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education

Department of
Education
FREE STATE PROVINCE

CIRCULAR MG 2/2016

TO: DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS AT DISTRICTS
CIRCUIT MANAGERS
EMIS COORDINATORS
PRINCIPALS OF ALL SCHOOLS

SA-SAMS STANDARD OPERATIONS AND PROCEDURES - Version 1

The purpose of this Circular is to inform all stakeholders about the roles that we all have to play to improve the SA-SAMS quality of data submitted by the schools. It is also the responsibility of everyone involved in the collection and management of data to ensure that quality assurance processes and procedures are applied at each stage of the data collection, management and utilization processes.

A. CONNECTIVITY

1. Every school must budget for connectivity. The strongest and fastest connection should be used. Currently the following service providers are available, in the Free State, in alphabetical order:
 - Cell C
 - MTN
 - Telkom
 - Vodacom
2. All schools (including section 20 schools) must be assisted to get connectivity.

B. SUBMISSION DATES

Database period	Submission date	
January 2016 (10 th School Day Statistics for All Schools and Numbers per class and Subject Registration Summary on 26/01/2016)	26 January 2016	48 School days
February 2016 (ANA, LURITS and NSC(Grade10,11,12) registration)	26 February 2016	

March 2016 (Verified/Corrected ANA, LURITS and NSC(Grade10,11,12) registration)	18 March 2016	
April 2016 (First Quarterly Attendance Printout & Common Quarterly Tests, SBA Marks on SA-SAMS)	8 April 2016	55 School days
May 2016 (Monthly submission for all Schools, LURITS number on SA-SAMS and Updates)	27 May 2016	
July 2016 (Second Quarterly Attendance Printout & Common Quarterly Tests, SBA Marks on SA-SAMS)	22 July 2016	53 School days
September 2016 (Monthly submission for all Schools, LURITS number on SA-SAMS and Updates)	2 September 2016	
October 2016 (Third Quarterly Attendance Printout & Common Quarterly Tests, ANA Marks, SBA Marks on SA-SAMS)	14 October 2016	43 School days
November 2016 (Monthly submission for all Schools, LURITS number on SA-SAMS and Updates)	11 November 2016	
December 2016 (Pass rate Printout, Fourth Quarterly Attendance Printout and LURITS learner promotions)	7 December 2016	

3. It is the schools' responsibility to continue submitting until it is acknowledged by EMIS, by way of an e-mail to the school that state the database was:
 1. Accepted and
 2. Uploaded to the EMIS system

Note: A school submits database but the system rejects the database because of certain upload errors, for example Promotions were not done, Attendance not marked off, Learner Marks not captured and Learner not captured.
4. It is the schools' responsibility to make sure that the latest Errors, Omissions and Submissions Tool is installed on your computer.

5. All schools are required to submit their database and LURITS deployment report using online submission by the MEC instruction.
6. Only Farm schools, where there are no signals or fixed land line connections, will be allowed to submit via CD to the relevant District Office. Once the CD and the LURITS deployment is submitted it remains the school's responsibility to track the submitted CD until it is received and signed off by EMIS.
7. A 12 hour buffering period will be allowed for slow systems and power shedding after 00:00 of the evening of the submission date. In cases, where cables/electricity at the school is not available for whatever reason, the principal must see that the work is up to date and arrange with the District office or neighboring school for use of connectivity to submit data. Private institutions could also be used in emergency situations.

C. ROLE OF EMIS - HEAD OFFICE

1. Receive databases on a monthly basis.
2. Report on outstanding databases.
3. Report on data omissions to all stakeholders.
4. Report on the different data elements as needed on the EMIS portal.
5. New Data Driven Districts (DDD) information available to stakeholders.
6. Send Errors and Omissions reports to schools, circuit managers and EMIS SA-SAMS trainers in the district.
7. Ensure the Free State Department is compliant with statutory requirements. e.g. Submission required by the DBE, performance of data quality audits, etc.

D. ROLE OF THE CES: GOVERNANCE

1. Check Outstanding databases and School Submitted but with Errors reports that is received by e-mail every Monday from EMIS Head Office.
2. Consequence management must be adopted for the Circuit Managers not attending to the outstanding information.

E. ROLE OF THE DISTRICTS EMIS AND IT STAFF

1. Ensure continuous training of principals, admin staff, SMT and teachers on EMIS related processes and systems.
2. Manage connectivity at all schools that have connectivity signal (Ensure the principal is proactive with connectivity).
3. Support schools in the setup of SA-SAMS and ensure on admin network in the school (particularly larger schools that have more than 150 learners).
4. Network connection maintenance where required.
5. Checklist all LURITS Deployment Forms on a daily basis and mark the submitted forms for use by the Auditor General.
6. Support schools in the maintenance of SA-SAMS.
7. Ensure and verify SA-SAMS daily backups.
8. Handle all school requests for new PC's and/or stolen IT resources.
9. Ensure monthly submissions by schools:

- Database
 - LURITS Deployment Form (Signed and Dated)
10. Follow-up of outstanding school's data.
 11. Consequence management by the District Director for outstanding schools on Data and the LURITS Deployment Form.
 12. Ensure that data provided by schools are correct.
 13. Verify that schools have adequate security for electronic equipment and the information contained therein.
 14. Verify that schools have adequate processes for data security and privacy protection, including access management.
 15. Follow-up and make corrections from the Schools Submitted but with Errors report that is received by email every Monday to enforce that schools make corrections and submit the updated database.
 16. Effect the use of DDD in all circuits.

F. ROLE OF THE CIRCUIT MANAGERS

1. Circuit managers are mainly responsible with principals to ensure and verify that data submitted to the FSDoE is accurate and on time.
2. Check and Follow-up on the Schools Submitted but with Errors and Omission report that is received by email every Monday to enforce that schools make corrections and submit the updated database.
3. Circuit managers will be given 2 days after the submission date to verify that the data was submitted and to attend to all the outstanding databases and databases submitted with errors.
4. To present DDD to District Directors and CESs for Management and Governance.
5. Consequence management by Circuit managers for schools with outstanding information.
6. Immediately report the closure of a school to EMIS in writing.

7. Example where the Circuit manager must verify that all schools submitted data.
<http://www.fsdoe.fs.gov.za/EMISPortal/SchoolInfo/Outstanding.aspx>

The screenshot shows the FSDoE EMIS School Portal interface. The header includes the Department of Education logo and 'FSDoE EMIS SCHOOL PORTAL'. The navigation menu has options: Home, Utilities, Circulars, SA-SAMS Help, Reports, and What is This?. A dropdown menu is open under 'SA-SAMS Help', listing: Downloads, Outstanding Surveys (highlighted), SAMS Trainers, DBE Resources, and Errors/Omissions. Below the menu, there are input fields for 'EMIS Number: 440506070' and 'School Name: LETLOTLO NALEDI P/S', with a 'View' button. A message states: 'Number of Items still outstanding after their due date: 0' and 'Thank You! There are no Items Outstanding.' Below this, there are sections for '2016 SUBMISSION HISTORY' and 'OUTSTANDING & ERRONEOUS DATA REPORTS', with links for 'Outstanding School Submission Report - Per District' and 'Outstanding Checklist School Lurits Deployment Report - Per District'.

8. Example of outstanding schools' report.

The screenshot shows a report titled 'Outstanding Schools - SAMS Database Submission: December 2015' for the XHARIEP district. The report is categorized as 'Neither Imported nor Checklisted'. It contains a table with the following columns: EMIS, School Name, Tel, Checklisted, Date, Comment, Import Date, Import Error Messages, and Online.

EMIS	School Name	Tel	Checklisted	Date	Comment	Import Date	Import Error Messages	Online
445802134	BETHULIE CHRISTIAN SCHOOL P/S	0517630027						x
443104274	IPETLENG S/S	0535740266			Blank document			x
443303241	ITEMELENG P/S	0515530726			Wrong File/Document			x
442304131	LERETHLABETSE P/S	0532050173				2016/01/18	This is the first time import of this school's data for the selected month The Learner Promotions for 2015 have not been processed at [3.19] on SA-SAMS UNPROMOTED DATA CAN NOT BE IMPORTED FOR DECEMBER. A RE-SUBMISSION WITH THE PROMOTED DATA IS REQUIRED. Aborting Import - No import was made.	x
444103109	MADIKGETLA P/S	0517130300			Wrong File/Document			x
444892903	MADIKGETLA P/S	0517130300			Wrong File/Document			x

9. Example of Weekly Outstanding report on EMIS Portal -> Reports -> 2 Motheo -> Outstanding



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Circuit Manager:

Database: December 2015

SA-SAMS Database Outstanding / Submitted with Errors: NOT Accepted

Date Created: 2016/01/25 07:28:11 AM

District: **MOTHEO**

Circuit Manager:

Database: December 2015

Nothing Submitted:							
School Name	EMIS No.	Latest Submission	Tel	Fax	Email	Submission Attempt Failure Error Reason:	
HEADSTART HIGH SI/S	440304265	November 2015	0514341014	0514343735	headstart@shisas.co.za		
Number of Schools Nothing Submitted: 1							
Database uploaded successfully but WITH INCOMPLETE/MISSING DATA:							
School Name	EMIS No.	Latest Submission	Tel	Fax	Email	Alternative Email	Errors
ACADEMY OF EXCELLENCE CI/S	440304273	December 2015	0514323230	0867252898	academyblm@gmail.com		No Learner Attendances for This Month
ACADEMY OF EXCELLENCE CI/S	440304273	December 2015	0514323230	0867252898	academyblm@gmail.com		No Educator Attendances for This Month

G. ROLE OF THE SCHOOLS

- **Online Submissions**

1. All schools must submit the monthly school database and LURITS Deployment Form (online) according to the dates set out for every year.
2. Ensure connectivity to submit online.
3. All schools must appoint an EMIS Officer at the school.
4. There are two ways of submitting online:
 1. EMIS Portal (www.fsdoe.fs.gov.za/EMISPortal)
 2. **Errors, Omissions and Submissions Utility (Faster way of submission)**
 - Older databases and December databases without learner promotions will not be accepted as submission.
 - Alternatively, principals without correct data are informed via District Offices (including circuit managers) every Monday per e-mail.
 - Principals must ensure that they receive the submission e-mail confirmation from EMIS for:
 1. Submission
 2. Upload
 - When a school receives an Upload error email, they must follow-up on the email to make corrections on the database and submit the corrected database with immediate effect.

- **Latest Patches**

1. Patches are a mechanism used to address errors identified in SA-SAMS as well as to add new functionality to the programme as the need arises. It is therefore important that patches be deployed used by all schools using SA-SAMS to ensure that all schools have the same functionality.
2. Remember to always install/run the latest SA-SAMS Patch as provided by the FSDoE from the EMIS Portal (www.fsdoe.fs.gov.za/EMISPortal). The latest patch must be installed immediately of the release date to ensure the smooth running of the system. Previous patches will be blocked out on the system when submitting your database.

- **Errors and Omissions and Duplicate Learners**

1. All learners that are not attending the school must be archived to avoid duplication of learners from other schools. Learners not attending school without notice and for longer than ten consecutive school days will be seen as ghost learners according to Policy.
2. Incorrect birthdays as indicated by the Errors and Omissions report must be dealt with. E.g. Learners, Educators and Staff.
3. Maintain all data fields on SA-SAMS.
 - E.g. Contact details, Attendance, Learner Pregnancies, LTSM, Learner Misconduct, Learner Marks.
4. All modules and sections must be constantly checked for Errors and Omissions.

- **Capturing and Verification of Data**

1. It is mandatory for all schools to select their own EMIS officer to handle and be responsible for all issues of SA-SAMS. The role of the EMIS Officer at a school level is to handle upgrades of the system, training, backups and continuity in the school.
2. Capture data on a daily basis.
3. Schools must ensure continuity on SA-SAMS and not leave it to the one or 2 admin staff members.
4. Verification of data by SMT and Principal. Principals must promote the use of verified data as captured on SA-SAMS in SMT and HOD meetings.
5. Principals must have a computer in his/her office and be capable of accessing the SA-SAMS data on the network.
6. Principals must give DDD feedback to Circuit managers.
7. School Administrators are generally responsible for the maintenance of SA-SAMS.
8. Teachers must capture learner marks and attendance registers on SA-SAMS.

- **Security and Backup**

1. Make daily backups and keep them off-site (Cloud computing is helpful resource to ensure backups are stored off-line).
2. **REMEMBER: A SUBMISSION IS ALSO A BACKUP IF A DATABASE IS LOST AT THE SCHOOL.**

- Schools are urged to ensure that the main computer (server) is always locked away in the safe of the school.

- Finance**

- All Public schools must use SA-SAMS on financial statements. Schools that want to make use of Pastel, must get permission from the CFO via the District Financial Office to do so.
- Independent schools are not compelled to use the Financial Module.

- Training and Helpdesk on SA-SAMS**

- When Principals are invited to a training session they must not send Admin Staff, only Principals will be allowed.
- SAMS Trainers in each District Office will support schools in the day to day running of SA-SAMS as well as the management of the system.

5. SAMS TRAINERS contact details are as follows:

Surname/Initials	Tel:	Cell:	E-Mail	District
VACANT				Fezile Dabi
Mr Isaac Lebone	058 718 4783	082 293 3214	sasams@leboneti.com	Thabo Mofutsanyana
Mr Jacob Lempe	083 314 4951	083 314 4951	lempe22@telkomsa.net	Thabo Mofutsanyana
Mr Sokwanele Nkosi	071 950 5407	071 950 5407	nkosi.gov@gmail.com	Lejweleputswa
Mr Gregory Peense	083 212 9660	083 212 9660	grefran@gmail.com	Motheo
VACANT				Xhariep

- Schools are provided with Helpdesk support to assist them in using SA-SAMS. Contact (051) 404-8223.

- Accountability**

- Non-compliant data: Submitting non-compliant data will be considered as failure to submit information as is reasonably required by the Head of Education as specified in the Act. Appropriate action will be taken against the principal of a school submitting inaccurate and incomplete data.
- Outstanding data: Failure to submit the required data within the specified period will be considered as failure to comply with the Act.
- Noncompliance: will result in the school not receiving a school budget from the FSDoE.
- Falsification of info is considered fraud and will be dealt with accordingly.
- Principals (and school EMIS Officers) who do not comply with these regulations will be held accountable for non-compliance and appropriate disciplinary measures will be taken against such individuals.

H. COMMON ERRORS IDENTIFIED IN THE SUBMISSIONS RECEIVED

1. Invalid IDs and Dates of Birth

- The 1st six digits of the ID number must correspond with the date of birth recorded for each learner or educator. In many instances schools capture this detail incorrectly resulting in the learner/educator record becoming invalid.
- The ID number is a compulsory requirement. Therefore all schools must comply with this requirement. Learner/Educator records without ID numbers are flagged as invalid when the errors and omissions tool is run. In some cases entire grades/classes are captured without ID numbers leading to a suspicion that the school has not collected this information as part of the registration process.
- SA-SAMS requires that the year for any date field be captured as a four digit year. However, many schools still capture the year as a two digit year resulting in the date field being incorrect
- Some schools still do not keep learner registration records and therefore do not have data such as the date of birth, ID numbers etc. In such cases, schools often provide fictitious birth dates thus compromising the quality of data provided.

2. Subjects not assigned

- It is a requirement that when schools reopen, schools must update all learner data including assigning correct subject sets/subject. This data must be submitted as part of the first submission.
- Many schools and districts submitted databases without subject sets assigned to learners. In some instances incorrect subjects are assigned to learners. The “errors and omissions tool” is able to pick up such omissions and anomalies. It is therefore imperative that this tool is run when receiving databases from schools and schools instructed to go and fix the problem before this data is submitted for uploading.

3. Wrong Subjects/Codes assigned to Learners

- There are instances where learners are assigned subjects from their previous grades or wrong subjects. The errors and omissions tool is also able to identify this problem which must be fixed by the schools before data is submitted.

4. Incorrect Learner/Educator Gender vs ID number Gender

- This problem has been identified as a product emanating from incorrect processing of the learner’s application for an ID at Home Affairs. Schools must double check their capturing of such ID numbers against the source documents (birth certificate/ ID book) and advise parents to consult their local Home Affairs offices to have the problem

resolved. Where wrong ID numbers are reported the parents should contact Home Affairs. Education is not in a position to correct wrong ID's.

5. **Learners not assigned to Classes**

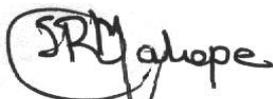
- Databases are submitted by schools without ensuring that all learners have been assigned to classes. All learners have to be assigned to classes.

6. **Incorrect LOLT assigned to Learners**

- Schools must ensure that the correct Language of Teaching and Learning (LOLT) is correctly assigned to each learner. This is most prevalent on learners from Grade 4 upwards where the schools often indicate the learner's home language as LOLT whilst the language policy requires that LOLT must be either English or Afrikaans. The errors and omissions report is able to identify these errors.

7. **Duplicate learners**

- **Incomplete or Invalid Educator Information**
 - Many schools are still submitting educator information that is incomplete or invalid. Details such as teaching load, subject specializations, SACE registration numbers or qualifications are often not provided. Such incomplete information results in the school's data being invalid.


HOD: EDUCATION

DATE: 23 /02/2016