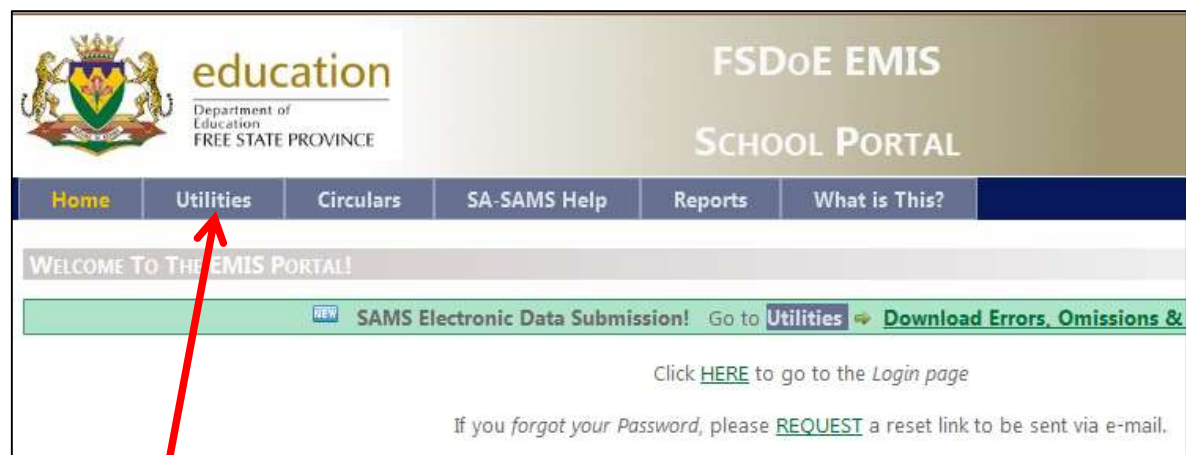


Enquiries: R Pienaar  
Tel: 051 404 8335

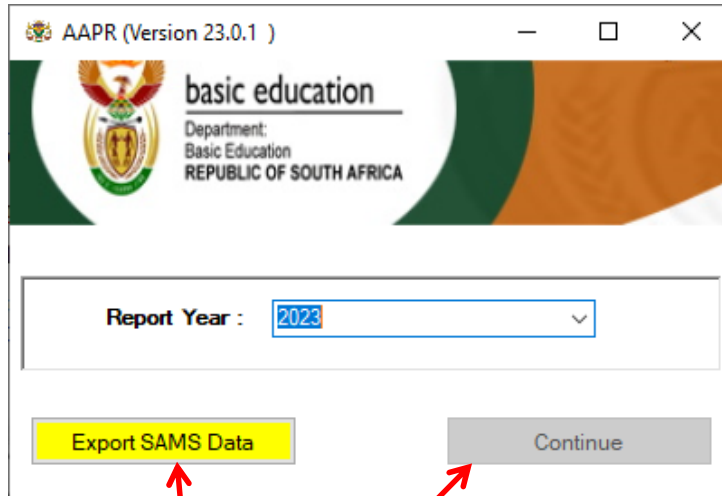
1. The purpose of the Annual Academic Performance Report (AAPR) is to have a national standard for determining the performance of schools. The AAPR has a national priority and principals of all ordinary schools (**Independent Schools excluded**) are reminded about the duty of schools to provide information as stipulated in the South African Schools Act No.84 of 1996 section 59(2), that every school (**Independent schools excluded**) must provide such information about the school as is reasonably required by the Head of Department.
2.
  - 2.1 It is expected from Circuit Managers in collaboration with other sections within the district to analyse the AAPR to determine whether the AAPR captures the challenges identified in school self-evaluation.
  - 2.2 Circuit Managers in collaboration with curriculum experts must identify problems and challenges that can be addressed in the short term and long term and then develop an action plan (circuit improvement plan) to address these challenges.
3. Schools will be provided with a capturing tool, which will extract already existing data from SA-SAMS and the principal must complete the rest of the report.
4. **Please note that this Annual Academic Performance Report pertains to the data of the 2023 academic year.**
5. To ensure the extraction of meaningful and useful data from SA-SAMS, all schools are required to fully implement Learner Information, Educator and Staff Information, Curriculum and Physical Resources Modules in SA-SAMS.

### **GUIDELINE ON CREATING THE ANNUAL ACADEMIC PERFORMANCE REPORT**

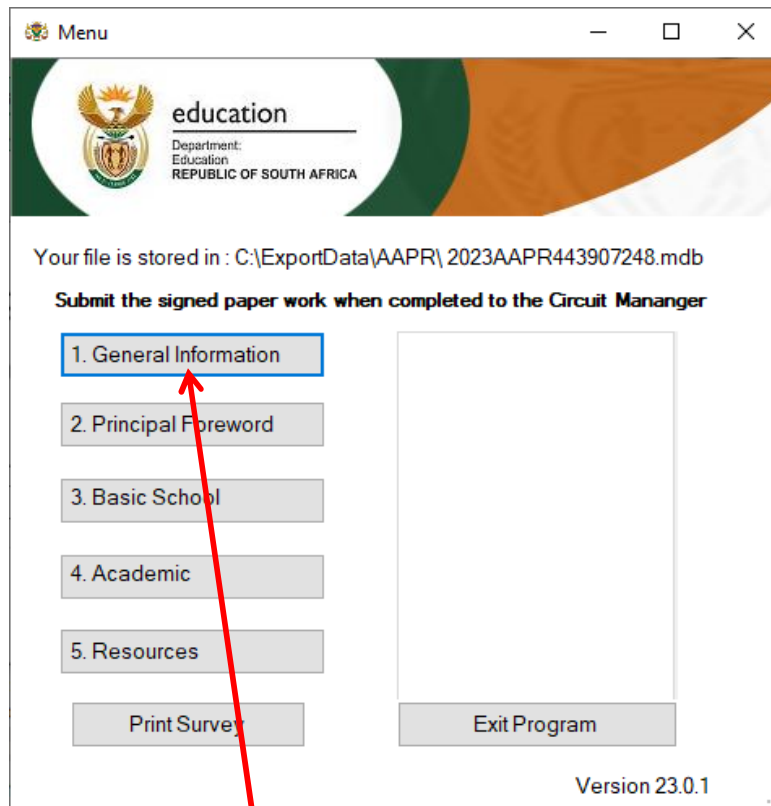
1. Open the **EMIS Portal** (<http://www.fsdoe.fs.gov.za/EMISPortal/>) website.



2. Click on **Utilities** to open the tools.
3. Click on **2023 AnnualAcademicPerformanceReport** to install the AAPR program, it will create a shortcut on the desktop named "Annual Academic Report".
4. Open the shortcut on the desktop and the following screen will be displayed:



Click on the **Export SAMS Data** button if you are exporting for the first time, otherwise click on **Continue to Menu** to open the existing survey.



5. Click on the **General Information** button on the Menu and the following screen will be displayed:

**AAPR Survey**

**General Information**

EMIS No. 400000000  
School Name DEMO SCHOOL

**Postal Address** Either Section A or B

**A. Postal Address**

SAPO Village  
PO Box  
Private Bag PRIVATE BAG X10000  
Post Office Bloemfontein  
Postal Code 9300

**B. Physical Address**

Building  
Street Address 38 Bloemfontein Street  
Town or City Bloemfontein  
Postal Code 9301  
Province 4  
School Level [1 = Pre-Primary; 2 = Primary; 3 = Secondary; 4 = Intermediate; 5 = Combined] 3  
Educational district Motheo  
Local Municipality Bloemfontein  
Educational region Motheo  
Circuit Manager [Yellow highlight]

Email Bloemfontein@n.co.za  
Telephone  
Fax  
National Quintile Ranking [Yellow highlight]

LOLT of School English  
Status Section  Section 21  Partial Section 21  Non Section 21  
Location of School  Urban  Rural  Semi-Rural

Buttons: Save, Next Page, Previous Page, Close

**NB: The yellow fields are required information that needs to be captured here on the program. Both Save and Next Page button automatically saves the information.**

6. Click on the **Save** button.
7. Click on the **Next Page** button to move to the next page or click on the **Previous Page** button to move to the previous page.
8. After going through the Annual Academic Performance Report , you can click on the **Close** button to return to the Menu
9. Click on the **Print Survey** button to print the report. Page through the report on the screen to ensure all information is captured and correct. Click on **Print** button.

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Main Report

basic education  
Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

**Annual Academic Performance**

AAPR DEMO SCHOOL P/S

**SCHOOL NAME**  
DEMO SCHOOL P/S

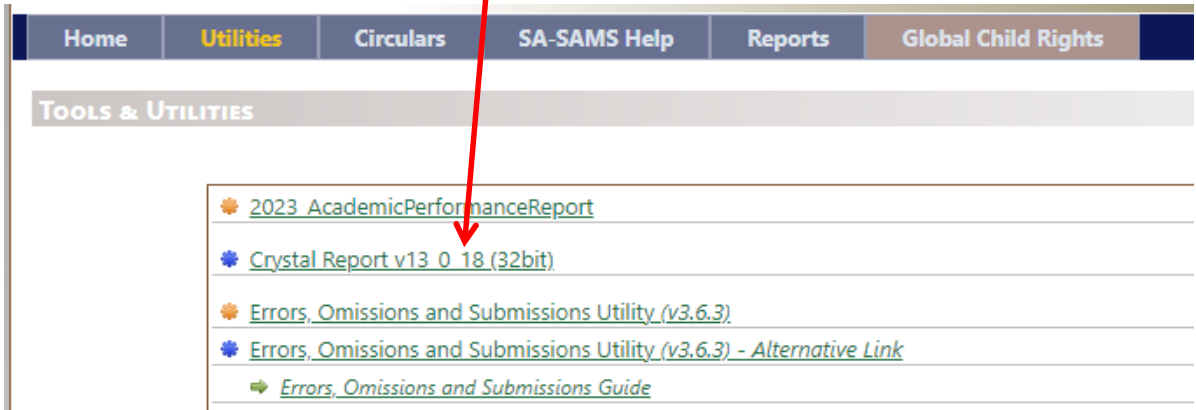
TO BE COMPLETED BY ALL PUBLIC SCHOOLS O

10. Click on **Exit** Program to finish.

# Solutions to challenges you may get:

When you install the AAPR and run into an error message, keep clicking on continue until the program installs successfully.

Afterwards install **Crystal Report v13\_0\_18 (32bit)** from the EMIS Portal.



Thank you for your cooperation in the successful completion of this report.

Yours sincerely  
**EMIS**