

CAPTURING READING PROFICIENCY GR1 TO GR7 ON SA-SAMS

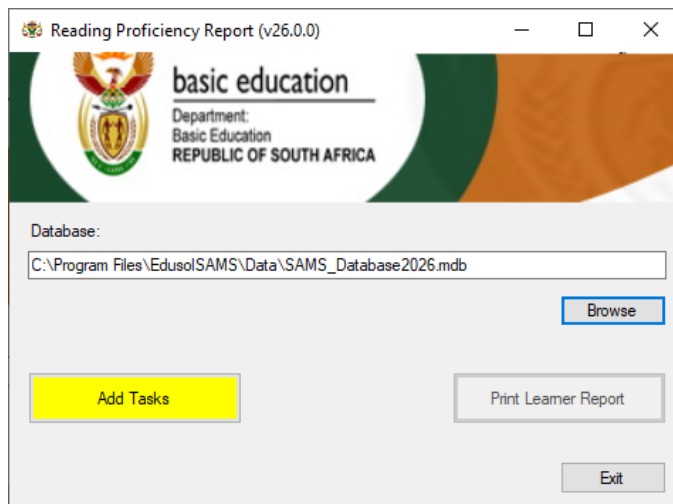
1. According to [LTA 2](#) of 2025 and [LTA 3](#) of 2025 Free State department of Education has implemented reporting on reading proficiency of learners.
2. This manual will assist on how to implement this on SA SAMS.
3. Download and install the program under Utilities on the EMIS Portal. The program is called: **Reading Proficiency report.**

<http://www.fsdoe.fs.gov.za/EMISPortal/Utilities.aspx>

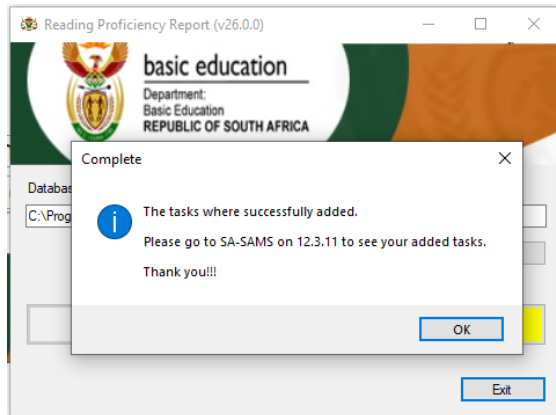
4. The following shortcut will be created on the desktop after installing the program.



5. Open the installed program:



6. Make sure that the database is pointing to the correct SAMS database. Click on the Add Tasks button to add the tasks to your SAMS database.



7. You can now exit the program and go to SA SAMS to make sure that the tasks were added.
8. After opening SA-SAMS, go to 12.3.11 to check the added tasks.
 - 8.1. In Gr 1 Early Grade Reading Assessment (EGRA) is only assessed for Home Language.
 - 8.2. In Gr 2 and 3 EGRA is assessed for Home Language and English First Additional Language.
 - 8.3. In Grades 1 – 3 two tasks were added: One in Term 2 and one in Term 4.

School Based Assessment for 2026 (12.3.11)

Grade: Grade 01 Subject: English Home Language (Gr 01) 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: Listening and speaking - Formal	Yes	0	1	2026/03/05	10	25.00	Yes	6.25
Term1	2: Phonics - Formal	Yes	0	1	2026/03/05	10	20.00	Yes	5.00
Term1	3: Reading and comprehension - Form	Yes	0	1	2026/03/16	10	25.00	Yes	6.25
Term1	4: Writing - Formal	Yes	0	1	2026/03/16	10	20.00	Yes	5.00
Term1	5: Handwriting - Formal	Yes	0	1	2026/03/16	5	10.00	Yes	2.50
Term 1 Totals:						45	100.00		
Term2	Early Grade Reading Assessment - Fd	No	4	1	2026/05/29	100	0.00	No	
Term2	1: Listening and speaking - Formal	Yes	0	1	2026/06/11	10	25.00	Yes	6.25
Term2	2: Phonics - Formal	Yes	0	1	2026/06/11	10	20.00	Yes	5.00
Term2	3: Reading and comprehension - Form	Yes	0	1	2026/06/11	10	25.00	Yes	6.25
Term2	4: Writing - Formal	Yes	0	1	2026/06/11	10	20.00	Yes	5.00
Term2	5: Handwriting - Formal	Yes	0	1	2026/06/11	5	10.00	Yes	2.50
Term 2 Totals:						145	100.00		
Term3	1: Listening and speaking - Formal	Yes	0	1	2026/09/16	10	25.00	Yes	6.25
Term3	2: Phonics - Formal	Yes	0	1	2026/09/17	10	20.00	Yes	5.00
Term3	3: Reading and comprehension - Form	Yes	0	1	2026/09/17	10	25.00	Yes	6.25
Term3	4: Writing - Formal	Yes	0	1	2026/09/17	10	20.00	Yes	5.00
Term3	5: Handwriting - Formal	Yes	0	1	2026/09/17	5	10.00	Yes	2.50
Term 3 Totals:						45	100.00		
Term4	Early Grade Reading Assessment - Fd	No	4	1	2026/10/30	100	0.00	No	
Term4	1: Listening and speaking (End-of-yea	Yes	0	1	2026/11/21	10	0.00	Yes	6.25
Term4	2: Phonics (End-of-year Examination)	Yes	0	1	2026/11/25	10	0.00	Yes	5.00

Subject has not been Validated.

Buttons: Add New Tasks, Edit Task, Delete Task, Weights / Validation, Calendar View, Print Task Grid, Export to Excel, Capture Marks, Done

Both these tasks has 4 Activities.

English Home Language (Gr 01) 1211 Grade 01

Description: Early Grade Reading Assessment Vernacular: Early Grade Reading Assessment

Altkaans: Gondsagphase Leesassessering Reporting Split: 3. Reading and comprehension

Type: N/A

Term: Term 2 : 2026/04/08 - 2026/06/26 Date: 2026/05/29

Common Test/Task (For Common Tasks / Exams / Quarterly Tests, select to print a distribution report per level.)

- Formal Task - Only these fields may be changed - You may also maintain Topics/Skills and Activities.

Task Type: N/A Task Date: 2026/05/29 Common Test/Task:

Topics/Skills (Vernacular)

-Not Used-
 -Hot Used-
 01. Listening and speaking
 01. Listening
 02. Speaking
 02. Reading and viewing: comprehension and literature
 01. Shared reading (including shared writing)
 02. Group guided reading
 03. Paired / independent reading
 04. Phonics (including phonemic awareness)

Setup
 ** Fixed Cannot change during Weights Calculations.
 0 = Not Fixed
 Raw Total: 100
 Fixed Raw Total: 100
 Fixed Term Weight %: 0
 Include in SBA Year Mark?

Activities for Task:

Activity (Vernacular) (Yellow = Formal)	Date	Mark	Weight %
Comprehension - Formal	2026/05/29	5	25.00
Passage - Formal	2026/05/29	111	25.00
Sounds - Formal	2026/05/29	40	25.00
Words - Formal	2026/05/29	80	25.00
TOTAL		236	100.00

The Weightings for all activities must add up to 100.

To maintain the Dates/Marks/Weights:
 - Click 'Maintain Task Activities'
 - Click 'Maintain Dates/Marks/Weights'
 - Capture the Dates/Marks/Weights
 OR Click 'Auto Calculate Weight'
 - Double Click on Date Cell to use Calendar
 - Click 'Save'

Maintain Task Activities Save Done

8.4. In Grades 4 – 7 Reading Proficiency is assessed for Home Language and all First Additional Languages.

8.5. In Grades 4 - 7 two tasks were added: One in Term 2 and one in Term 4.

School Based Assessment for 2026 (12.3.11)

Grade: Grade 04 Subject: Setswana Home Language (Gr 04) Max View

Term	Task Description (Setswana) (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	Baseline assessment - Formal	No	0	1	2026/01/30	10	0.00	No	
Term1	2: Writing - essays - Formal	Yes	0	1	2026/03/05	20	33.33	Yes	11.80
Term1	3: Response to texts - Formal	Yes	3	1	2026/03/05	40	66.67	Yes	23.50
Term 1 Totals:						70	100.00		
Term2	Reading Proficiency - Formal	No	4	1	2026/05/29	12	0.00	No	
Term2	1: Oral (Reading aloud) - Formal	Yes	0	1	2026/06/11	20	28.58	Yes	11.80
Term2	4: Transactional writing - Formal	Yes	0	1	2026/06/11	10	14.28	Yes	5.90
Term2	5: Response to texts (Control test) - F	Yes	4	1	2026/06/11	40	57.14	Yes	23.50
Term 2 Totals:						82	100.00		
Term3	6: Creative Writing (Project) - Formal	Yes	2	1	2026/09/17	40	100.00	Yes	23.50
Term 3 Totals:						40	100.00		
Term4	Reading Proficiency - Formal	No	4	1	2026/10/30	12	0.00	No	
Term4	7: Oral (Speaking) - Formal	Yes	0	1	2026/11/30	20	5.72	No	
Term4	8: Transactional writing - Formal	Yes	0	1	2026/11/30	10	2.86	No	
Term4	9: Response to texts (End-of-year Exa	Yes	4	1	2026/11/30	40	11.42	No	
SBA Year Mark - Convert Marks using Weight: 80%						0	80.00		100.00
Term 4 Totals:						82	100.00		

Add New Tasks
 Edit Task
 Delete Task
 Weights / Validation
 Calendar View
 Print Task Grid
 Export to Excel
 Capture Marks
 Done

1391 Grade 04

Setswana Home Language (Gr 04)

Description: Reading Proficiency Vernacular: Reading Proficiency

Afrikaans: Leesvaardigheid

Type: N/A

Term: 2026/04/08 - 2026/06/26 Date: 2026/05/29

Common Test/Task (For Common Tasks / Exams / Quarterly Tests, select to print a distribution report per level.)

Formal Task - Only these fields may be changed - You may also maintain Topics/Skills and Activities.

Task Type: N/A Task Date: 2026/05/29 Common Test/Task:

Topics/Skills (Vernacular)

-Not Used-
 -Not Used-
 01. Go reetsa & Go bua
 01. Digato tsa go reetsa
 02. Mefuta e e farologaneng ya go reetsa
 02. Go bua & Go lebelela: Tokathalaganyno & Dikwalo
 01. Go reletsa tahedimoseiso e e kgethegileng
 02. Go reletsa tahetshetso le katholo e etsenetseng
 03. Go reletsa kgethegelo le thaeltseno le ba bangwe

Setup

**Fixed: Cannot change during Weights Calculations.
0 = Not Fixed.**

Raw Total
Fixed Raw Total
Fixed Term Weight %:
Include in SBA Year Mark ?

Activities for Task:

Activity (Vernacular) (Yellow = Formal)	Date	Mark	Weight %
Accuracy - Formal	2026/05/29	3	25.00
Comprehension - Formal	2026/05/29	3	25.00
Fluency - Formal	2026/05/29	3	25.00
Proody - Formal	2026/05/29	3	25.00
TOTAL		12	100.00

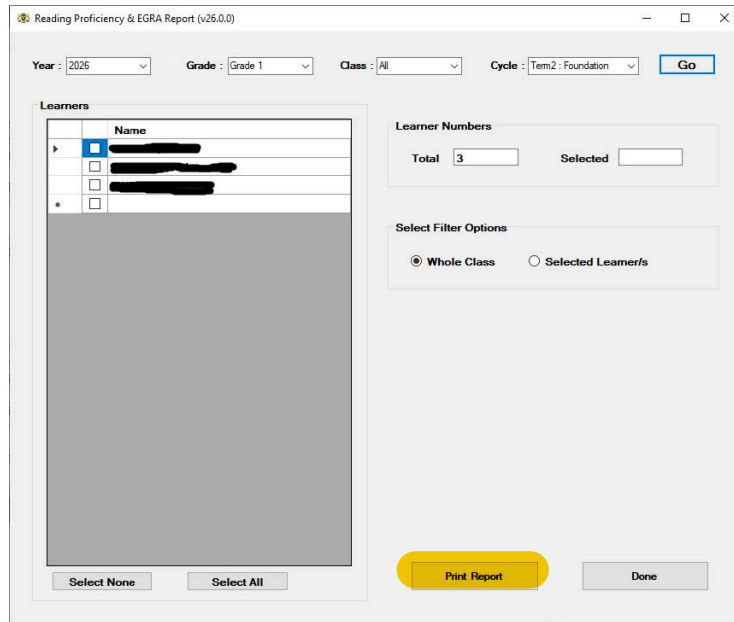
The Weights for all activities must add up to 100.

To maintain the Dates/Marks/Weights:
- Click 'Maintain Task Activities'
- Click 'Maintain Dates/Marks/Weights'
- Capture the Dates/Marks/Weights
(DS: Click 'Auto Calculate Weight'
- Double Click on Date Cell to use Calendar
- Click 'Save'

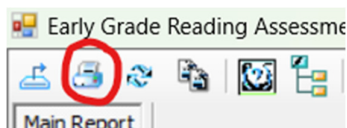
Maintain Task Activities Save Done

9. You can capture the learner marks the normal way in SA SAMS in 12.3.12.
10. For printing of learner reports: Open the installed Reading Proficiency program (in Point 5 of this document.)
11. Click on Print Learner Report.

12. Select the grade, class, cycle and the learners. Click on print report.



13. Print the displayed reports and click on the close button when finished printing.



14. Click on Done to Exit the program.