**Directive**

The South African School Administration and Management System (SA-SAMS), is designed for the South African Education Sector and is maintained by the Department of Basic Education (DBE), ensuring that it is aligned to education policies in. This route ensures standardised implementation and reporting across all provinces and aims to assist schools with their own data administration and reporting.

Changes on SA-SAMS emanated from requests received from users and various policy owners. These changes are tabled nationally at the EMIS Technical Committee with membership from all EMIS provinces. Changes on SA-SAMS are approved and signed off by the policy owner. Reported data and functionalities from SA-SAMS (as a national supported system) used for reporting is also annually audited by AGSA

**COVID 19 amendments**

Amendments to align with COVID 19 will be included in **Versions 20.0.0 and 20.1.0** as follows:

* Version 20.0.0: see table below

|  |  |
| --- | --- |
| School calendar : | School to check that the Calendar (1.6) is set according to the latest published Calendar – this will also have an effect on the DDD uploads |
| Learner, educator & staff attendance  | See table below – only learners at school is present. All learners not at school is “absent” with a reason, check new reasons as comorbidity and time table |
| No assessment done for a task – group selection | button to capture “-1” for the selected group |

* **Covid 19 adjustments and what must the school do**

|  |  |
| --- | --- |
| Gr R-4:* Date changes
 | No tasks are cancelled or removed, **this is to comply with National Audit requirements**.* Schools need to indicate what assessments were conducted by capturing marks. *If no Assessments were done schools due to any reason – circular, school closed etc – school have to indicate by capturing “-1” for that task.*
* ***“-1” Removes a task at the backend from being used for promotion calculation****, the weight% are then distributed to the other tasks as per their weight. Note that the weight changes does not show on 12.3.11*

**Schools to check and correct Term 2 and Term 3 dates** |
| Gr 4-9: * Promotion calculation changed to 80% SBA: 20 %“Exam”  **only affects TERM 4**
* **SBA Weight % will be adjusted in 20.1.0**
* **No changes for individual term as “-1” covers calculations**
 | No tasks are cancelled or removed, **this is to comply with National Audit requirements**.* Schools need to indicate what assessments were conducted by capturing marks. *If no Assessments were done schools due to any reason – circular, school closed etc – school have to indicate by capturing “-1” for that task.*
* ***“-1” Removes a task at the backend from being used for promotion calculation****, the weight% are then distributed to the other tasks as per their weight. Note that the weight changes does not show on 12.3.11*

**Changes on SA-SAMS:*** Schools to check and adjust dates for tasks/ activities in Term 2 and Term 3 on 12.3.11
* **All SBA Weight % for term 4 will be adjusted on 20.1.0**
* Fixes will be removed
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| Gr 10 – 11:* Promotion calculation changed to 60% SBA: 40 %“Exam”  **only affects TERM 4**
* **SBA Weight % will be adjusted in 20.1.0**
* Affected subject’s fixed raw totals changed for individual term (See note)
 | No tasks are cancelled or removed, **this is to comply with National Audit requirements**.* Schools need to indicate what assessments were conducted by capturing marks. *If no Assessments were done schools due to any reason – circular, school closed etc – school have to indicate by capturing “-1” for that task.*
* ***“-1” Removes a task at the backend from being used for promotion calculation****, the weight% are then distributed to the other tasks as per their weight. Note that the weight changes does not show on 12.3.11*

**Changes on SA-SAMS:*** Schools to check and adjust dates for tasks/ activities in Term 2 and Term 3 on 12.3.11
* NOTE: Fixed raw totals to be changed for 3 subjects (Schools can bypass by adding an activity with the correct raw total- this will assist the school to continue and produce reports)
* Orals not administered – capture “-1” that will be automatically calculated in all terms
* All SBA Weight % for Term 4 will be adjusted on 20.1.0
* Fixes will be removed
 |
| Gr 12* Changes per Circular on Version 20.1.0
* EMQ file to assist with removing locked values
 | 1. No tasks are cancelled or removed, **this is to comply with National Audit requirements**.
	* Schools need to indicate what assessments were conducted by capturing marks. *If no Assessments were done schools due to any reason – circular, school closed etc – school have to indicate by capturing “-1” for that task.*
	* ***“-1” Removes a task at the backend from being used for promotion calculation****, the weight% are then distributed to the other tasks as per their weight. Note that the weight changes does not show on 12.3.11*
* EMQ file assisting to remove locked values on the following subjects:

|  |  |  |
| --- | --- | --- |
| Subject | What to do  | Adjust SBA weight % |
| Accounting (Gr 12) |  | Adjust SBA weight % as per exam circular |
| Consumer Studies (Gr 12) |  |
| Hospitality Studies (Gr 12) |  |
| Life Orientation (Gr 12) | Add task in term 3 – 60 marks |
| Life Sciences (Gr 12) |  |
| Mathematical Literacy (Gr 12) |  |
| Mathematics (Gr 12) |  |
| Music (Gr 12) |  |
| Physical Sciences (Gr 12) |  |
| Technical Mathematics (Gr 12) |  |
| Technical Science (Gr 12) |  |

* Install and Run the following App
1. Please first install Errors and Ommissions if it is not installed (download it here: <http://www.fsdoe.fs.gov.za/EMISPortal/Utilities.aspx> or here: <https://drive.google.com/file/d/15iYRkQg5fP6gSRi6kXq2D172mUo_eiwj/view?usp=sharing> )

 1. Double click on the emq file .  This will open Errors& Ommissions
* Browse for your SAMS database . (The last opened SAMS database will by default be selected )
* Click on Execute and confirm that you want to run the queries.
* Click on Ok and close Errors & Ommissions
 |

### Please feel free to contact the Provincial Province or contact the Provincial Province or send us a message dbesasams@gmail.com or Ramphele.M@dbe.gov.za or vanderwesthuizen@dbe.gov.za when reporting an error or require more information on SA-SAMS.

Kind Regards

The DBE SA-SAMS team