

CAPTURING READING PROFICIENCY GR1 TO GR7 ON SA-SAMS

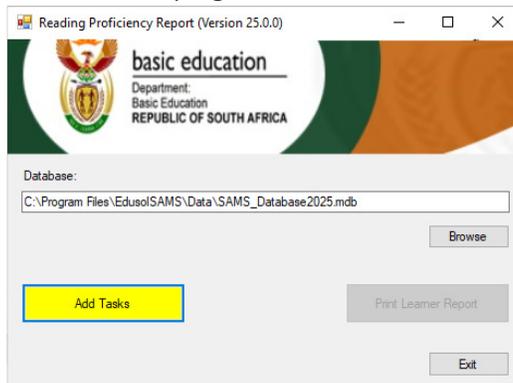
1. According to [LTA 2](#) of 2025 and [LTA 3](#) of 2025 Free State department of Education has implemented reporting on reading proficiency of learners.
2. This manual will assist on how to implement this on SA SAMS.
3. Download and install the program under Utilities on the EMIS Portal. The program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

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

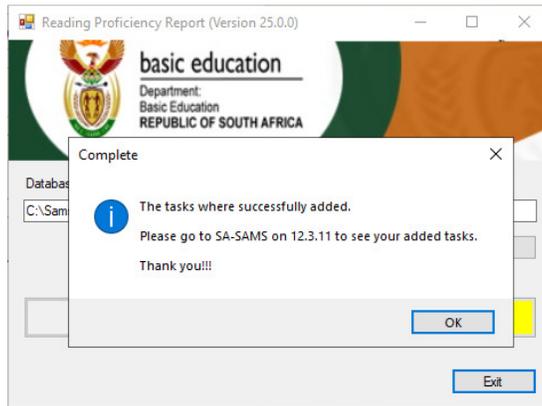
4. The following shortcut will be created on the desktop after installing the program.



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 2025 (12.3.11)

Grade: Grade 01 Subject: English Home Language (Gr 01)

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	2025/03/07	10	25.00	Yes	6.25
Term1	2: Phonics - Formal	Yes	0	1	2025/03/07	10	20.00	Yes	5.00
Term1	3: Reading and comprehension - Formal	Yes	0	1	2025/03/14	10	25.00	Yes	6.25
Term1	4: Writing - Formal	Yes	0	1	2025/03/14	10	20.00	Yes	5.00
Term1	5: Handwriting - Formal	Yes	0	1	2025/03/16	5	10.00	Yes	2.50
Term 1 Totals:						45	100.00		
Term2	Early Grade Reading Assessment - Formal	No	4	1	2025/04/30	100	0.00	No	
Term2	1: Listening and speaking - Formal	Yes	0	1	2025/06/11	10	25.00	Yes	6.25
Term2	2: Phonics - Formal	Yes	0	1	2025/06/11	10	20.00	Yes	5.00
Term2	3: Reading and comprehension - Formal	Yes	0	1	2025/06/11	10	25.00	Yes	6.25
Term2	4: Writing - Formal	Yes	0	1	2025/06/11	10	20.00	Yes	5.00
Term2	5: Handwriting - Formal	Yes	0	1	2025/06/11	5	10.00	Yes	2.50
Term 2 Totals:						145	100.00		
Term3	1: Listening and speaking - Formal	Yes	0	1	2025/09/16	10	25.00	Yes	6.25
Term3	2: Phonics - Formal	Yes	0	1	2025/09/17	10	20.00	Yes	5.00
Term3	3: Reading and comprehension - Formal	Yes	0	1	2025/09/17	10	25.00	Yes	6.25
Term3	4: Writing - Formal	Yes	0	1	2025/09/17	10	20.00	Yes	5.00
Term3	5: Handwriting - Formal	Yes	0	1	2025/09/17	5	10.00	Yes	2.50
Term 3 Totals:						45	100.00		
Term4	Early Grade Reading Assessment - Formal	No	4	1	2025/04/30	100	0.00	No	
Term4	1: Listening and speaking (End-of-year Examination)	Yes	0	1	2025/11/21	10	0.00	Yes	6.25
Term4	2: Phonics (End-of-year Examination)	Yes	0	1	2025/11/25	10	0.00	Yes	5.00

Subject has not been Validated.

Both these tasks has 4 Activities.

English Home Language (Gr 01)
 Details of Assessment Task

Description: Early Grade Reading Assessment Vernacular: Early Grade Reading Assessment
 Afrikaans: Grondslagfase Leesassessering Reporting Split: 3 Reading and c
 Type: N/A
 Term: Term 2 - 2025/04/08 - 2025/06/27 Date: 2025/04/30
 Common Test/Task: Exams / Quizzes / Distribution

Formal Task - Only these fields may be changed - You may also maintain Topics/Skills
 Task Type: N/A Task Date: 2025/04/30 Common Test/Task: Exams / Quizzes / Distribution

Topics/Skills (Vernacular)

Setup: ** Fixed: Cannot change 0 = Not Fixed.

<Not Used>
 <Not 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)

Activities for Task :

Activity (Vernacular) (Yellow = Formal)	Date	Mark	Weight %
Comprehension - Formal	2025/04/30	5	25.00
Passage - Formal	2025/04/30	111	25.00
Sounds - Formal	2025/04/30	40	25.00
Words - Formal	2025/04/30	80	25.00
TOTAL		236	100.00

The Weightings for this task are as follows:
 To maintain the Date of the Task - Click 'Maintain Date'
 To capture the Date of the Task - Click 'Auto Date'
 To Double Click on the Task - Click 'Duplicate Task'

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

8.5. In Grades 4-7 Only one task were added in Term4 , but an Additional activity was added to the Oral in Term 2. The task in Term 4 has 4 activities.

School Based Assessment for 2025 (12.3.11)

Grade: Grade 04 Subject: English First Additional Language (Gr 04)

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	Baseline assessment - Formal	No	0	1	2025/01/30	10	0.00	No	
Term1	2: Writing - essays - Formal	Yes	0	1	2025/03/07	20	33.33	Yes	11.80
Term1	3: Response to texts - Formal	Yes	3	1	2025/03/07	40	66.67	Yes	23.50
Term 1 Totals:						70	100.00		
Term2	1: Oral (Reading aloud) - Formal	Yes	4	1	2025/06/11	20	28.58	Yes	11.80
Term2	4: Transactional writing - Formal	Yes	0	1	2025/06/11	10	14.28	Yes	5.90
Term2	5: Response to texts (Control test) - Formal	Yes	4	1	2025/06/11	40	57.14	Yes	23.50
Term 2 Totals:						70	100.00		
Term3	6: Creative Writing (Project) - Formal	Yes	2	1	2025/09/17	40	100.00	Yes	23.50
Term 3 Totals:						40	100.00		
Term4	Reading Proficiency - Formal	No	4	1	2025/10/30	12	0.00	No	
Term4	7: Oral (Speaking) - Formal	Yes	0	1	2025/11/28	20	5.72	No	
Term4	8: Transactional writing - Formal	Yes	0	1	2025/11/28	10	2.86	No	
Term4	9: Response to texts (End-of-year Exam) - Formal	Yes	4	1	2025/11/28	40	11.42	No	
SBA Year Mark - Convert Marks using Weight: 80%						0	80.00		100.00
Term 4 Totals:						82	100.00		

English First Additional Language (Gr 04)

Details of Assessment Task

Description: 1: Oral Vernacular

Afrikaans: 1: Mondeling

Type: Reading aloud

Term: Term 2 : 2025/04/08 - 2025/06/27 Date: 2025/06/11

Formal Task - Only these fields may be changed - You may also m

Task Type: Reading aloud Task Date: 2025/06/11

Topics/Skills (Vernacular)

- <Not Used>
- <Not Used>
- 01. Listening & Speaking
 - 01. Listening comprehension and speaking
 - 02. Speaking
- 02. Reading & Viewing: Comprehension & Literature
 - 01. Texts types
 - 02. Reading/viewing strategies:
 - 03. Text features
 - 04. Parts of a book

Activities for Task :

Activity (Vernacular) (Yellow = Formal)	Date	Mark	Weight %
Accuracy - Formal	2025/06/20	3	25.00
Comprehension - Formal	2025/06/20	3	25.00
Fluency - Formal	2025/06/20	3	25.00
Prosody - Formal	2025/06/20	3	25.00
TOTAL		12	100.00



English First Additional Language (Gr 04)

Details of Assessment Task

Description: Reading Proficiency Vernacular

Afrikaans: Leesvaardigheid

Type: N/A

Term: Term 4 : 2025/10/13 - 2025/12/10 Date: 2025/10/30

Formal Task - Only these fields may be changed - You may also m

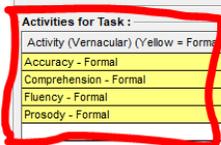
Task Type: N/A Task Date: 2025/10/30

Topics/Skills (Vernacular)

- <Not Used>
- <Not Used>
- 01. Listening & Speaking
 - 01. Listening comprehension and speaking
 - 02. Speaking
- 02. Reading & Viewing: Comprehension & Literature
 - 01. Texts types
 - 02. Reading/viewing strategies:
 - 03. Text features
 - 04. Parts of a book

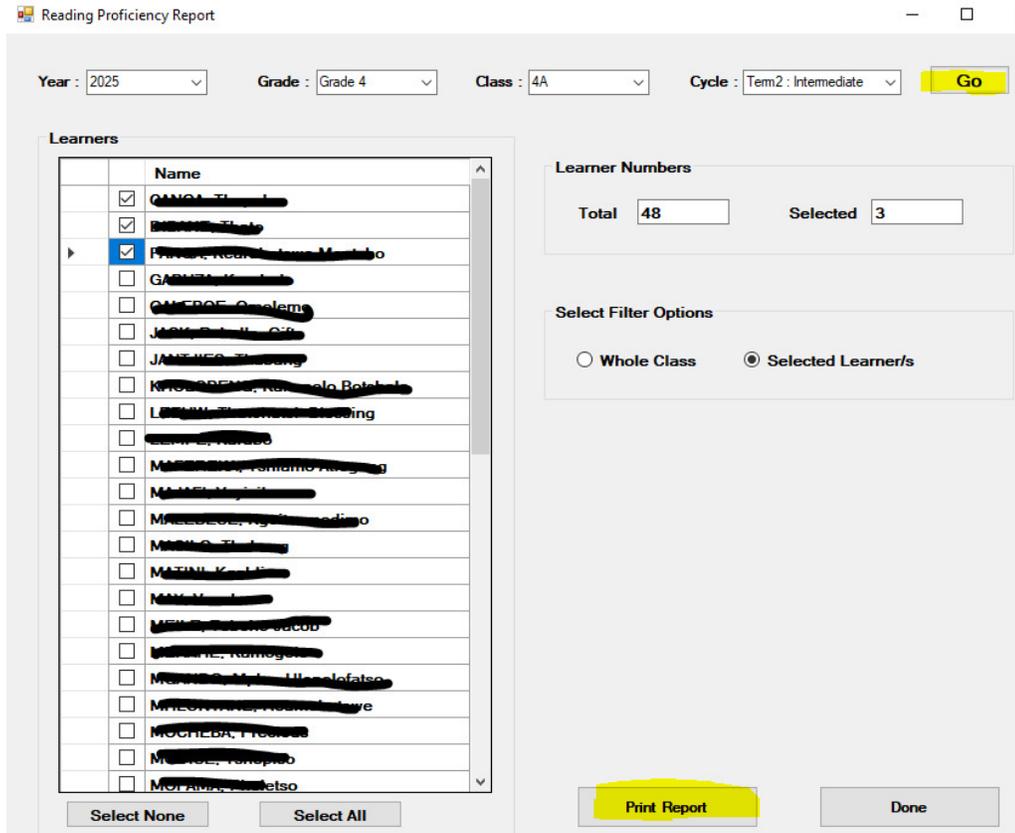
Activities for Task :

Activity (Vernacular) (Yellow = Formal)	Date	Mark	Weight %
Accuracy - Formal	2025/10/30	3	25.00
Comprehension - Formal	2025/10/30	3	25.00
Fluency - Formal	2025/10/30	3	25.00
Prosody - Formal	2025/10/30	3	25.00
TOTAL		12	100.00

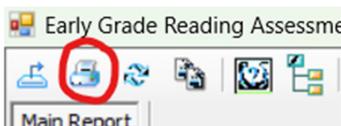


9. You can capture the learner marks the normal way in SA SAMS in 12.3.12.
10. For printing of learner reports: Open the installed Reading Proficiency program (in Point 5 of this document.)
11. Click on Print Learner Report.

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.