Province of the
EASTERN CAPE
EDUCATION

Assessment and Examination Directorate
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REPUBLIC OF SOUTH AFRICA,
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MEMORANDUM

TO : DEPUTY DIRECTOR GENERALS
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS & DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF & SENIOR EDUCATION SPECIALISTS
DISTRICT ANA & EMIS COORDINATORS
PRINCIPALS OF ALL SCHOOLS OFFERING GRADES 1 - 9
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE : 14 MARCH 2014

2014 ANNUAL NATIONAL ASSESSMENT (ANA)
GRADES 1 – 9
PROCEDURE FOR THE ANA LEARNER REGISTRATION PROCESS

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1. ANA Circular 01 of 2014, dated 11 February 2014 from the Department of Basic Education, has reference.

2. The Department of Basic Education (DBE), together with the Provincial Education Departments (PED's), has established a registration process on the GET system to ensure that in 2014 the Annual National Assessment (ANA) data is accurately captured and processed.

3. In 2014, Grades 7 & 8 will be added to the ANA process. The registration process must therefore be expanded to include these grades.

4. The 2014 ANA registration process will involve transfer of data by DBE which includes two processes:
   a) Uploading of data from SASAMS to LURITS and
   b) Uploading of LURITS data to the GET system.

5. The transferred data will have to be verified by schools. The verification will be done by Districts sending out a pre-populated ANA Schedule of Learner Registration Information (Preliminary Schedules), generated from the GET

Building blocks for growth

system, to schools for verification of their learner data for the 2014 academic year. **(A sample of the Preliminary Schedule is attached as Annexure A)** The corrections will be completed at the school and the school principal will be held responsible for the corrections. The ANA Preliminary Schedules will allow for schools to correct the personal information of each learner as well as information on the grade, class and language of assessment (HL or FAL). If a learner is no longer at the school, there must be an indication in the correct column that the learner is in a new school. The District office will verify the corrections on the schedules for capturing.

6. For learners **who do not appear** on the ANA Preliminary Schedules, the schools must complete a blank standardised ANA Learner Registration Schedule **(Annexure B)**. The Provincial office will provide each school with soft and/or hard copies of the Registration schedule.

7. The ANA Learner Registration Schedule **MUST** be signed off all pages by the school Principal. Each registration form must be completed according to the coding information supplied on the reverse side of the form. The signed off Registration schedule hard copies must be returned to the District office for capturing. The District officials are also expected to sign and keep detailed records of all schools that have submitted the Registration Schedules.

8. Provincial and District officials must ensure that the registration process is correctly and accurately completed for all public and state funded independent schools.

9. Key activities and Time frames for Provincial officials, District officials and schools are stated below:

No	Key Activity	Time Frames
8.1	Uploading of SASAMS	Completed on the 28 March 2014
8.2	Upload of SASAMS to LURITS	31 March 2014 to 04 April 2014
8.3	Printing of Preliminary Schedules	07 April 2014 to 11 April 2014
8.4	Distribution of Preliminary Schedules to schools	14 April 2014
8.5	Submitting of corrected Preliminary Schedules at District office	22 April 2014
8.6	Capturing of Corrections & Amendments on the GET system	22 April 2014 – 05 May 2014

10. For any enquiries, please contact any of the following officials:

Surname & Initial(s)	Designation	Contact Number
Poovalingam P. (Mr) [ANA Programme Manager]	Deputy Director: IT & Exam Support	043 604 7702/7814
Janse Van Rensburg R. (Mr)	CES: Education Management Information System (EMIS)	043 735 1820
Malaza A. (Mr)	DCES: Education Management Information System (EMIS	043 735 1820
Seboni L. N. (Ms)	ANA System Administrator: Assessment & Examinations	043 604 7707

11. The co-operation of all school Principals and the District officials in this registration process will ensure a zero-defect administration of the 2014 Annual National Assessment.

MS N. C. LEHLAKANE
ACTING DIRECTOR – ASSESSMENT AND EXAMINATIONS

ANNEXURE A

basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

ANA Schedule of Learner Registration Information – Verification

Province: **FREESTATE DEPARTMENT OF EDUCATION**
District: **THABO MOFUTSANYANA**

Class: **ENG (ENG)**

Assessment Year: **201409**
Region: **NOT APPLICABLE**
Circuit: **24**
School Name: **IMPUCUKO PJS**

Page 1 of 3
EMIS No.: **440101017**
Grade: **3**
LOLT: **English**

Insert corrections below each line entry or leave blank if correct

Line no.	Surname	First names	Gender (M/F)	Date of Birth (ccyymmdd)	ID Number	New School (Y/N)	New Grade	New Class	HL / FAL
1	BARRY	ZINHLE	F	20060308		N	3	ENG	HL
2	HLALELE	MAPULE	F	20050128	0501281081080	N	3	ENG	HL
3	HLATSHWAYO	NHLANHLA	M	20060327	0603275257088	N	3	ENG	HL
4	KOLOTI	KATLEHO	M	20050511	0505115112086	N	3	ENG	HL
5	MADUNA	KATLEHO	M	20060121	0601215203089	N	3	ENG	HL
6	MAKATENG	PULENG	F	20060202	0602021684082	N	3	ENG	HL
7	MALAKOANE	RELEBUHILE	F	20060103		N	3	ENG	HL
8	MALEKA	NJANYANA	M	20050818	0508185619089	N	3	ENG	HL
9	MASEKO	NTHABISENG	F	20051202	0512020450080	N	3	ENG	HL
10	MBELE	SBUSISO	M	20050422	0504225263087	N	3	ENG	HL

ANS/002/2F

*Insert corrections below each line entry or leave blank if correct

Line no.	Surname	First names	Gender (M/F)	Date of Birth (ccyymmdd)	ID Number	New School (Y/N)	New Grade	New Class	HL/FAL
11	MBULE	BONGANE	M	20040827	0409276072082	N	3	ENG	HL
12	MIYA	TIISETSO	M	20060210	0602105220084	N	3	ENG	HL
13	MNGOMEZULU	NOZIPHO	F	20060509	0605090683093	N	3	ENG	HL
14	MOKOENA	MALEFU	F	20050305	0503050309080	N	3	ENG	HL
15	MOKOENA	MOTJHEKU	M	20060312	0603125339086	N	3	ENG	HL
16	MOKOENA	NTHABELENG	F	20051212	0512121243087	N	3	ENG	HL
17	MOKOENA	NTSHADI	F	20050803	0508030179081	N	3	ENG	HL
18	MOKOENA	PUSELETSO	F	20060419	0604190226083	N	3	ENG	HL
19	MOLOI	KABELO	M	20050414	0504145613080	N	3	ENG	HL
20	MOLOI	KARABELO	F	20060416	0604160341086	N	3	ENG	HL

School stamp

The above schedule must be controlled for errors and returned to the Department to effect changes.

Principal : _____ Signature : _____ Date : _____

District Official : _____ Signature : _____ Date : _____

Preliminary Schedule of Learners form Rel 1.0

AMSH02V2B

ANNEXURE B

basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

ANA Learner Registration Schedule

Assessment Year: _____ 2014 _____
Rrgion/District: _____
School Name: _____

Province: _____
Area/Circuit: _____
Grade: |__| Class: _____

Page: |__| of |__|
EMIS No.: |__|__|__|__|__|__|__|
*LOLT: |__|

*See reverse side for coding information.

Line Number	Surname	First Names	Gender (M / F)	Population	Date of Birth (ccyymmdd)	ID Number (all 13 digits)	LURITS Number (all 9 digits)	Tick HL | FAL	* Special Needs
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

School Stamp

Principal: _____ Date: _____

Signature: _____

Region/District/Circuit/Area Official: _____ Date: _____

Siganture: _____

CODING INFORMATION

NOTE: Province, ANA Date and Grade appear on the registration schedule as part of the header and must be coded ready for capture. Any errors will result in this schedule not being loaded and it will be returned to the school for corrections. The school name is used to trace and verify the EMIS number and the school. Completion of this schedule must be in **UPPERCASE**.

Principals are to authenticate all pages submitted

1. **Rejections:** A registration schedule will be rejected outright when: - There is no EMIS number; There is no Grade; There are learners with no Names, Gender or Date of Birth.
2. **Sorting:** The learners must be sorted alphabetically by: Surname, First Names and then Date of Birth (DoB).
3. **The Assessment Year will be the academic year** in which the learners were taught e.g. 2014 (CCYY, 4 numeric).
4. **Page Number:** Must be coded; each page allows for 20 learners per class. Where there are more than 20 learners, a second page and, where necessary, a third page may be coded. Mark the page numbers clearly so as to prevent duplicate line numbers i.e. the EMIS No., Grade, Class, Page and Line number combined form a unique number. A learner registration schedule will be printed and distributed for corrections and it will correspond with this original form via the unique number.
5. **Total Number of Pages:** Works with the page number and is used to identify missing pages. e.g. if this total is 3 for a class then one would expect 3 schedules of which two pages should be each filled with 20 learners.
6. **National EMIS number (9 digits).** The Region, District, Circuit and School name must also be written to trace and verify the EMIS No.
7. **Assessment Grade:** Must be coded and can be Grade 1 to 9.
8. **Class** is within the grade and may not be left blank. It is vital for multilingual grades where children are grouped into classes based on their LoLT. In order to distinguish between the classes, up to a 50 alpha/numeric character code must be provided and it must be unique per grade i.e. use up to 50 characters for either a teacher's name using characters A through Z and 1 through 9. Where there are two classes with the same name, code something additional to make them unique.
9. **LoLT** may be only one of the eleven official languages. For Grades 1 to 3, the official **LoLT** in the Foundation Phase of the school will be assessed at the **HL** level. For Grades 4 to 9 the **LoLT** is either (E)nglish or (A)frikaans. The language test has to be written at the level (**HL or FAL**) taken by the learner. **LoLT** codes are: A–Afrikaans, E–English, X–IsiXhosa, Z–IsiZulu, N–IsiNdebele, V–Tshivenda, T–Xitsonga, P–Sepedi, S–Sesotho, I–Siswati, W–Setswana. NOTE: Special arrangements will need to be made for learners with special needs (see **SNE**).
10. **Line Number** is shown in the left hand column and it's captured and used to trace learners with errors. The **ANA** number or **LURITS** number (if available) must be coded; this will be used to positively identify the learner should the learner have a previous registration.
11. **Learner Surname and First Names** must be entered and will be **stored in uppercase with no diacritics.** Separate First Names with commas. Hyphenated names "-"are acceptable, no other special characters or numeric characters are allowed.
12. **Gender:** Only one of the following values is valid: **M** - male, and **F** – female.
13. **Date of Birth:** Must be captured; format is CCYYMMDD e.g. 20041028 or 20000101.
14. **Population group** must be captured. Use only one of the following: **A** - Asian, **B** - Black African, **C** – Coloured, **I** – Indian, **W** - White.
15. **ID Number (13 DIGITS):** If presented, rules as described by the Department of Home Affairs will apply. (All 13 digits must be coded). For immigrant learners code "IMMIGRANT" in the **ID Number**.
16. **LURITS Number (9 digits):** If available must be coded for tractability and to prevent duplicates; only a valid LURITS number is accepted.
17. **Assessment Level HL or FAL:** Learners who are to be assessed at the **FAL** level must be marked for **FAL** against each individual learner in the column provided. If HL or nothing is marked (blank) in the **HL | FAL** column, then the learner will be assessed at the **HL** level (default).
18. **Special Needs Learners (SNE):** Must be coded, see **Special Need Codes** below. Learners with special education needs must be registered for SNE with the Province as required by policy. **For learners with no special needs leave BLANK.** Your Province will provide information on adapted tests for these learners.

Code	Special Need	Code	Special Need
1	Attention Deficit Disorder	12	Partially Sighted
2	Autistic Spectrum Disorder	13	Physically Disabled
3	Behavioural Disorder	14	Severe Intellectually Disabled
4	Blind	15	Specific Learning Disabled
5	Cerebral Palsied	16	Gifted Learner
6	Deaf	17	Attention deficit disorder with hyperactivity
7	Deaf/Blind Disabled	18	Attention deficit disorder without hyperactivity
8	Epilepsy	19	Psychiatric disorder
9	Hard of Hearing	21	Moderate to Severe Intellectual disability
10	Mild or moderate intellectually disabled		
11	Multiple Disabled		**Leave BLANK for no special needs (NONE)**