learner list.
- Repeat to delete other subjects.

Click on Done when finished to exit screen.
Delete single subjects from a class as follows:

- Click on the Grade and then on the Class.
- Click on the Master Subject list (tab 2) (Fig. 22).
  - The subjects available for the grade are listed in the centre of the screen.
- To delete a subject from the class, click on the subject in the list and then click on the Remove Subject from ALL learners in class.
- Click on Yes on the pop-up screen to confirm the decision.
- The subject is now removed from the learner list.
- Repeat to delete other subjects.

Click on Done when finished to return to the previous main screen.
2.1.6 Setup Educator Subject Groups (12.1.16)

Learners can be grouped in:

- Register classes that are linked to the register teachers.
- Subject groups/classes each linked to a different subject educator.

The educator subject groups are groups of learners assigned to different educators due to group size or subject choice. Class lists can then be printed for these classes.

![Diagram of educator subject groups](image)

**Click on Educator Subject Groups** (Fig. 23) to list existing subject groups.

- Subject groups can be **created (added)** or **deleted** or the details of a group be **changed**.
2.1.6a Create an educator (subject) group

To create an educator group, click on Add New Group (Fig. 23).

- This will open the next screen for capturing the subject groups (Fig. 24).
  - Select the grade from the pre-populated list.
  - Select the subject and then the educator from the pre-populated lists.
  - Enter the name of your group.
  - All the learners in the grade with the subject assigned to them will be listed in the column on the left.
  - Click on the learner names in order to add them to this subject group.
    - The learner names will move to the column on the right.
    - The number of learners in the group is indicated at the bottom of the column. This is to help distributing learners equally when assigning learners to a subject group.

Click on Save.

Or learners can also be assigned as a group (register class) as follows:

- At the bottom of the screen find Filter by Class and select a specific register class for the grade.
- Only learners for this particular class will be listed on the left.
- Learners can be selected individually by clicking on each name or the register class can be moved by selecting Move All.
  - The group can also be removed from the subject group by selecting Move All Back.

Click on Save

- Repeat in order to create the next subject group.

Click on Done to exit the screen.
• Or the search option can also be used to find any particular learner by typing in either the full surname or the first letter of the surname.

Figure 24: Educator Subject Groups (Create /Edit Groups)

2.1.6b Edit an educator (subject) group

Information can be changed for a specific group e.g. adding new learners to a group.

- Click on an existing subject group (Figure 23).
- Click on Edit Group.
- The information of the group is now pre-populated on the next screen (Fig. 24). Change / update the relevant information.

Click on Save and then click on Done

2.1.6c Delete Educator (subject) Groups

One subject group can be deleted as follows:

- Click on an existing subject group (Fig. 24).
- Click on Delete Group.
- Click on Yes on the pop-up screen to confirm the decision.

Click on Save and then click on Done to exit the screen
2.1.6.4 Print Educator (subject) Groups

A list of all created groups can be printed by selecting **Print List of Groups** (Fig. 23).

Subject class lists can also be printed by selecting **Group Details Print options** (Fig. 23 and 25).

Subject class lists to be printed can be selected from the following options.

- **Print per Grade**, prints all the groups set up for the grade.
- **Print per Subject**, prints all the groups set up in that particular subject.
- **Select an individual mark sheet** prints only the selected subject group.

![Figure 25: Print Subject Groups](image)

2.1.7 View / Print Learner Subject Allocation

This menu can be used by school management to validate the subjects assigned to the learners.

**View/ print learner subject allocation** menu (Fig. 26) allows you to print the following lists:

- All learners with their allocated subjects, also per grade and a specific class.
- All learners without any allocated subjects.
- Lists can be printed for learners in GR 12 with more than 7 subjects, with 7 subjects and a list with learners less than 7 subjects.
2.2 Maintain School Based Assessment (12.3)

The Maintain School Based Assessment menu (Fig. 27) allows you to validate/ set up the formal tasks and capture learner marks per subject.

- Select a relevant option and then click the Print button.
The functionalities available for this section are summarised in the table below:

<table>
<thead>
<tr>
<th>Header &amp; (SA-SAMS Menu)</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2.1 School Based Programme of Assessment (12.3.11)</td>
<td>➢ To set-up / validate tasks for Programme of Assessment (POA)</td>
</tr>
<tr>
<td>2.2.2 Maintain Learner SBA Results (12.3.12)</td>
<td>➢ Capture learner marks</td>
</tr>
<tr>
<td>12.3.14 View National Rating Codes (12.3.14)</td>
<td>➢ Pre-populated list with rating codes and official descriptions</td>
</tr>
<tr>
<td>2.2.3 View Programme of Assessment Tasks (12.3.15)</td>
<td>➢ List of POA tasks</td>
</tr>
<tr>
<td>2.2.4 Calendar View of Assessment Tasks (12.3.16)</td>
<td>➢ Tasks populated on a calendar</td>
</tr>
<tr>
<td>2.2.5 Print Learner Portfolio SBA Results (12.3.18)</td>
<td>➢ Print a list of learners and their portfolio achievement</td>
</tr>
<tr>
<td>2.2.6 Update Previous Year POA (12.3.19)</td>
<td>➢ List the POA of previous year</td>
</tr>
</tbody>
</table>

Each of the sub-menus will be discussed individually under the related sections.

**2.2.1 School Based Programme of Assessment (12.3.11)**

School Based Program of Assessment manages the setup and validation of the SBA tasks of all subjects per grade. This includes validating the weightings for the term and year marks.

The SBA Programme of Assessment contains pre-populated tasks for the CAPS subjects as shown in Figure 28.

- Schools need to adapt the tasks annually in terms of the planned date, raw task total, linked topics, the weighting of the tasks and if a task is a common task.
- Fixed totals and weights according to CAPS are printed in red. Totals in black are not prescribed and can therefore be changed according to the school’s requirements.
- ALL tasks must be linked to a topic before the weights can be validated. The red colour of the topic column will clear after each task has been linked to a topic (Fig. 28b).
- A task can consist of more than 1 activity. This implies that the marks for the activities will be automatically added and displayed as the raw task total. If the total of the activity marks are not equal to the task total it will automatically be converted to the total of the task.
- The marks will be automatically added and converted according to set weightings to determine the term mark, the SBA year mark and the promotion mark (level or %).
2.2.1a Set-up a SBA Programme of Assessment (Figures 28, 29 and 30)

Marks per subject can only be captured after set-up and/or validation of the

- tasks and related topics/skills and
- weight % for the SBA year mark and Terms respectively.

The tasks need to be adapted (validated) for a particular school as follows:

- Click on SBA Programme of Assessment (12.3.11) to open the display screen (Fig. 28).
- Select a Grade and then a subject to display the POA of the subject.
- Click on a Task then click on Edit Task to open the task screen (Fig. 29).
- Complete the editing of the whole year’s tasks and then validate the weights of the tasks before the learner’s marks can be captured.
**Figure 28b: Programme of Assessment for SBA**

<table>
<thead>
<tr>
<th>Term</th>
<th>Task Description (English)</th>
<th>Status</th>
<th>Commence Date/Task</th>
<th>Activity Count</th>
<th>Topic Count</th>
<th>Planned Date</th>
<th>Raw Task Points</th>
<th>Term Weight %</th>
<th>Include in SBA Year Mark</th>
<th>SBA Weight %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1 Creative Arts (CAT) - Formal</td>
<td>Open</td>
<td>2013/03/15</td>
<td>30</td>
<td>33.33</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 2 Creative Arts (CAT) - Formal</td>
<td>Closed</td>
<td>2013/03/20</td>
<td>30</td>
<td>33.33</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 3 Creative Arts (CAT) - Formal</td>
<td>Closed</td>
<td>2013/03/25</td>
<td>30</td>
<td>33.33</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 4 Total</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 29: Edit Subject Task**
The tasks can be updated/ validated in the data boxes below the red text in the middle of the screen as follows:

- Click on the drop-down list to update the **Task Type**. (N/A leaves the data field open.)
- Change the **Task Date** according to the POA of the school.
- Tick if the **task is commonly** set by the province or DBE.
- Change the value of the **raw total** according to the assessment as designed by the school. This will not be possible if the mark is a fixed value, indicated by red print.

- To activate the task you have to link it to a relevant **Topic/Skill**. This will assist the Educator with reporting and will be available for the following year.

- Click on **Save**, click on **Yes** on the pop-up screen to confirm the change.

When finished click on **Done** to exit screen.

Repeat this for every Task of the subject before any marks can be captured.

A task can also consist of a combination of different assessment **activities**. Most of the prescribed activities are pre-populated. CAPS activities that are not fixed could be added manually e.g. drawings for EGD.

The total of the task mark will be automatically converted if the total mark of the activities is different from the task mark.

- Click on “**Maintain Task Activities**“ at the bottom of the screen in order to edit, add or delete activities. (Fig. 29)

  a. Edit formal SBA activities (Fig. 30) as follows:

- Click on “**Maintain Dates/Marks/Weights**“ to edit existing activities.
- Update the date or marks.
- Update the weighting % of the activities for specific weighting or
- click on “**Auto Calculating Weight**“ in order to update the weight according to the mark relative to the total mark.
- Click on **Save**, click on **Yes** on the pop-up screen to confirm the change.

When finished click on **Done** to exit screen.

![Figure 30: Edit Activities of a Task](image-url)
b. Other activities can be added, edited or deleted (Fig. 30) as follows:

- To add an activity, click on “Add Activity”.
  - Add a description of the activity, the total marks and task date. (Fig. 31)
  - Click on Save and then click on Done.

- Click on “Edit Activity” to edit ADDED activities.
  - Update the description of the activity, the total marks or the task date.
  - Update the weighting % of the activities for specific weighting or click on “Auto Calculating Weight” in order to update the weight according to the mark ratio.
  - Click on Save and then click on Done

- Click on “Delete Activity” to delete any ADDED activities. Formal SBA activities cannot be deleted.
  - Select the activity and click Yes on the pop-up screen to confirm the change.
  - Click on Save and then click on Done.

Figure 31: Add/Edit Activities

2.2.1b Add Assessment Tasks

Marks can only be captured per task that is set up with related topics/skills.

i. Tasks can be manually added or deleted for subjects without pre-populated tasks e.g. non-Caps subjects.

ii. Common assessment tasks that are not to be included in the SBA year mark can be added.

Tasks can be added for non-CAPS subjects as follows:

- Click on POA (12.3.11) to open the display screen (Fig 28).
- Select the Grade and the Subject from the dropdown boxes.
- Click on “Add New Tasks”.
- Complete the page as follows (Fig. 32):
  - Type in the “Description” of the task.
  - Select “Type” from the dropdown box.
  - Select the Term from the dropdown box.
  - Select the Date of the task from the calendar.
Tasks can be added for Common Assessment Tasks that do not form part of the SBA year mark as follows:

- Click on POA (12.3.11) to open the display screen (Fig 28).
- Select the Grade and the Subject from the drop-down boxes.
- Click on “Add New Tasks”.
- Complete the page as follows (Fig. 33):
  - Type in the “Description” of the task and select “Type” from the drop-down box.
  - Select the Term from the drop-down box
  - Select the Date of the task from the calendar.
Task is default set as a **Common Assessment Task**.

- Enter the **raw total mark**.
- Select the relevant **Topics**.
- Click on **Save** to save the captured data.

When finished click on **Done** to exit the screen

The Common assessment task is displayed in the POA. Note that the marks are not included for SBA year mark. Common task can be included in the SBA year mark by ticking the Common Task box (Fig. 28 & 29).

![Figure 33: Add and Edit Common Assessment Tasks](image-url)
2.2.1c Edit and Delete Tasks

Tasks can be edited as follows:

- Click on POA (12.3.11) to open the display screen (Fig 28).
- Select the Grade and the Subject from the pre-populated lists.
- Click on the task to be edited.
- Click on “Edit Tasks”.
  - Update the screen with the correct Description, Type, Term, Date, Topic, Total raw mark, Common task, and if part of SBA year mark. (Fig. 32)

Click on Save when finished and click on Done to exit the screen.

Only Tasks added by the school can be deleted. Tasks can be deleted as follows:

- Click on POA (12.3.11) to open the display screen (Fig 28).
- Select the Grade and the Subject from the pre-populated lists.
- Click on the task to be deleted.
- Click on “Delete Tasks”.
  - Click on Yes to confirm that the task should be deleted.
2.2.1d Validate the weight % of Tasks and SBA Year Mark

Marks can only be captured after validation of the

- tasks and related topics/skills was validated and
- weights for the SBA year mark and the Term mark.

Subjects with fixed weightings, as prescribed by CAPS, cannot be changed and are printed in red.

☑️ SBA Year Mark percentage (%) needs to be set according to CAPS for each subject and grade. This is already included for the subjects with pre-populated POA.

- Set rules for POA manually captured by the school as follows (Fig. 35):
  - Click on SBA Year Mark < rules not set, edit task to change> the blue line.
  - Click on Edit Task.

![Figure 35: Edit / Validate Weight % of Tasks and SBA Year Mark](image)

- Select Convert Marks Using Weight and type in the % weight as prescribed by CAPS.(Fig. 36)

Click on Save and then click on Done to exit the screen.
Task weight % needs to be validated every time after editing the tasks. This will ensure that the marks are calculated correctly and separately or the term and year. It also updates all the mark schedules and reports instantly.

- Set / Validate weight % for the subject as follows (Fig. 37):

  o Click on Weights/Validation

  o Click on “Auto calculates” – the weight is according to the ratio of the mark to the combined total (this will divide the specific task weight into the combined total of all tasks). This calculates the Term and SBA Year mark separately but simultaneously. It changes all weight % after a change with task marks. OR

  o Click on the cell of the specific weighting and change the weighting manually.

  o Click on “Save/ Validate” and verify with Yes in the pop-up screen.
The validation rules for Weight % include the following:

- **Term weightings**
  - The weightings of each Term (Terms 1, 2 and 3) must add to 100.
  - The weightings in Term 4 adds the SBA Year mark + End of the year Exam weighting + PAT (when applicable) = 100
  - Term 4: term weighting of the tasks that counts for SBA year mark shows 0, but are included in the SBA year weight.

- **SBA Year Mark weighting**
  - The weight % = 100.
  - Prescribed fixed weighting is indicated in red.

- **Auto weight calculations** add the raw totals and then divide the specific task total by the cumulative total. If the test totals change then redo auto calculation to adjust accordingly. (There is no need to do any manual calculations)
2.2.1e SBA Programme of Assessment

The SBA Programme of Assessment (Fig. 29) of a subject can be printed in different formats:

- In a Calendar format (Fig. )
  - Click on Calendar view
  - Select print option and print

- As a copy print of the POA
  - Click on Print Task Grid
  - Select print option and print

- Export to Excel
  - Click on Export to Excel
  - Find and open the document under My Documents.
  - Remove the “Read only” status of the protection submenu in Tools to access the values.

2.2.1f Common Tests/ Tasks analysis

Tasks that are commonly set by the province are marked as “Common”. The learner achievement of these tasks is summarised and available in report format for every subject.

- Click on Common Tests/ Tasks
  - Select the term and subject from the drop-down list.
  - To show last Grade per phase click on Show Grades 3,6 & 9.
  - Click on Print Grid to print the report.
  - Click on Export to Excel to access the values for further use.
    - Find and open the document under My Documents.
    - Remove the “Read only” status of the protection submenu in Tools.

Click on Done to exit the screen

Figure 38: Distribution results for Common Tasks
2.2 Maintain Learner SBA Results (12.3.12)
Learner achievement is captured per task in order to comply with the CAPS and to assist with reporting on the status of Curriculum coverage.

- The results are captured as marks and not percentages to assist the educator with calculations and with correct reporting. This also ensures that rounding of marks is done at the end of the term and not for every task.
- The “Marks Security” is an added functionality designed to protect and verify captured marks and to limit access to classes, subjects or groups when capturing and verification of the marks.

2.2.2a Capture marks with Security function “OFF”
After the POA for a subject was validated the marks can be captured as follows:

- Click on “12.3.12 Maintain Learner Task Assessment” or Capture marks on screen 12.3.11 to open the capturing screen. (Fig. 39)
- Select the grade and then the subject from the drop-down lists.
- Select a class (selected class or all classes) OR select a subject group (created in 12.1.16).
- Select the term from the drop-down lists
- Click on GO.
- For convenience purposes learners can be sorted alphabetically or per gender.
- A blank mark schedule can be printed by selecting “Print grid for mark entry.”

Figure 39: Maintain / Capture Learner Marks
• Enter marks in the appropriate column highlighted in orange (task) or yellow (activity).
  o Marks for the activities are automatically added and converted for each task as specified in 12.3.11.
• The Term % and Level (symbol) are automatically calculated and displayed.
• When capturing is completed click on “Save.”
• Repeat the procedure for every subject and then click on “Done” to exit the screen.
• Marks can be captured per task or activity when available.
• Marks can be corrected afterwards and then be saved successfully.

2.2.2b Print the Mark Schedule

- The following options exist to print the mark schedule to be used for different purposes:
  • A blank mark schedule can be printed by selecting “Print grid for mark entry”:  
    o This schedule is set up according to CAPS and the learners per group and is convenient to keep marks during the term before capturing.
  • Select option “Print with marks” to print the completed mark schedule:  
    o This is used to verify/validate captured marks.
  • Select option “Export to Excel” to export the completed mark schedule.
    o This is used to import the data on another format for printing or analysis.

2.2.2c Capture Marks with Security Function “ON”

The “Marks Security” is an added functionality designed to protect the capturing of marks. The captured marks will be verified (moderated) where after the marks will be locked to eliminate accidental or unauthorised changes.

The Security function involves

a) Status of tasks available for capturing (open or closed).
b) Access to capturing marks limited to class level or subject group. (Access to capturing, moderating and final verification is set-up in Module 16. The system administrator assigns the capturing and moderating rights in 16.13.).

Status of the task determines if the mark schedule is ‘open’ to capture marks or ‘closed’ to ensure that marks cannot be changed.

• Complete the validation of the POA.
• Click on Change Task Status and click on Yes in the pop-up screen. (Fig. 40 & 42).
• Marks can now be captured on the “opened” task.
• The status can be closed after all marks have been verified to eliminate accidental or unauthorised changes.
Figure 40 Status of task to be available for capturing

- Capturing marks with security on.
  - Click on “12.3.12 Maintain Learner Task Assessment” or Capture marks on screen 12.3.11 that opens a screen with options to capture or verify (Fig. 41).

  ![SA-SAMS: School Administration and Management System](image)

  Figure 41: Sub-menus for capturing / verification with the security function on

  - Click on 12.3.12.11 to access the capturing screen. (Fig. 42)
  - Select the grade and then the subject from the drop-down lists.
  - Select a class (selected class or all classes) OR select a subject group (created in 12.1.16).
  - Select the term from the drop-down lists
  - Click on GO.
  - For convenience purposes learners can be sorted alphabetically or per gender.
  - A blank mark schedule can be printed by selecting “Print grid for mark entry.”
Figure 42: Maintain / capture learner marks

- **Enter marks** in the appropriate column highlighted in yellow.
  - Marks for the activities are added and converted for each task as specified in 12.3.11.
- The marks of the tasks are added automatically according to the weight %.
- The Term % and Level (symbol) are automatically calculated and displayed.

☑ Select the option “Print with marks” to print the completed mark schedule to check the marks captured.

  - When finished with capturing click on “Save .“
  - Repeat the procedure for every subject and then click on “Done” to exit the screen.
  - Marks can be captured per task or per available activity.
  - Marks can be corrected afterwards and then be saved successfully.

☑ 1st Verification of marks with security on (HOD verified).

  - Click on 12.3.12.12 to access the capturing screen. (Fig. 43).
  - Select the grade, subject, class or subject group and term from the drop-down lists.
  - Click on GO.
  - Click on Verify to confirm that all marks are captured correctly. The mark columns turn orange for HOD verification.
• Click on Done to exit screen
• Enter 12.7.16.3 to verify marks for learner report.

Figure 43: Verify learner marks of open tasks

Marks can be corrected after verification as follows:

• Click on Remove HOD Verification (or Principal verification).
• Correct marks and repeat verification process.

√✓ 2nd Verification of marks with security on (Principal verified).

• Click on 12.3.12.13 to access the capturing screen.
• Select the grade, subject, class or subject group and term from the drop-down lists.
• Click on GO.
• Click on Verify to confirm that all marks are captured correctly. The mark columns turn green for Principal verification.

Click on Done to exit screen

Next step: Enter 12.7.16.3 to enter remarks for learner report.

Learner reports can now be printed.

Click on Change the status of task (12.3.11) to lock the schedule from further changing of marks.
2.2.3 View National Rating Codes (12.3.14)

The National Protocol of Assessment: Grades R-12 prescribes the rating codes and percentages for recording and reporting of learner achievements.

The official rating codes or levels for the grades are pre-populated as shown in Figure 44.

The levels and the related achievement descriptors and percentage range are listed per phase.

Figure 44: View National Rating Codes

Select the Grade to view the rating codes per grade.

- CAPS was implemented per phase over three years. Select Version to find the appropriate rating descriptors for a specific year.

Click on Done to exit the screen

2.2.4 View Programme of Assessment Tasks (12.3.15)

The Programme of Assessment of all the subjects can be viewed (Fig. 45) as a table according to following arrangements:

- All tasks per grade OR All tasks per subject for all grades.
- The tasks can be listed according to the date OR the tasks can be listed per subject.
- The POA can be also be printed per grade or subject

To view or print the POA:

- Select the Grade OR select the Subject from the drop-down lists.
- Select Order tasks per date or Order tasks by subjects/grade to specify the listing of the tasks.
- Click on **Print Grid** to print the list as specified.
- Click on **Export to MS Excel** to create a file with the exported data.

Click on **Done** to exist the screen.

---

**Figure 45: Programme of Assessment Tasks**

### 2.2.5 Calendar View of Assessment Tasks (12.3.16)

The tasks of the POA can be viewed per grade (Fig. 46) in a calendar format. The tasks are displayed on the date as was set up in screen 12.3.11.

To view the calendar format:

- Select the **Grade** from the drop-down list.
- Select the **Month** from the drop-down list.
- Click on **Print Month** to print the list as specified.
- Click on **Export to MS Excel** to create a file with the exported data.
- Click on **Done** to exist the screen.
2.2.6 Print Learner CASS Results (12.3.18)

Learner Cass Results can be printed

- per learner of all the learner’s assigned subjects.
- per subject with all the learners results in that particular subject.

Select the report as follows (Fig. 47):

- Select the Grade from the drop-down list.
- Select the Report Type from the drop-down list.
- Tick All learners in order to print the list of the whole group OR .
- Remove tick from All Learners and select learner’s name from the drop-down list.
- Click on Print to display a printscreen of the report (Fig. 48).
Select the pages and click on the printer icon to print report.

Click on Done to exist the screen.

2.2.7 Update Previous Year POA (12.3.19)

The tasks of the previous year’s POA can be viewed per grade or subject (Fig. 49). The tasks can be listed per date or per subject.

• Tasks of subjects not implementing CAPS can be updated as follows:

  - Select the Grade OR select the Subject from the drop-down lists.
  - Select Order tasks per date or Order tasks by subjects/ grade to specify the listing of the tasks.
  - Select the Term to find tasks per term.
  - Double click on the cell in the New Date to open the calendar. Select the date and click on OK.

Click on Save and then Done to exist the screen.
2.3 Maintain / Print Learner Reports (12.7)

Maintain Learner Progress Reports menu (Fig. 50) allows you to finalise the already captured marks for reports and schedules. The progression / promotion decisions and comments for the learner report are added here.

![SA-SAMS: School Administration and Management System](image)

**Figure 50: Maintain / Print Learner Progress Reports**

The functionalities available for this section are summarised in the table below:

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<thead>
<tr>
<th>Sub-Menu / Screen</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.3.1 Maintain Progress Report Cycles (12.7.11)</td>
<td>➢ To set-up the Cycle (period) for assessment</td>
</tr>
<tr>
<td>2.3.2 View National Rating Codes (12.7.12)</td>
<td>➢ Pre-populated list with rating codes and official descriptions</td>
</tr>
<tr>
<td>2.3.3 Maintain Promotion Descriptors (12.7.13)</td>
<td>➢ To capture Promotion descriptors for mark schedules and learner reports</td>
</tr>
<tr>
<td>2.3.4 Maintain Subject Comments List (12.7.14)</td>
<td>➢ To capture a list with standard / general comments for mark schedules and learner reports</td>
</tr>
<tr>
<td>2.3.5 Maintain Report Subject Order (12.7.15)</td>
<td>➢ To arrange the order of subjects as they should be printed on the learner reports. ➢ To select subjects that must be included in the progression mark schedules.</td>
</tr>
<tr>
<td>2.3.6 Maintain Learner Report Result (12.7.16)</td>
<td>➢ To set-up promotion / progression</td>
</tr>
<tr>
<td>2.3.7 Maintain Learner Promotion Decisions &amp; General Report Comments (12.7.18)</td>
<td>➢ Maintain Learner Promotion Decisions &amp; General Report Comments</td>
</tr>
<tr>
<td>2.3.8 Print Learner Progress Reports (12.7.19)</td>
<td>➢ Print learner reports from a range of available formats</td>
</tr>
</tbody>
</table>

Each of the sub-menus will be discussed individually under the related sections.
2.3.1 Maintain Progress Report Cycles (2.7.11)

Maintain Progress Report Cycles groups the assessments in cycles (periods) for reporting.

- Report Cycles for CAPS should be set per term/quarter (Fig. 51).
- Additional cycles that are not included for promotion / progression can be added as an Additional Mark Cycle.

![Figure 51: Maintain Progress Report Cycles](image)

2.3.1a Print /Delete Progress Report Cycles

🏆 To print the cycle list

- Click on Print Cycle list.
- Click on Yes.
- Select the pages to be printed on the print screen menu.

Click on Done to exit screen

🏆 Evaluation cycle can only be deleted if no marks were captured in this cycle.

- Click on Delete Cycle.
- Click on Yes on the pop-up screen to verify.

Click on Done to exit screen
2.3.1.b Add/ Edit Progress Report Cycles

The Assessment Programme is prescribed for CAPS subjects and a cycle should be added for every term. Additional cycles that are not included for promotion / progression can be added as an Additional Mark Cycle.

To add an evaluation cycle
- Click on Add Cycle to open the screen below (Fig. 52).
- Enter the required details in the various fields.
- Click on Save.
Click on Done to exit screen

To edit an evaluation cycle
- Click on Edit Cycle to open the screen below (Fig. 52).
- Change the required details of the particular field.
- Click on the Save button.
Click on Done to exit screen

Figure 52: Add Evaluation Cycle
2.3.2 View National Rating Codes (12.7.12)

The National Protocol of Assessment: Grades R-12 prescribes the rating codes and percentages for recording and reporting of learner achievements.

See View National Rating Codes (12.3.14) for description.

2.3.3 Maintain Promotion Decisions (12.7.13)

Promotional decisions are used to describe the effect of the overall achievement of the learner.

The decisions are prescribed by the Protocol on Learner Assessment: Gr R – 12 and published policy amendments. Learners who adhere to the promotional requirement will be progressed to the next Grade.

Promotion decisions are added or edited as follows (Fig. 53):

- Type a description and a schedule code (that will appear on the mark schedules) in the relevant space below and click on Add.
- Click on Save to save new description.
- To edit a description click on a description and then change the description.
- Click on Save to save change.
- To delete a description click on a description and then click on Delete.

Click on Done to exit screen.

![Promotion Decision Details](image-url)
2.3.4 Maintain Report Comment (12.7.14)

General comments that will be printed on the learner reports and some mark schedules are captured in this menu.

- Setup a comment list as follows:
  - Type the information in the columns as shown in Figure 54 below.
  - The sequence of the comments can be readjusted as follows:
    - Change the number in the number column and click on Fix Subject Comments (Re-Index).
    - Click on Print Grid to print the list.
    - Click on Delete Item to remove the item from the list.

Click on Done to exit screen

![Figure 54: Standardised Report Comments](image)

2.3.5 Maintain Report Subject Order (Menu 12.7.15)

- The order of the subjects to appear / printed on the learner reports are arranged in this screen.
  - Subjects to be included on the mark schedules are also selected in this screen.

- Arrange the sequence of subjects to appear on the learner report as follows:
  - Type a number of appearance on the order column once done.
  - Indicate if the subject should be added on the internal and progression mark schedule.
  - Click on Print Grid to print the list.
- Click on **Save** to save new order.

Click on **Done** to exit screen

![Figure 55: Promotion Decision Labels.](image)

### 2.3.6 Maintain Learner Cycle Report Results (Menu 12.7.16)

This menu prepares the marks and comments that should be printed on the learners’ reports.

The following schedules are available:

- Per Subject (12.7.16.3) to prepare for learner reports
  - Per Topic (12.7.16.1) to analyse performance in a specific topic or split subject e.g. Geography and History.

The following data needs to be captured / updated in other modules before these menus can be utilised.

<table>
<thead>
<tr>
<th>Screen</th>
<th>Data to be pre-captured</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.3.12</td>
<td>Learner marks captured per task for every subject.</td>
</tr>
<tr>
<td>12.7.11</td>
<td>Mark cycles captured.</td>
</tr>
<tr>
<td>12.7.14</td>
<td>Standardised / general comments to appear on the learner report.</td>
</tr>
</tbody>
</table>

### 2.3.6a Maintain Learner Results per Topic / Split Subject (Menu 12.7.16.1)

The captured marks are displayed for every topic or split subject e.g. Geography and History (Fig. 56) below.

- Select **Grade**, **Subject**, **Class**, **Cycle** and **Topics** from the pre-populated lists.
- Select **Go** to populate the learners and marks.
- Tick on **Show Tasks** to add the Marks per task.
• Educator can now add comments next to each learner.
• Click on Save to save comments.

Click on Done to exit screen

Figure 56: Maintain Learner Results Per Topic or Split Subject

❖ Print the Schedule as follows:
• Follow the selection stated above.

❖ Click on Print Grid to print the list as specified.

❖ Export the data on the Schedule as follows:
• Click on Export to MS Excel to create a file with the exported data.

Click on Done to exit the screen.
2.3.6b Maintain Learner Results per Subject (12.7.16.3)

- The marks that should appear on the learner reports must be confirmed for every subject before printing the learner reports.

- Comments on the learner report can be selected / typed on this schedule.

Click on 12.7.16.3 to find the captured marks for every subject as shown in Figure 57 below.

- Select **Grade, Subject, Class** and **Cycle** from the pre-populated lists.
- Select **Go** to populate the learners and marks.
- Educator can add own comments or select comments from a list to each learner. These comments will appear on the learner’s report next to the subject.
- Tick on **Show Tasks** to show the Marks per task.
- Click on **Save to set up the marks and save the comments for the learner report**

Click on **Done** to exit screen.

Repeat this for every subject.

![Figure 57: Maintain Learner Results Per Topic or Split Subject](image)

- Print the Schedule as follows:
  - Follow the selection stated above.
  - Click on **Print Grid** to print the list as specified.

- Export the data on the Schedule as follows:
  - Click on **Export to MS Excel** to create a file with the exported data.

Click on **Done** to exit the screen.
2.3.7 Maintain Learner Promotion Decision & Comments for Learner Report (Menu 12.7.18)

Decisions on learner promotion and overview comments for learner report are added on this screen.

This schedule displays all the subjects of the grade offered by the school, the learners’ marks and the averages of the subject (per class or per grade).

Click on 12.7.18 to find the verified marks per grade or class that will be printed on the learner’s report (Fig. 58):

- Select Grade, Class (specific or all) and Cycle from the pre-populated lists.
- Select Go to populate the learners and marks.
- Marks that were not captured are highlighted in red.
  - This function checks that all learners’ marks are captured before printing learner reports.
- Subject Head can add a final comment to each learner.
  - These comments will appear under General remarks on the learner's report.
- Click on Save to save the comments and decisions.
- Click on Done to exit screen.

Repeat this for every Grade.

Print the Schedule as follows:

- Follow the selection stated above.
- Click on Print Grid to print the list as specified.

Export the data on the Schedule as follows:

- Click on Export to MS Excel to create a file with the exported data.
- Click on Done to exit the screen.
2.3.8 Print Learner Progress Reports (12.7.19)

Learner reports can be printed according to a range of different formats. A report cover with the School name and logo can also be printed.

Progress reports from previous years (with relevant rating codes) can also be printed as long as the data was captured previously on SA-SAMS.

2.3.8a Reports are printed in two phases:
- Learner results on a letterhead and
- The report cover.

Click on 12.7.19 to select the options for printing the learner’s report (Fig. 59):
- Select Grade, Class (specific), Year and Cycle from the pre-populated lists.
- Select Go to populate the learners’ names
- Select if progress reports should be printed for all learners OR
  - specific learners – tick the selected learners.
- Select the format of the progress report (see table below).
- Tick if the learner photo should be included.
• Select the letterhead as follows:
  o Select **use printed letterhead** for preprinted paper or
  o Select **use system letterhead** to print the school details and logo on SA-SAMS.
  o Set the margins for printing manually or click **default printed Letterhead**.

• Click on **Print Progress Report** at the bottom. This displays a preview screen.

• Select pages and click on **Printer** to print.

Click on **Done** to exit screen

Repeat this for every class.

---

**Figure 59: Print Progress Reports**

The following progress report formats are available for printing:

<table>
<thead>
<tr>
<th>Number</th>
<th>Phase</th>
<th>Per Topic</th>
<th>Marks format</th>
<th>SBA ym+ Exam</th>
<th>Term</th>
<th>Layout</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Senior (All)</td>
<td>% &amp; Level</td>
<td>Common</td>
<td>Single</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Intermediate (A)</td>
<td>% &amp; Level</td>
<td>Single</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Foundation (All)</td>
<td>Topics</td>
<td>Level only</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>All</td>
<td>Topics</td>
<td>% &amp; Level</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>All</td>
<td>% &amp; Level + Class Ave</td>
<td>YM + Ex</td>
<td>All</td>
<td>Landscape</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>All</td>
<td>% &amp; Level + Without ave</td>
<td>YM + Ex</td>
<td>All</td>
<td>Landscape</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>GET (All)</td>
<td>% &amp; Level + Class Ave</td>
<td>All</td>
<td>Landscape</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>GET (All)</td>
<td>% &amp; Level + Without ave</td>
<td>All</td>
<td>Landscape</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Foundation (All)</td>
<td>Level only</td>
<td>All</td>
<td>Landscape</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Select the blank report covers per phase as follows:

- Select the phase for the report.
- Select the cover language of the report.
- Click on Print Blank Report Cover.
- Click on OK to print a blank sheet OR tick No Printer to view a print screen of the report (Fig. 60).
  - Blank covers should be printed for all classes in each phase and then re-inserted into the printer to print evaluation on the opposite side.

Click on Done to exit screen
Repeat this for every Phase.

![Blank Report Cover Page](image)

**2.3.8b Review Learner Average**

This function ensures that subjects can be de-selected in calculating the learner average:

(This function is also available in screen 12.1.13 see Fig.19)

Click on Review Learner Average (Fig. 61):

- Select Grade, Cycle and Class (specific), from the pre-populated lists.
- Select **OK** to populate the learners' names
- Click on a Learner and de-select the subject that should not be included in calculating the learner average.
- Click on **Save**.
- Repeat for other learners.

Click on **Done** to exit screen.

![Figure 61: Review Learner Average](image)

### 2.4 Curriculum Schedules and Printouts (Menu 12.9)

This module is only about reporting. Mark schedules and analysis reports are available for reporting and self-evaluation purposes as shown in the figure below.

![Figure 62: Curriculum related schedules and printouts](image)
The functionalities available for this section are summarised in the table below:

<table>
<thead>
<tr>
<th>Header &amp; (SA-SAMS Menu)</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4.1 Print Blank Mark Schedules (12.9.11)</td>
<td>→ Class lists printed per register class or the whole grade.</td>
</tr>
<tr>
<td>2.4.2 Internal Cycle Mark Schedules per Grade (12.9.12)</td>
<td>→ Report on marks, promotion and comments per grade and can only be printed or exported.</td>
</tr>
<tr>
<td>2.4.3 Internal Results per Subject (12.9.13)</td>
<td>→ List of Learner results per term to determine the ranking of learners per subject per grade.</td>
</tr>
<tr>
<td>2.4.4 Internal Results per Grade (12.9.14)</td>
<td>→ List of Learner results per term to determine the ranking of the learners in a grade.</td>
</tr>
<tr>
<td>2.4.5 Departmental Mark Schedules per Grade (12.9.15)</td>
<td>→ Specific format of Mark Schedules to be printed, signed and sent to districts</td>
</tr>
<tr>
<td>2.4.6 Summary Results per Quarter (12.9.16)</td>
<td>→ Different summary tables to be used for analysis/ statistics.</td>
</tr>
<tr>
<td>2.4.7 Not Promoted and Repeat Numbers (12.9.17)</td>
<td>→ Summary report on no of learners not promoted or repeating</td>
</tr>
<tr>
<td>2.4.8 Repeats &amp; Drop Outs per Learner (12.9.18)</td>
<td>→ List of learners that repeat or dropped out of the system.</td>
</tr>
</tbody>
</table>

Each of the sub-menus will be discussed individually under the related sections.
2.4.1 Print Blank Mark Schedules (12.9.11)
Blank mark schedules can be printed for learners and their subjects.

- These class lists can be printed **per register class** (Fig. 63) or the **whole grade**.
- Screen 12.3.12 also has a functionality to print blank mark schedules **per subject**. This list contains the learners with tasks according to the POA of the subject.

![Figure 63: Print Blank Mark Schedules](image)

The following options are available for Blank Mark Schedules:

<table>
<thead>
<tr>
<th>Menu</th>
<th>Content – Blank schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.3.11 Maintain SBA Results</td>
<td>✓ Per subject per grade</td>
</tr>
<tr>
<td></td>
<td>✓ Learners per register class or subject group</td>
</tr>
<tr>
<td></td>
<td>Columns with tasks &amp; totals as set up in</td>
</tr>
<tr>
<td></td>
<td>✓ POA</td>
</tr>
<tr>
<td>12.1.17 Print Educator Mark Sheets</td>
<td>✓ Per subject per grade</td>
</tr>
<tr>
<td></td>
<td>✓ Learners per register class or subject group</td>
</tr>
<tr>
<td></td>
<td>✓ Empty columns</td>
</tr>
<tr>
<td>12.9.11 Print Blank Mark Schedules</td>
<td>✓ Per grade – ALL subjects</td>
</tr>
<tr>
<td></td>
<td>✓ Learners per register class or whole grade</td>
</tr>
<tr>
<td></td>
<td>✓ Empty columns for each subject</td>
</tr>
</tbody>
</table>
2.4.2 Internal Cycle Mark Schedules per Grade (12.9.12)

Internal Cycle Mark Schedules per Grade 12.9.12 and Maintain Learner Promotion Decision & Comments for Learner Report 12.7.18 are the same screen except that

- **12.7.18 captures** the promoting decisions and comments for the learner report.
- **12.9.12 is a reporting screen** and can only be printed or exported.

Compare Figure 64 to Figure 58.

- Learner results can be available as levels or percentage mark.
- Captured promotion decisions and comments (in 12.7.18) are available for printing.

```plaintext
Figure 64: Internal Cycle Mark Schedules per Grade/Class
```

2.4.3 Cycle Results per Subject (12.9.13)

This screen lists the Learner results per term to determine the ranking of the learners in a subject per grade.

- Click on 12.9.13 to open screen as shown in Figure 65.
- Select **Grade, Subject** from the pre-populated lists.
- Click on **Get Results** to populate the learner names and term marks.
- Click on **Get Ranking** to print the ranking number according to learner mark.
- Click on **Print Grid** to print the list.
- **Export the data** on the Schedule as follows:
  - Click on **Export to MS Excel** to create a file with the exported data.

Click on **Done** to exit screen
2.4.4 Total Results per Grade (12.9.14)

This screen displays the Learner results per term to determine the ranking of the learners in a grade.

- Click on 12.9.14 to open screen as shown in Figure 66.
  - Select Grade, Class from the pre-populated lists.
  - Click on Get Results to populate the learner names and term marks.
  - Click on Get Ranking to print the ranking number according to learner mark.
  - Click on Print Grid to print the list.

- Export the data on the Schedule as follows:
  - Click on Export to MS Excel to create a file with the exported data.

Click on Done to exist the screen.
Repeat this for every Subject.
2.4.5 Departmental Mark Schedules per Grade (12.9.15)

Departmental Mark Schedules is a summary report per grade (class) that contains basic biographical data and the achieved results in all the subjects of the learners. These are official forms that are sent to districts for curriculum reporting and are printed, signed and date stamped.

- Different mark schedules are available for printing.
- Mark schedules are printed per grade or per class as shown in Figure 67.
- All mark schedules contain the following: School name, Date and district and space for signatures at the bottom.
- The content available on the mark schedules is summarised in the table below:

<table>
<thead>
<tr>
<th>SA-SAMS Menu</th>
<th>Mark Schedules</th>
<th>Available data</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.9.15.1</td>
<td>Foundation Phase only</td>
<td>X X X X X X X 1 X X X</td>
</tr>
<tr>
<td>12.9.15.2</td>
<td>Gr 4-9 Schedule only</td>
<td>X X X X X X 1 X X X</td>
</tr>
<tr>
<td>12.9.15.3</td>
<td>Gr 4-9 Schedule (GDE Layout)</td>
<td>X X X X X X 1 X X X</td>
</tr>
<tr>
<td>12.9.15.4</td>
<td>Gr 10-12 Schedule only</td>
<td>X X X X X X 1 X X X</td>
</tr>
<tr>
<td>12.9.15.5</td>
<td>Other: Mark split into Year mark, Exam mark and Total mark</td>
<td></td>
</tr>
<tr>
<td>12.9.15.6</td>
<td>Mark Schedule (EC Layout) for all phases</td>
<td>X X X X X 1 X X X</td>
</tr>
<tr>
<td>12.7.10</td>
<td>Promotion/ Progress report EC</td>
<td>Other: Population group; Declaration</td>
</tr>
<tr>
<td>12.9.15.17</td>
<td>Mark Schedule (MP/NW/NC Layout) for all phases</td>
<td>X X X X X X 2 X X X</td>
</tr>
<tr>
<td></td>
<td>Other: Statistics</td>
<td></td>
</tr>
</tbody>
</table>

Click on any schedule to open screen as shown in the example in Figure 67.

- Select Grade, Class and Cycle from the pre-populated lists.
- Click on GO to populate the learner data and term marks.
- Click on Print to print the list AND/OR
- Click on Export to MS Excel to create a file with the exported data.
- Click on Done to exist the screen.
Repeat this for every Grade.

**Figure 67: Example of a Progression Mark Schedule**

### 2.4.6 Summary Results per Quarter (2.9.16)

Learner results are aggregated and presented into different tables that could be used for analysis of learner achievement. The following table contains a summary of the available summary of result tables:

<table>
<thead>
<tr>
<th>SA-SAMS Menu</th>
<th>Figure</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.9.16.1 Summary of results per level per subject</td>
<td>Figure 68</td>
</tr>
<tr>
<td>12.9.16.2 Summary of results Grades R - 9</td>
<td>Figure 69</td>
</tr>
<tr>
<td>12.9.16.3 Summary of results for Grades 10 - 12</td>
<td>Figure 70</td>
</tr>
<tr>
<td>12.9.16.4 Summary of results per Grade</td>
<td>Figure 71</td>
</tr>
<tr>
<td>12.9.16.5 Distribution Results per Grade per Subject</td>
<td>Figure 72</td>
</tr>
<tr>
<td>12.9.16.6 Averages per subject per Grade</td>
<td>Figure 73</td>
</tr>
</tbody>
</table>

Each of the tables can be printed and exported to Excel.

The **Summary of Results Tables** will be discussed individually:
2.4.6a Summary of results per level per subject (12.9.16.1)

This table shows the learner achievement of all terms for every subject.

- The table contains a summary of results per grade, per subject.
- The table contains the no of learners that achieved per level, the total of learners and average % of the subject.

![Figure 68: Level Distribution Table of Learner Results Per Term](image)

2.4.6b Summary of results Grades R – 9 (12.9.16.2)

This table compares learner promotion between the subjects and the grades in a phase.

- This table shows the results for a specific term only.
- The table lists the number of learners, the number of learners promoted and the % of learners promoted.

![Figure 69: Summary of Learner Promotion Results in all subjects per phase (GET)](image)
### 2.4.6c Summary of results for Grades 10 -12 (12.9.16.3)

This table compares learner achievement of 40% and above between the subjects and the grades.

- This table compares the results for a specific term only.
- The table lists the number of learners, the number of learners promoted and the average % of the grade.

#### Summary of Results Grades 10 to 12 (12.9.16.3)

[Table Snippet]

**Figure 70:** Summary of Learner Promotion Results per subject in the phase (FET)

### 2.4.6d Summary of results per Grade (12.9.16.4)

This table compares learner achievement of 35% and above between the grades in FET.

- This table shows the results of all the terms.
- The table lists the number of learners, the number of learners achieving 35% and more and this as a % of learners.
2.4.6e Distribution Results per Grade per Subject (12.9.16.5)

This table compares the distribution of learner achievement for every subject in all grades offered by the school.

- The table lists the number of learners achieving at a level, average % of the subject, no of learners absent and the total no of learners.
- The table contains a summary of results of all grades for a specific subject.
- The results can be given per gender.
- The results for Languages is available as a group (e.g. HL, FAL) or per individual language.
- The data is given per term.
2.4.6f Averages per subject per Grade (12.9.16.6)

This table lists the averages of the subjects and the grades.

This table lists the results for a specific term only.

![Figure 73: Summary of averages per subject in all grades](image)

2.4.7 Not Promoted and Repeat Numbers (12.9.17)

The report lists the number of learners that were not promoted to the next year and the number of learners that repeats a grade printed.

- Click on screen 2.9.17 that opens a pop-up box.
  - Click on OK to print a blank sheet OR tick No Printer to view a print screen of the report (Fig. 74)
  - Click on the Printer icon to print report.

Click on Done to exit screen
2.4.8 Repeats and Drop Outs Per Learner (12.9.18)

A list can be printed of the learners that repeated a grade or who dropped out (learners is archived (3.1.1 or 4.1) with drop out as a reason).

- Click on screen 2.9.18 that opens screen as shown in Figure 75.
  - Select View Learners repeating a grade OR
  - Select View Learners who dropped out
  - Select the Grade or tick the box show all grades
  - Select the Year from the drop-down box to populate the relevant learners.
  - Click on Print Grid to print the list of learners

Click on Done to exit screen
C. SUMMARY

**Module 12: Curriculum Related Data** manages the recording, analysis and reporting of School Based Assessments (SBA).

### 3.1 Quick reference of the sub-menus and their uses:

This module is divided into 4 sections that are linked to sub-menus as follows:

<table>
<thead>
<tr>
<th>Header</th>
<th>Sub- Menu / Functionality</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1</td>
<td><strong>Subject related:</strong></td>
</tr>
<tr>
<td></td>
<td>Select subjects for school, Assign subjects to learners Create subject groups</td>
</tr>
<tr>
<td></td>
<td>- Set up <em>school subject list</em></td>
</tr>
<tr>
<td></td>
<td>- Setup Topics for all subjects</td>
</tr>
<tr>
<td></td>
<td>- Setup the language for the learner report</td>
</tr>
<tr>
<td></td>
<td>- Create <em>subject groups</em> for easy assignment of subject to learners</td>
</tr>
<tr>
<td></td>
<td>- Assign subjects to individual learners</td>
</tr>
<tr>
<td></td>
<td>- Set up <em>subject class groups</em> and generate subject class lists</td>
</tr>
<tr>
<td></td>
<td>- Printout of learner subject status: subject list with / without subjects</td>
</tr>
<tr>
<td>12.3</td>
<td><strong>SBA:</strong></td>
</tr>
<tr>
<td></td>
<td>Setup POA (tasks &amp; Topics), Capture marks</td>
</tr>
<tr>
<td></td>
<td>- To set-up / validate tasks for Programme of Assessment (POA)</td>
</tr>
<tr>
<td></td>
<td>- Capturing learner marks</td>
</tr>
<tr>
<td></td>
<td>- List with rating codes and official descriptions</td>
</tr>
<tr>
<td></td>
<td>- List of POA tasks for the school management</td>
</tr>
<tr>
<td></td>
<td>- POA Tasks listed on a calendar format</td>
</tr>
<tr>
<td></td>
<td>- List of POA of previous year</td>
</tr>
<tr>
<td>12.7</td>
<td><strong>Prepare learner reports:</strong></td>
</tr>
<tr>
<td></td>
<td>Verify marks, Add comments, Add promotion decision, Print Learner Progress Reports</td>
</tr>
<tr>
<td></td>
<td>- To set-up the Cycle (period) for assessment</td>
</tr>
<tr>
<td></td>
<td>- Pre-populated list with rating codes and official descriptions</td>
</tr>
<tr>
<td></td>
<td>- Capture promotion descriptors for mark schedules and learner reports</td>
</tr>
<tr>
<td></td>
<td>- Capture a list with standard / general comments for mark schedules and learner reports</td>
</tr>
<tr>
<td></td>
<td>- Range the order of subjects as they should be printed on the learner reports.</td>
</tr>
<tr>
<td></td>
<td>- Select subjects that must be included in the progression mark schedules.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Verify captured marks and comments per subject</strong></td>
</tr>
<tr>
<td></td>
<td>- Captures on a Mark schedule the <em>promotion decision &amp; general comments for each learner</em></td>
</tr>
<tr>
<td></td>
<td>- <strong>Print learner reports</strong> from a range of available formats</td>
</tr>
</tbody>
</table>
### 12.9 Curriculum related reporting

- Print blank mark schedules (register class or subject)
- Mark schedules of captured marks per grade
- Mark schedules per subject for rating
- Mark schedules per grade for rating
- **Departmental mark schedules per grade for districts**
- Learner performance analysis per quarter (Stats)
- Report on learners not promoted and repeating
- List learner that repeats or dropped out

## 12.1 Setup subjects and subject choices

<table>
<thead>
<tr>
<th>Header (SA-SAMS Menu)</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.1 Maintain subjects (12.1.11)</td>
<td>➢ To select the subjects per grade as offered by the school.</td>
</tr>
<tr>
<td>2.1.2 Maintain topics (12.1.12)</td>
<td>➢ Topics are pre-populated for all CAPS subjects</td>
</tr>
<tr>
<td>2.1.3 Maintain learner report language (12.1.13)</td>
<td>➢ Language of the learner report to the parent is selected individually.</td>
</tr>
<tr>
<td>2.1.4 Create subject sets (12.1.14)</td>
<td>➢ Subject sets are created per Grade for bulk assignment to the learners.</td>
</tr>
<tr>
<td>2.1.5 Assign subject to individual learners (12.1.15)</td>
<td>➢ Subjects can be assigned to individual learners or per class. Subjects can also be assigned per group or per single subject.</td>
</tr>
<tr>
<td>2.1.6 Create subject groups (12.1.16)</td>
<td>➢ Learners from a register class can be split into different subject classes/groups.</td>
</tr>
<tr>
<td>2.1.7 Print subject mark sheets for assessment (12.1.17)</td>
<td>➢ Mark sheets generated per subject group ➢ Mark sheets generated per educator.</td>
</tr>
<tr>
<td>2.1.8 View/print learner subject allocation (12.1.18)</td>
<td>➢ List of subject allocation per learner</td>
</tr>
</tbody>
</table>
- **12.3 Maintain School Based Assessment**

<table>
<thead>
<tr>
<th>Header &amp; (SA-SAMS Menu)</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2.1 School Based Programme of Assessment (12.3.11)</td>
<td>➢ To set-up / validate tasks for Programme of Assessment (POA)</td>
</tr>
<tr>
<td>2.2.2 Maintain Learner SBA Results (12.3.12)</td>
<td>➢ Capture learner marks</td>
</tr>
<tr>
<td>12.3.14 View National Rating Codes (12.3.14)</td>
<td>➢ Pre-populated list with rating codes and official descriptions</td>
</tr>
<tr>
<td>2.2.3 View Programme of Assessment Tasks (12.3.15)</td>
<td>➢ List of POA tasks</td>
</tr>
<tr>
<td>2.2.4 Calendar View of Assessment Tasks (12.3.16)</td>
<td>➢ Tasks populated on a calendar</td>
</tr>
<tr>
<td>2.2.5 Print Learner Portfolio SBA Results (12.3.18)</td>
<td>➢ Print a list of learners and their portfolio achievement</td>
</tr>
<tr>
<td>2.2.6 Update Previous Year POA (12.3.19)</td>
<td>➢ List the POA of previous year</td>
</tr>
</tbody>
</table>

- **12.7 Maintain learner progress reports**

<table>
<thead>
<tr>
<th>Sub-Menu / Screen</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.3.1 Maintain Progress Report Cycles (12.7.11)</td>
<td>➢ To set up the Cycle (period) for assessment</td>
</tr>
<tr>
<td>2.3.2 View National Rating Codes (12.7.12)</td>
<td>➢ Pre-populated list with rating codes and official descriptions</td>
</tr>
<tr>
<td>2.3.3 Maintain Promotion Descriptors (12.7.13)</td>
<td>➢ To capture Promotion descriptors for mark schedules and learner reports</td>
</tr>
<tr>
<td>2.3.4 Maintain Subject Comments List (12.7.14)</td>
<td>➢ To capture a list with standard / general comments for mark schedules and learner reports</td>
</tr>
</tbody>
</table>
| 2.3.5 Maintain Report Subject Order (12.7.15) | ➢ To arrange the order of subjects as they should be printed on the learner reports. 
➢ To select subjects that must be included in the progression mark schedules. |
| 2.3.6 Maintain Learner Report Result (12.7.16) | ➢ To set-up promotion / progression |
| 2.3.7 Maintain Learner Promotion Decisions & General Report Comments 12.7.18) | ➢ Maintain Learner Promotion Decisions & General Report Comments |
| 2.3.8 Print Learner Progress Reports (12.7.19) | ➢ Print learner reports from a range of available formats |
12.7 Curriculum related schedules and reports

<table>
<thead>
<tr>
<th>Header &amp; (SA-SAMS Menu)</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4.1 Print Blank Mark Schedules (12.9.11)</td>
<td>→ Class lists printed per register class or the whole grade.</td>
</tr>
<tr>
<td>2.4.2 Internal Cycle Mark Schedules per Grade (12.9.12)</td>
<td>→ Report on marks, promotion and comments per grade and can only be printed or exported.</td>
</tr>
<tr>
<td>2.4.3 Internal Results per Subject (12.9.13)</td>
<td>→ List of Learner results per term to determine the ranking of learners per subject per grade.</td>
</tr>
<tr>
<td>2.4.4 Internal Results per Grade (12.9.14)</td>
<td>→ List of Learner results per term to determine the ranking of the learners in a grade.</td>
</tr>
<tr>
<td>2.4.5 Departmental Mark Schedules per Grade (12.9.15)</td>
<td>→ Specific format of Mark Schedules to be printed, signed and sent to districts</td>
</tr>
<tr>
<td>2.4.6 Summary Results per Quarter (12.9.16)</td>
<td>→ Different summary tables to be used for analysis/Statics.</td>
</tr>
<tr>
<td>2.4.7 Not Promoted and Repeat Numbers (12.9.17)</td>
<td>→ Summary report on nr of learners not promoted or repeating</td>
</tr>
<tr>
<td>2.4.8 Repeats &amp; Drop Outs per Learner (12.9.18)</td>
<td>→ List of learners that repeat or dropped out of the system.</td>
</tr>
</tbody>
</table>

3.2 “How to…” flow diagrams:

- **Assign subjects to learners:**

  ![Assign subjects to learners flow diagram](image)

- **Capture marks per subject:**

  ![Capture marks flow diagram](image)
Blank Mark Schedules Available for Capturing:

<table>
<thead>
<tr>
<th>Screen</th>
<th>Content – Blank schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.3.11 Maintain SBA Results</td>
<td>✓ Per subject per grade</td>
</tr>
<tr>
<td></td>
<td>✓ Learners per register class or subject group</td>
</tr>
<tr>
<td></td>
<td>✓ Columns with tasks &amp; totals as set up in POA</td>
</tr>
<tr>
<td>12.1.17 Print educator mark Sheets</td>
<td>✓ Per subject per grade</td>
</tr>
<tr>
<td></td>
<td>✓ Learners per register class or subject group</td>
</tr>
<tr>
<td></td>
<td>✓ Empty columns</td>
</tr>
<tr>
<td>12.9.11 Print Blank Mark Schedules</td>
<td>✓ Per grade – ALL subjects</td>
</tr>
<tr>
<td></td>
<td>✓ Learners per register class or whole grade</td>
</tr>
<tr>
<td></td>
<td>✓ Empty columns for each subject</td>
</tr>
</tbody>
</table>

- **Curriculum related reports/ schedules to be used for “stats”:**

<table>
<thead>
<tr>
<th>Different Summary tables for Analysis</th>
<th>Figure</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.9.16.1 Summary of results per level per subject</td>
<td>Figure 68</td>
</tr>
<tr>
<td>12.9.16.2 Summary of results Grades R - 9</td>
<td>Figure 69</td>
</tr>
<tr>
<td>12.9.16.3 Summary of results for Grades 10 -12</td>
<td>Figure 70</td>
</tr>
<tr>
<td>12.9.16.4 Summary of results per Grade</td>
<td>Figure 71</td>
</tr>
<tr>
<td>12.9.16.5 Distribution Results per Grade per Subject</td>
<td>Figure 72</td>
</tr>
<tr>
<td>12.9.16.6 Averages per subject per Grade</td>
<td>Figure 73</td>
</tr>
</tbody>
</table>

- **Other reports:**

<table>
<thead>
<tr>
<th>Screen</th>
<th>Content – Blank schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1.18 View /print learner subject allocation.</td>
<td>✓ List of subject allocation per learner</td>
</tr>
<tr>
<td>12.3.18 Print learner portfolio SBA results</td>
<td>✓ Printing a list of learners and their portfolio achievement</td>
</tr>
<tr>
<td>12.8.17 Summary report- learners not promoted and repeat numbers</td>
<td>✓ Summary report on no of learners not promoted or repeating</td>
</tr>
<tr>
<td>12.8.18 Print learner details: repeats and drop outs</td>
<td>✓ List of learners that repeat or dropped out of the system.</td>
</tr>
</tbody>
</table>

![Diagram of processes]

ABC of... Curriculum Related Data
Feedback/Contact Form

Your feedback is important to us. Please leave any comment that you want. If you are struggling with anything in this module, please send us an email and remember to also give us a number or email to contact you back with.

Contact Name:

Email Address:

Cellphone Number:

Version of SA-SAMS:

Operating System:

District / Province:

Comments / Problem Details:

[Text box for comments]

Send Email

Contact Person    Telephone    Email
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