TO: CLUSTER CHIEF DIRECTORS  
DISTRICT DIRECTORS  
CIRCUIT MANAGERS  
PROVINCIAL ANA COORDINATORS  
DISTRICT ANA COORDINATORS  
SCHOOL PRINCIPALS  

FROM: DDG: INSTITUTIONAL & ORGANIZATIONAL MANAGEMENT  

SUBJECT: ANA CIRCULAR 02 OF 2015  

PROCEDURES FOR THE COMPLETION OF THE ANA 2015 MARKS ON SASAMS  

1. The Department of Basic Education (DBE) will be conducting the Annual National Assessment (ANA) for 2015 from 15 – 18 September 2015.  
2. It is expected from schools to record the results of the ANA marks in the SASAMS at the school after marking has been completed.  
3. Learners were registered earlier in the year via the SASAMS submission in February 2015. The final correction and registration took place with the June 2015 SASAMS submission.  
4. Schools should receive mark schedules based on this submission. If a school did not make a June 2015 SASAMS submission, data was used from the last submission which was made by the school.  
5. For the 2015 ANA, each learner is registered to write a test in two subjects, a Language test and a Mathematics test. An individual learner will therefore appear on two mark schedules.  
6. The SASAMS ANA Module assists schools in capturing learner assessments marks on the mark schedules and in generating analysis schedules.  
7. Schools using SASAMS have to ensure that they have the latest SASAMS Patch 15.1.0 installed. Schools submitting data using earlier versions than 15.1.0 are not ANA compliant for LURITS and will be rejected.  
8. Schools are reminded that the ANA process is compulsory and all schools, including Independent schools that are either receiving a subsidy or want to apply for a subsidy should submit ANA results on SASAMS.
9. **Schools should perform the following tasks in order to make a successful submission:**

All the functions for ANA are available under Module 8. (See screen below)

Changes to this module include:
- the inclusion of SNE learners for registration and on mark schedules
- that only one language mark can be captured

This circular contains the following functions that will assist schools with their e-administration of ANA:

- **A: Set up of SNE for ANA**
- **B: Capturing Marks and Validations for ANA**
- **C: Generation and Printing of Mark & Analysis Schedules**
- **D: Submitting Mark & Analysis Schedules and Database**
- **E: ANA registration schedules**

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**SA-SAMS : School Administration and Management System**

**8. ANNUAL NATIONAL ASSESSMENT MODULE (GR 1 TO 9)**

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**Figure 1: Menu for all ANA e-administration**

**A: Set up of SNE for ANA (Screen 8.4)**

The SNE learners are by default not included on the class list due to different subject choices and concessions. Only SNE learners that are going to write ANA must be included.

1. To include the SNE learners on the mark schedule click on 8.4 **“LSEN Learner registration”**.
2. The learners can be listed per grade, per class or all SNE learners.
3. Select the learner to be included for ANA registration and on the Mark schedules.
4. Select the HL and FAL for the learner from the dropdown list.
5. Save all the changes and exit this screen.
6. Print 8.5 to verify that all learners appear on the registration schedule. Keep a copy on file at the school and send one to the Circuit Manager.
B: Capturing Marks with Validations for ANA (Screens 8.8 -8.10)
The learner assessment scores are captured on Screen 8.8 and then validated by the HOD on Screen 8.9 and finally approved by the Principal (or Deputy) on Screen 8.10. This is an electronic process that ensures that all heads have checked and signed off the data. In cases where schools do not have an HOD, the school principal should delegate this function to an educator. This can be done on menu 16.12.

1. Capturing marks for 2015 Step 1:
   - Click on Screen 8.8, select the year, the grade and the class and click on GO.
   - Capture the raw score for the subject only.
   - Only one language mark can be captured. If a mark is entered for HL then FAL will be automatically populated “-2” (not applicable), and if the school recaptures a mark on FAL then the HL will be set automatically as “-2”.
   - Absent learners are captured as “-1” and “-3” is captured for the learners whose scripts are collected for ANA verification.

2. Capturing marks for 2015 Step 2: Validation/internal school moderation:
   - The HOD opens SASAMS with his/ her own username and password (This latter is already set up and available for all personnel on Screen 16.12)
   - The HOD then clicks on Screen 8.9, select the year, the grade and the class and clicks on GO.
   - Check if the learner assessment scores are captured correctly.
   - When satisfied click on “Verify” which will change all fields to orange. This will then serve as the electronic approval of the HOD moderation and validation of the captured marks.
   - Click on “Done” to exit the screen.
3. Capturing marks for 2015 Step 3: Final approval to generate reports:
   - The Principal opens SASAMS with his/ her own username and password (This latter is already setup and available for all personnel on Screen 16.12)
   - The Principal then clicks on Screen 8.10, select the year, the grade and the class and clicks on GO.
   - When satisfied click on “Verify” which will change all fields to green. This will then serve as an electronic approval for principal sign off in order to generate mark schedules and an analysis schedule for the Circuit.
   - This step is critical since no mark schedules or analysis can be printed without this step being completed.
C: Generate and Printing of Mark & Analysis Schedules

1. Generating Mark Schedule Step 4:
   - Mark schedules are generated and printed from the Screen 8.10: Principal Approval.
   - On the “View” filter, select “Print/export” to generate and print mark schedules.
   - This schedule will include a column for Moderated Marks.

2. Generate and print the Analysis Schedule Step 5:
   - Click on Screen 8.11 and select the subject and click on GO.
   - The printing of 8.11 is compulsory as it needs to be submitted.
   - There are options to generate schedules for a specific language and gender.
D: Submitting Mark & Analysis Schedules and Databases

1. The printed mark schedules should be submitted with a copy of the LURITS deployed database.

2. Deploy the database as follows:
   - Click on 17 LURITS deployment module.
   - A notice is displayed on the top right showing the number of learners that have been verified by the principal.
   - Complete the approvals of Learners, Educators, Staff and Governing Info.
   - On the main screen click on “Deploy database”.
   - A text box will appear to include these marks in the deployment. Deployment will fail if the learners are not validated by the principal.
   - The deployed database will be found on c drive -> EXPORT DATA.
   - Print the deployment confirmation and submit it with the deployed database.
   - Click on “Done” to exit the screen.
IMPORTANT TIMEFRAMES
10. All schools must complete the entry of marks into SASAMS by 28 September 2015. This must include HOD as well as Principal Verification.
11. Submission of the SASAMS LURITS approved module data must be handed to District officials by 29 September 2015.
12. District Officials must submit the deployed SASAMS databases to EMIS Tools by 2 October 2015.
13. It is important to note that 8.11 should be printed. A copy should be kept at the school and the second copy should be given to the Circuit manager.

DR AS NUKU
DDG: INSTITUTIONAL ORGANIZATIONAL MANAGEMENT
DATE: