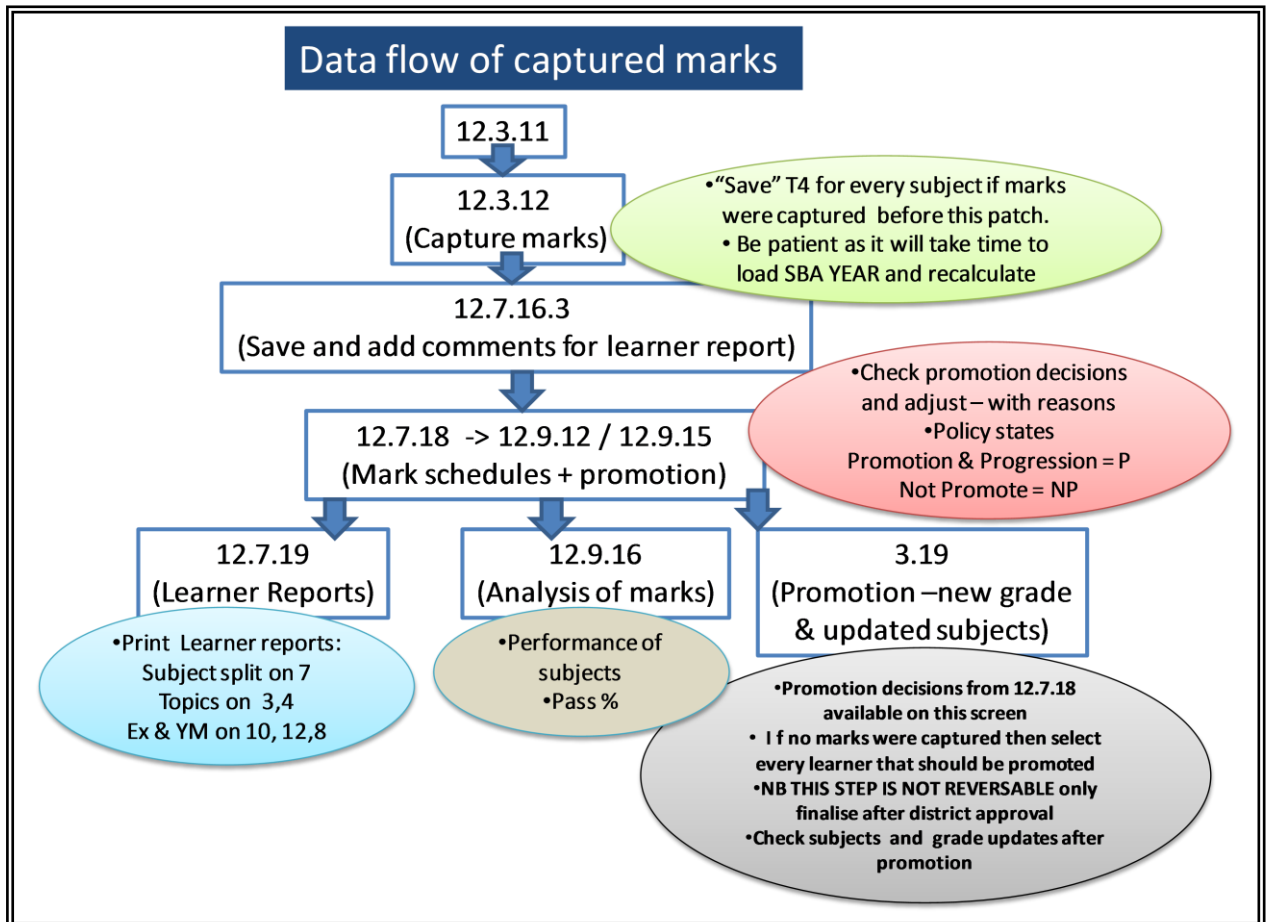


User Guide for SA-SAMS version 13.6.0

This version is the final step of the data flow in the Curriculum Module as indicated below:



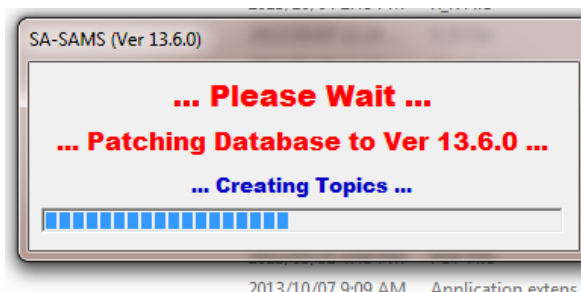
This version includes the following improvements:

- **Term 4 mark calculations** – including calculating SBA year marks and final marks.
- Mark schedules with automated **promotion decisions** (this can be amended by the Principal with reasons captured in the “General report comment” column)
- Updated **learner reports (12.7.19** --12 options)
- **After Processing Promotions (3.19):** Subjects are automatically selected (where relevant).
- **Preloaded 2014 data:** Tasks, Activities, Topics, Calendar (Terms, Public holidays and Report Cycles).
- **Windows 8** compatibility

This user guide is designed to assist you in using the curriculum module effectively. Examples screens and solutions for possible challenges are available as annexures (*).

This manual covers the following:

1. Installing 13.6.0 will take longer than previously due to the size of the preloaded 2014 data. Let the patch complete installation and **DO NOT STOP THE PATCHING HALFWAY** as this will corrupt your school database!



2. 12.7.11 –Term 4 report cycles must be marked as ‘Final Promotion Cycles’.
3. 12.3.11 –PoA must be set-up correctly, especially for Gr 7, 8 and 9. (*)
4. 12.3.12 – SBA year mark is automatically calculated according to the year weighting (*)
 - a. Capture marks for term 4 and **Save**. (See annexure for possible challenges)
 - b. **Resave** this screen for all the subjects with captured T4 marks before 13.6.0.
 - **Be patient as this patch is calculating SBA Year mark, saving it to the new version and then processing it for the marks for reporting. (This is only for this patch)**
5. 12.7.16.3 – **Save** the captured marks as report marks for every subject. (*)
 - Add comments for the subject that will appear on the learner report (if required)
6. 12.7.18 – Promotion schedule (*)
 - The subject marks and automated promotion decisions are displayed. (*)
 - Add overall comment for the learner to be printed the report (if required).
 - If promotion decision needs to be altered then select the changed decision in next column and add a reason in the “General report comment” column.
 - **“Save”** to send promotion results to the learner report (12.3.19), schedules (12.9.15), analysis/stats (12.9.16) and final promotion procedure (3.19).
7. 12.7.19 – Print selected learner report.
 - Available is absenteeism (T4 shows the total for the year); promotion decision, year mark and exam mark (certain reports), comments per subject and overall comment, % and levels or levels only, report split for Social sciences
8. 12.9.15 – mark schedules available with option of levels / % or both
 - On 12.9.15.7 find the year mark, exam mark and the promotion mark (marks only)
 - Summary stats and logo available on 12.9.15.7 at the bottom
9. 12.9.16 – statistics of subject’s performance available on 12.9.16.1/2/3/5
 - Statistics of grade performance and promotion/not promoted % available on 12.9.16.4/6. (12.9.17 shows the previous year after promotion)
10. 3.19 – Learner promotion places learner in new grade with upgraded subjects and should be done after the district endorsed the schedules.

- NB – please make a backup copy before you proceed. **THIS PROCESS IS NOT REVERSABLE AT ALL.**
- **Two options available:**
 - a. Learner promotion results are populated from 12.7.18 if the curriculum module were used.
 - b. In case of no available marks (curriculum module was not used), then learners need to be selected one-by-one.
- Grades of learners are now updated. Place learners in new classes (3.1.5).
- Subjects were upgraded to the new grade – PLEASE CHECK the assigned SUBJECTS

Annexure:

1. 12.7.11 –Term 4 report cycles must be marked as ‘Final Promotion Cycles’.

- You will not be able to capture marks if the cycle is not selected for final promotion.

Maintain Progress Evaluation Cycles

Select a year to view/maintain the evaluation cycles: 2013

Filter List by Learner Phase/Band: []

Show All

Click on an evaluation cycle to edit or delete

Term	C...	Description	Afrikaans	Learner Ph...	Start Date	End Date	Promot...
1	1	TERM 1	KWARTAAL 1	FET	2013/01/09	2013/03/20	No
2	2	TERM 2	KWARTAAL 2	FET	2013/04/09	2013/06/21	No
3	3	TERM 3	KWARTAAL 3	FET	2013/07/15	2013/09/20	No
4	4	TERM 4	KWARTAAL 4	FET	2013/10/02	2013/12/04	No
4	5	PROMOTION	PROMOSIE	FET	2013/10/02	2013/12/04	Yes
1	1	TERM 1	KWARTAAL 1	Senior	2013/01/09	2013/03/20	No
2	2	TERM 2	KWARTAAL 2	Senior	2013/04/09	2013/06/21	No
3	3	TERM 3	KWARTAAL 3	Senior	2013/07/15	2013/09/20	No
4	4	TERM 4	KWARTAAL 4	Senior	2013/10/02	2013/12/04	No
4	5	PROMOTION	PROMOSIE	Senior	2013/10/02	2013/12/04	Yes

2. 12.3.11 –PoA is set-up correctly, especially for Gr 7, 8 and 9. (*)

- Tasks that are part of the SBA year mark should be ticked and will be indicated in blue on the right.
- There are 2 options for Senior phase to result as follows $T1+T2+T3=75\%$ and $T4=25\%$
 - a. Set SBA year mark as 100% and ensure that the weight for all terms are = 25% (split the 25% in the case of more than one task per term as shown in the screens below).
 - b. Set SBA as 75% and Exam as 25%. BUT the weighting for the 3 terms should be equal sharing of the SBA year mark. YM is always a total of 100 with result that the terms are $33.33 + 33.33 + 33.33$.
- Option a will have only 1 mark for the learner report and Option b has 2 %: Exam and year mark.

School Based Assessment for 2013 (12.3.11)

Grade: Subject: Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1	No	0	1	2013/01/17	100	100.00	Yes	25.00
Term 1 Totals:						100	100.00		
Term2	2	No	0	2	2013/04/11	100	75.00	Yes	18.75
Term2	Ex (Examination)	No	0	2	2013/04/23	100	25.00	Yes	6.25
Term 2 Totals:						200	100.00		
Term3	3	No	0	3	2013/07/19	100	50.00	Yes	12.50
Term3	Ex (Control test)	No	0	2	2013/07/23	100	50.00	Yes	12.50
Term 3 Totals:						200	100.00		
Term4	4	No	0	1	2013/10/09	100	0.00	Yes	25.00
SBA Year Mark - Convert Marks using Weight: 100%						0	100.00		100.00
Term 4 Totals:						100	100.00		

Buttons: Add New Tasks, Edit Task, Delete Task, Weights / Validation, Calendar View, Common Tests/Tasks

SBA Year Marks

For Tasks marked as 'Include in SBA Year Mark':

Convert Marks to Specified Marks

Convert Marks using Weight Weight %:

Buttons: Save, Done

3. 12.3.12 – SBA year mark is automatically calculated according to the year weighting (*)

- **BE PATIENT** as this patch is calculating SBA Year mark, saving it to the new version and then processing it for the marks for reporting. (This is only for this patch)
- Tick **Show SBA TASKS** to see all the tasks included.

Subject: Sorting:

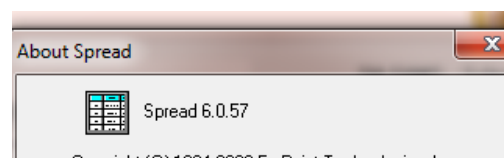
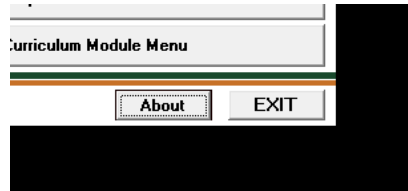
Class: OR Subject Group:

Term:

Show SBA Tasks Subject Total: 215 Number

TASKS	TASK 7	TASK 8	SBA Year Mark	TOTAL Weighted Mark	Term %	Level
Class : All						
Activities						
Weighting	0	25	75			
Total Mark	15	50	150			
Include in SBA Year Mark	Yes		Yes			
SBA Year Mark Weight	10					
Term /Date	Term4 2013/11/22	Term4 2013/11/23	Term4			
Gender	T1	T2	SBAYEAR		100	
Female	15	45	114	79.50	79.50	6
Female	9	0	51	25.50	25.50	1
Male	7	32	97	64.50	64.50	5
Male	5	12	88	50.00	50.00	4
Female	7	40	80	60.00	60.00	5
Female	10	-1	117	58.50	78.00	6
Male	0	0	61	30.50	30.50	2

- If marks cannot be captured – then check on 12.7.11 that the Term 4 report cycles is marked as ‘Final Promotion Cycles’.
- If it does not want to load the marks / learners or gives Error 6 then check if the Edusolspread is v 6.0.57. (Click on **About** and then Click on **Grid version**. The spread version will be on top of insert screen)



(Close SA-SAMS. Edusolspread 6.0.57 is available on C->programfiles->edusolsams, open and run/ update. Open SA-SAMS again and check SA-SAMS)

4. 12.7.16.3 – **Save** the captured marks as report marks for every subject. (*)
 - Add comments for the subject that will appear on the learner report (if required)
 - If this page is not populated – **save** the data again on 12.3.12

Subject: Natural Sciences and Technology (Gr 6)
 OR Subject Group: <None>
 Term: TERM 4 : 2013/10/01 - 2013/12/04

Sorting: Alphabetical

captured to capture/save comments.

> Calculation New for Report Captured

Gender	Calc %	Calc Level	%	Level	Lang	Select Comment
Female	-2		-2		E	
Female	-2		-2		E	
Male	-2		-2		E	
Male	-2		-2		E	
Female	-2		-2		E	

- Click on **Show Tasks** and scroll to the right to view the final marks (not %)/
- Subjects with 100% SBA will only have 1 mark.

Marks Security: UH.

Subject: Natural Sciences and Technology (Gr 6)
 OR Subject Group: <None>
 Term: TERM 4 : 2013/10/01 - 2013/12/04

Sorting: Alphabetical Max View

captured to capture/save comments.

<> Calculation New for Report Captured Show Task:

Gender	Calc %	Calc Level	%	Level	Term 4:2013/11/23 Weight:25 Total Marks:50	Term 4:SBA Year Weight:75 Total Marks:150
Female	80	7	80	7	45	114
Female	26	1	26	1	0	51
Male	65	5	65	5	32	97
Male	50	4	50	4	12	88
Female	60	5	60	5	40	80
Female	78	6	78	6	-1	117
Male	31	2	31	2	0	61

- **“Save”** to send marks to the learner report and promotion schedules.

5. 2.7.18 – Promotion schedule (*)

- The subject marks and automated promotion decisions are displayed. (*)
- Add overall comment for the learner to be printed the report (if required).
- If promotion decision needs to be altered then select the changed decision in next column and add a reason in the “General report comment” column.

CYCLE 4 Max View

Results will only be saved for learners that have marks entered for the cycle.
 Sorting: Alphabetical

Report Split
 Show: Levels Marks

SCHOOL
 Schedule
 for: CYCLE 4 2013

Learner Name	Gender	Learner Mode (most frequent rating scale)	Afrikaans First Additional Language (Gr. 1)	English Home Language (Gr. 1)	Life Skills (Gr. 1)	Mathematics (Gr. 1)	Select promotion or progression decision	Promotion / Progression	Report General Comment
...	M	5	6	5	4	5		P	
...	M	3	3	3	5	4	2NP		
...	F		3	4	5	6		P	
...	M	4	5	4	4	5		P	
...	M	1	1	1	3	1		NP	
...	M	4	4	4	4	4		P	
...	F	5	3	4	5	5		P	
...	F	4	2	3	4	4		NP	
...	M	3	3	3	4	4		NP	
...	M	5	4	5	5	5		P	

- Results that are changed and that differ from the rules will be indicated in red.

M	3	3	3	5	4		NP
F		3	4	5	6		P
M	4	5	4	4	5		P
M	1	1	1	3	1		P
M	4	4	4	4	4		P
F	5	3	4	5	5		P

- “Save” to send promotion results to the learner report (12.3.19), schedules (12.9.15), analysis/stats (12.9.16) and final promotion procedure (3.19).

6. 12.9.15 – mark schedules available with option of levels / % or both

- On 12.9.15.7 find the year mark, exam mark and the promotion mark (marks only)

Subject Class: All

Display: Marks Max View

Department of Basic Education
Progression Schedule for Grade 10

School District: FEZILE DABI Date: 2013/11/19

Learner Name	Number of years in phase	Number of days absent in Year	Learner's Progress											
			Home Language	First Additional Language	Second Additional Language	Accounting (Gr. 10)	Business Studies	Computer Applications	Consumer Studies	Geography (Gr. 10)	Life Orientation	Life Sciences (Gr. 10)		
...	1	1	YM	48	44						60	71	56	
			EM	78	89						67	0	76	
			PM	71	78						65	71	71	
...	8	8	YM	41	30						59	59	63	43
			EM	45	70						75	75	0	37
			PM	44	60						73	71	63	38
JLLEN	0	0	YM	48	35		35	34	26				70	
			EM	0	0		93	93	80				0	
			PM	12	35		79	79	52				70	
...	3	3	YM	41	41						66	58	42	52
			EM	67	0						25	0	0	0
			PM	60	10						48	58	42	52
...	0	0	YM	42	38		40	42	27				37	
			EM	0	0		00	00	42				0	
			PM	0	0		00	00	42				0	

7. 12.9.16 – statistics of subject’s performance available on 12.9.16.1/2/3/5

- Statistics of grade performance and promotion/not promoted % available on 12.9.16.4/6. (12.9.17 shows the previous year after promotion)

Select Year: 2013	<input checked="" type="radio"/> Show All Grades	<input type="radio"/> Grades R to 7 only	<input type="radio"/> Grades 8 to 12 only	GO	Print	
				Max View	Export to Excel	Done

Results will only display correctly if final term averages and/or promotion results for a grade have been saved. Averages and Promotion Results

Quarter 1

Statistics per grade	Gr R	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12
Number of Learners													
Number of Learners (Average of 35% or more)													
Number of Learners (Average less than 35%)													
Percentage of Learners (Average of 35% or more)													
Grade Average %													

Quarter 2

Statistics per grade	Gr R	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12
Number of Learners					39	47	63	43	48	50	57	46	31
Number of Learners (Average of 35% or more)					33	37	57	39	42	47	40	42	31
Number of Learners (Average less than 35%)					6	10	6	4	6	3	17	4	0
Percentage of Learners (Average of 35% or more)					84.62	78.72	90.48	90.70	87.50	94.00	70.18	91.30	100.00
Grade Average %					45.56	42.11	45.35	45.65	42.94	49.16	38.44	42.15	49.16

Quarter 3

Statistics per grade	Gr R	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12
Number of Learners		35	33	40	40	47	63	42	48	50	57	46	31
Number of Learners (Average of 35% or more)		35	33	39	38	43	61	42	44	48	48	46	31
Number of Learners (Average less than 35%)		0	0	1	2	4	2	0	4	2	9	0	0
Percentage of Learners (Average of 35% or more)		100.00	100.00	97.50	95.00	91.49	96.83	100.00	91.67	96.00	84.21	100.00	100.00
Grade Average %		75.94	72.00	65.93	49.53	49.09	50.49	55.74	45.42	49.82	44.21	49.67	47.16

Quarter 4

Statistics per grade	Gr R	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12
Number of Learners		35	33	40	40			42	48	50	57	46	
Number of Learners Promoted (Passed)		6	8	18	34			30	27	29	2	2	
Number of Learners Not Promoted (Failed)		29	25	22	6			12	21	21	55	44	
Percentage of Learners Promoted (Passed)		17.14	24.24	45.00	85.00			71.43	56.25	58.00	3.51	4.35	
Grade Average %		62.23	57.76	51.23	40.33			37.79	36.73	38.22	19.65	20.41	

Results per Term / Level / Subject / Grade (12.9.16.5)											
Select Term: Term 1	Select Subj. Group: Home Language (HL)	Select Gender: All	GO	Print							
	Select Language: All		Max View	Export to Excel	Done						

Results will only display correctly if CAPS 2012 Subjects Codes are used.

School Name:	TWEELING COMBINED SCHOOL	EMIS Number	441610264
District:	FEZILE DABI	Province	Free State
Learning Area:	Home Language (HL), Language: All, Gender: All		Term 1

Grades	% Average mark per grade	Number of learners in each achievement rating							No of Absent and Non-complete	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 R										0
Grade 1	70.97	1		1	5	8	7	13		35
Grade 2	71.82			2	1	8	5	17		33
Grade 3	55.25	2	3	5	7	12	7	4		40
TOTALS		3	3	8	13	28	19	34		108

Grades	% Average mark per grade	Number of learners in each achievement rating							No of Absent and Non-complete	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 4	41.23	10	9	9	9	3				40
Grade 5	38.19	10	20	10	6	1				47
Grade 6	41.87	10	13	22	13	4	1			63
TOTALS		30	42	41	28	8	1			150

Grades	% Average mark per grade	Number of learners in each achievement rating							No of Absent and Non-complete	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 7	52.48		5	9	17	10	1			42
Grade 8	46.85	1	3	29	15					48
Grade 9	50.40	1	4	15	24	6				50
Grade 10	48.36		2	26	27	1				56
Grade 11	51.59			15	27	4				46