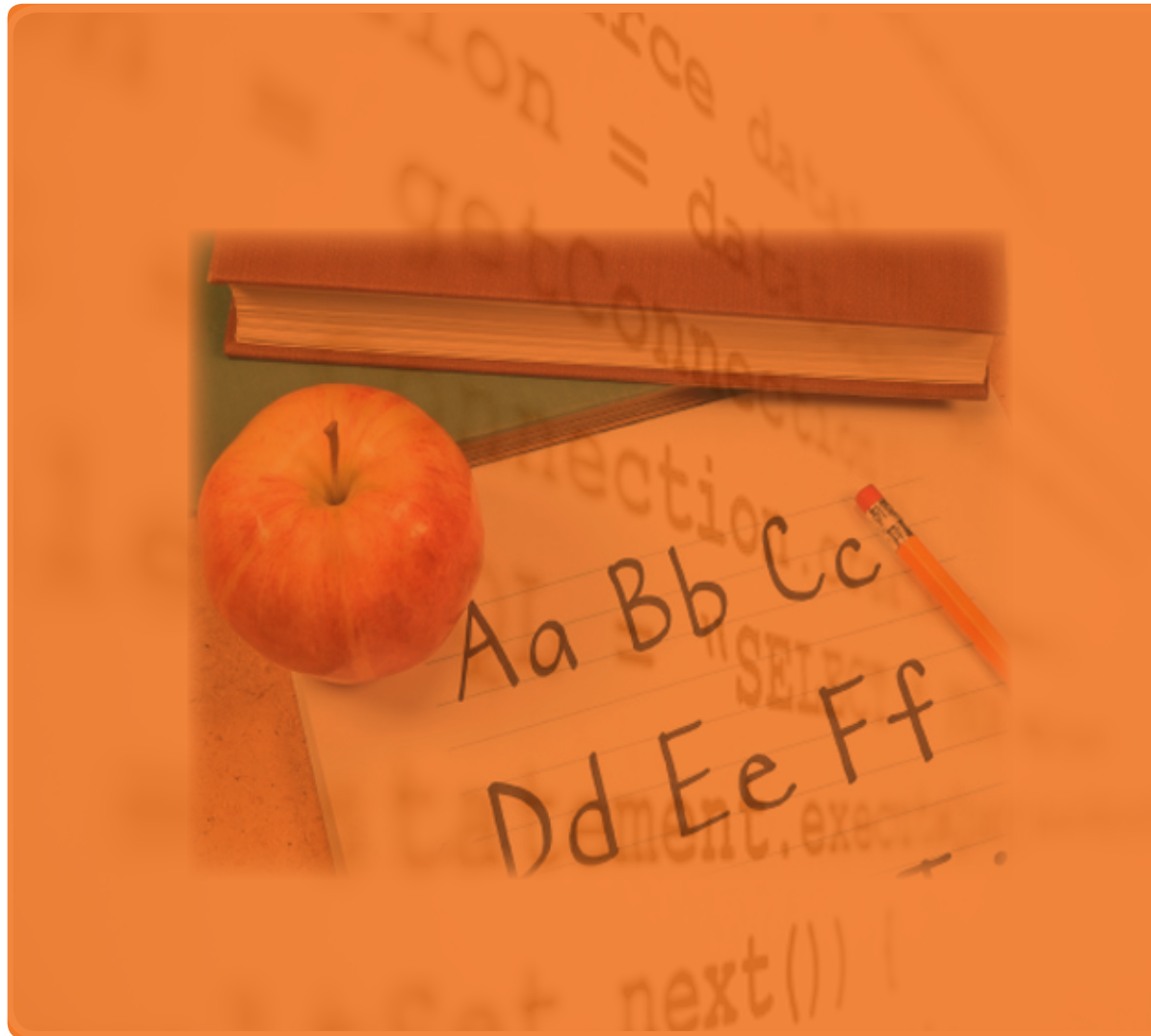




EVERY CHILD IS A NATIONAL ASSET

ABC OF ... ANNUAL NATIONAL ASSESSMENT

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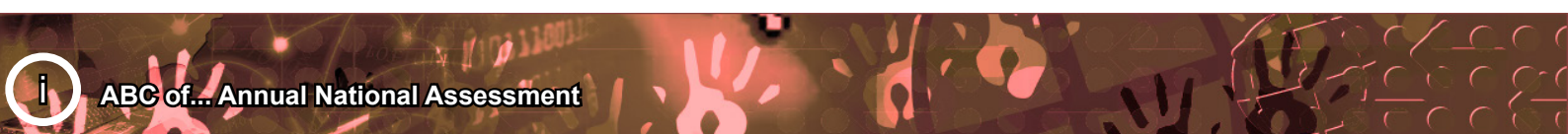
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
Contents

| | |
|---|-----------|
| A. Introduction | 4 |
| 1. Purpose of the Module | 4 |
| B. Components of The Module | 5 |
| 2. Module 6: Standard Letters and Forms | 5 |
| 2.1 Letters & Labels Merged with Addresses & Names | 5 |
| 2.1.1 View National Rating Codes | 5 |
| 2.1.2 Maintain ANA Total Marks for Grades 1-6 & 9 | 6 |
| 2.2 Capturing ANA Marks | 7 |
| 2.3 Print ANA Learner Reports for Grades 1-6 & 9 | 8 |
| 2.4 Analysis of ANA Marks | 9 |
| 2.5 Learner Registration | 10 |
| C. Summary | 11 |
| 3. Quick reference of the sub-menus and their uses: | 11 |
| 3.1 “How to...” flow diagrams: | 11 |
| 3.2 Feedback/Contact Form | 14 |

General Instructions on using SA-SAMS Manual:

- Click on the **menu option** to open the required screen.
- Click on **Save** to update all capturing.
- Click on **Done** to exit the screen.

The following symbols are used in the manual to indicate the required action with every screen:

| | | | | | |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
| Background Information | Data used in other modules or pre-captured data needed | Options in drop-down tables | Screens that require capturing | Printouts and Reports | Summary and Stats screens |

A Introduction



Purpose of the module

The Annual National Assessment (ANA) is a module (Fig. 1) designed to manage the recording, analysis and reporting of ANA marks for the school.

- This module is aligned with ANA requirements.
- This module records the marks and automatically converts it into the correct performance rating level and percentage mark per learner.
- This module uses the captured marks to produce summary reports for analysis of learner performance per grade and subject.

| SA-SAMS : School Administration and Management System MAIN MENU | |
|--|-------------------------------------|
| 1. General School Information | 11. Financial Assistant |
| 2. Human Resource Information | 12. Curriculum Related Data |
| 3. Learner and Parent Information | 13. Timetabling Assistant |
| 4. Learner Listing | 14. Physical Resources |
| 5. Governance Information | 15. Library Module |
| 6. Standard Letters and Forms | 16. Security and Database Functions |
| 7. Export Data | 17. Lurits Approval Module |
| 8. Annual National Assessment | |
| System Test: Change Logged in User | User Preferences |

Figure 1: Main Menu



Usage of this Module is dependent on data already being captured in other modules. e.g.

| Module | Data to be pre-captured (with the associated screen no) |
|--------|---|
| 1 | School Details (1.1), Grades (1.2), Classes (1.3), School Terms (1.6) and subjects (1.5) offered by the school |
| 3 or 4 | Learner Data (3.1.1) - Learner names & Surnames and ID number according to birth certificate or Passport - Learner Disability Status - LoLT of the learner |
| 12 | Subjects assigned to learners (12.1.15) – the correct HL and FAL. |

B Components of the Module

2. Module 8: ANA



The **ANA Module** consists of the following functions that are tabled with the associated screens and functionalities that are used in this manual:

| Sub-Heading in Manual | SA-SAMS Menu | Functionality |
|-----------------------------------|---------------------------------------|---|
| 2.1 Setting up the system | 8.1 View National Rating Codes | <ul style="list-style-type: none"> National rating codes pre-populated |
| | 8.3 Total marks per subject per grade | <ul style="list-style-type: none"> Totals per subjects pre-populated |
| 2.2 Capturing marks | 8.4 ANA mark schedules | <ul style="list-style-type: none"> Capture marks per class per subject |
| 2.3 Learner report | 8.8 ANA learner report | <ul style="list-style-type: none"> Print a report with Learner's Literacy and Mathematics marks |
| 2.4 Mark statistics | 8.6 ANA test results distribution | Analysis table per subject per grade per gender <ul style="list-style-type: none"> Distribution of levels of achievement Grade average Learners absent |
| 2.5 Learner registration schedule | 5.2 Maintain SGB Functions | <ul style="list-style-type: none"> Annual survey report on the actions of the SGB |

Figure 2 shows all the sub-menus for the ANA module. The functionality and purpose of every sub-menu will be discussed separately.

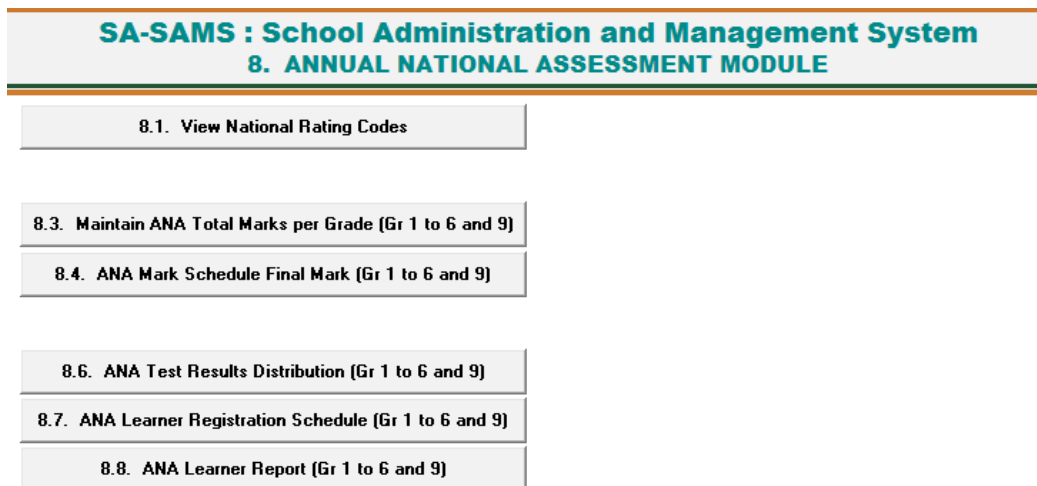


Figure 2: Components of ANA Module

2.1 Set up for ANA



2.1.1 View National Rating Codes (Menu 8.1)

The National Protocol of Assessment: Grades R-12 prescribes the rating codes and percentages for recording and reporting of learner achievements.



The official rating codes / levels for the grades are pre-populated as shown in Figure 3. The levels with the related achievement descriptors and percentage range are listed per phase according to the related year.

View National Rating Codes (12.3.14)

Grade Filter: All Grades Select Version: Version 02, 2013/01/01 - 2099/01/01

| Gr From | Gr To | Level | Description | Description Afrikaans | % From... | % To... |
|---------|-------|-------|-------------------------|-------------------------|-----------|---------|
| 0 | 3 | 1 | Not Achieved | Ontoereikende Prestasie | 0 | 29.99 |
| 0 | 3 | 2 | Elementary Achievement | Basiese Prestasie | 30 | 39.99 |
| 0 | 3 | 3 | Moderate Achievement | Matige Prestasie | 40 | 49.99 |
| 0 | 3 | 4 | Adequate Achievement | Voldoende Prestasie | 50 | 59.99 |
| 0 | 3 | 5 | Substantial Achievement | Beduidende Prestasie | 60 | 69.99 |
| 0 | 3 | 6 | Meritorious Achievement | Verdienslike Prestasie | 70 | 79.99 |
| 0 | 3 | 7 | Outstanding Achievement | Uitmuntende Prestasie | 80 | 100 |
| 4 | 6 | 1 | Not Achieved | Ontoereikende Prestasie | 0 | 29.99 |
| 4 | 6 | 2 | Elementary Achievement | Basiese Prestasie | 30 | 39.99 |
| 4 | 6 | 3 | Moderate Achievement | Matige Prestasie | 40 | 49.99 |
| 4 | 6 | 4 | Adequate Achievement | Voldoende Prestasie | 50 | 59.99 |
| 4 | 6 | 5 | Substantial Achievement | Beduidende Prestasie | 60 | 69.99 |
| 4 | 6 | 6 | Meritorious Achievement | Verdienslike Prestasie | 70 | 79.99 |
| 4 | 6 | 7 | Outstanding Achievement | Uitmuntende Prestasie | 80 | 100 |
| 7 | 12 | 1 | Not Achieved | Ontoereikende Prestasie | 0 | 29.99 |
| 7 | 12 | 2 | Elementary Achievement | Basiese Prestasie | 30 | 39.99 |
| 7 | 12 | 3 | Moderate Achievement | Matige Prestasie | 40 | 49.99 |
| 7 | 12 | 4 | Adequate Achievement | Voldoende Prestasie | 50 | 59.99 |
| 7 | 12 | 5 | Substantial Achievement | Beduidende Prestasie | 60 | 69.99 |
| 7 | 12 | 6 | Meritorious Achievement | Verdienslike Prestasie | 70 | 79.99 |
| 7 | 12 | 7 | Outstanding Achievement | Uitmuntende Prestasie | 80 | 100 |

Done

Figure 3: View National Rating Codes

Select the **Grade** to view the rating codes per grade.

- CAPS was implemented per phase over three years. **Select Version** to find the appropriate rating descriptors for a specific year.

Click on **Done** to exist the screen.



2.1.2 Maintain ANA Total Marks for Grades 1-6 & 9 (Menu 8.3)



- The ANA tests are commonly set and the total marks for the tests differ from year to year.
 - The total marks are pre-populated to reduce administration work by the school and also forms part in quality assuring the integrity of the results.
 - The total marks are set up in this section to assist with the conversion of captured marks.

Maintain ANA Total Marks per Grade (Gr 1 to 6 and 9) (8.3)

Year: 2013

| Grade | Total Marks | | |
|---------|--------------------|---------------------------------|-------------|
| | Home Language (HL) | First Additional Language (FAL) | Mathematics |
| Grade 1 | 20 | 20 | 20 |
| Grade 2 | 30 | 30 | 30 |
| Grade 3 | 40 | 40 | 40 |
| Grade 4 | 50 | 50 | 50 |
| Grade 5 | 60 | 60 | 60 |
| Grade 6 | 75 | 75 | 75 |
| Grade 9 | 85 | 80 | 140 |

These values are set by DOE and are read only.

Done

Figure 4: Total Marks for the Tests

2.2 Capturing ANA Marks (Menu 8.4)



All the learner and class details that were pre-captured in Module 1 and 3 are used to populate ANA mark schedules.

ANA raw marks can be captured as follows: (Fig. 5)

- Click on “**ANA Mark Schedule Final Mark (Gr 1 to 6 & 9) Screen 8.4**” to open capturing screen.
- Select the **Grade** and then the **Class** (selected class or all classes) from the drop-down lists.
 - Marks can only be saved if all the marks are captured - capture the marks per class.
- Click on **GO**
- Enter the **raw marks per learner** in the yellow columns.
 - Enter “-1” if a learner is absent.
 - IF a subject was not written for the whole class select “HL / FAL to -2” to de-activate the whole column.
 - Marks can be changed after being saved.
 - Find the **average per class or group at the bottom of the columns**. Class average – for class selected and grade if all selected. -2 and -1 are not included in analysis of subjects.
- A blank mark schedule can be printed by selecting “**Print grid for mark entry.**”

After capturing click on **Save** and **Done** to exit the screen

ANA Mark Schedule Final Mark (Gr 1 to 6 and 9) (8.4)

Year: 2013 Select Grade: Grade 9 GO Level Info Set HL to -2 Print Save

Select Class: ANA Max View View: Full Set FAL to -2 Export to Excel Done

School Name: CLEVER KIDS HIGH SCHOOL
 Emis Nr: 700890111
 Date: 2013/05
 District: Central
 Province: Gauteng
 Grade: Grade 9
 Class: ANA

| | | | -1 = Absent -2 = N/A | | | Home Language (HL) | | | First Additional Language (FAL) | | | | |
|------------------|------------|---------------------------|-------------------------|--------|----------|--------------------|-----------|------------|---------------------------------|-----------|------|-----|-------|
| No | LURITS Nr. | Learner Surname, Names | HL 85 | FAL 80 | Math 140 | Language | Mark | % | Level | Language | Mark | % | Level |
| 1 | | AUGUST, Clive | 25 | -2 | 120 | English | 25 | 29% | 1 | Afrikaans | N/A | N/A | N/A |
| 2 | | BAUER, Ronelle | 78 | -2 | -1 | English | 78 | 92% | 7 | Afrikaans | N/A | N/A | N/A |
| 3 | | BEYERS, John | 45 | -2 | 25 | English | 45 | 53% | 4 | Afrikaans | N/A | N/A | N/A |
| 4 | | BOOI, Ayabulela, Nolimit | 67 | -2 | 60 | English | 67 | 79% | 6 | IsiXhosa | N/A | N/A | N/A |
| 5 | | BOTHA, Jana, Vorster | 67 | -2 | 47 | English | 67 | 79% | 6 | Afrikaans | N/A | N/A | N/A |
| 6 | | CHEN, Quan | -1 | -2 | 136 | English | A | A | A | Afrikaans | N/A | N/A | N/A |
| 7 | | MAHARAJ, Chinta | 68 | -2 | 99 | English | 68 | 80% | 7 | IsiXhosa | N/A | N/A | N/A |
| 8 | 0 | MAKOLA, Sandile | 80 | -2 | 127 | English | 80 | 94% | 7 | Afrikaans | N/A | N/A | N/A |
| 9 | | MARCHANTA, Pina | 75 | -2 | 115 | English | 75 | 88% | 7 | Afrikaans | N/A | N/A | N/A |
| 10 | | MEYER, Ashleigh | 47 | -2 | 128 | Afrikaans | 47 | 55% | 4 | Afrikaans | N/A | N/A | N/A |
| 11 | | MOODLEY, Jade | 36 | -2 | 114 | English | 36 | 42% | 3 | Afrikaans | N/A | N/A | N/A |
| 12 | | MOSTERT, Cornelius, John | 57 | -2 | 105 | English | 57 | 67% | 5 | Afrikaans | N/A | N/A | N/A |
| 13 | | NYAMELA, Asithi | 68 | -2 | 97 | English | 68 | 80% | 7 | IsiXhosa | N/A | N/A | N/A |
| 14 | | PRICE-WATERHOUSE, Thamara | 79 | -2 | 44 | English | 79 | 93% | 7 | Afrikaans | N/A | N/A | N/A |
| 15 | | RAMAPOZA, Anelisa | 80 | -2 | 75 | English | 80 | 94% | 7 | IsiXhosa | N/A | N/A | N/A |
| Averages: | | | | | | | 62 | 73% | | | | | |

Figure 5: Mark Capturing Sheet

- **Print** the Mark schedule for educators / HOD to verify and sign at the designated spaces. The signed copy can be forwarded to the District (Fig. 6).

ANA Mark Schedule Final Mark (Gr 1 to 6 and 9) (8.4)

Year: 2013 Select Grade: Grade 9 GO Level Info Set HL to -2 Print Save
 Select Class: ANA Max View View: Print/Export Set FAL to -2 Export to Excel Done

School Name: CLEVER KIDS HIGH SCHOOL
 Emis Nr: 700990111
 Date: 2013/05
 District: Central
 Province: Gauteng
 Grade: Grade 9
 Class: ANA

| | | Home Language (HL) | | | First Additional Language (FAL) | | | Mathematics | | | | | | |
|------------------|------------|---------------------------|-----------|-----------|---------------------------------|-------|-----------|-------------|-----|-------|-----------|-----------|------------|-------|
| No | LURITS Nr. | Learner Surname, Names | Language | Mark | % | Level | Language | Mark | % | Level | Language | Mark | % | Level |
| 1 | | AUGUST, Clive | English | 25 | 29% | 1 | Afrikaans | N/A | N/A | N/A | English | 120 | 86% | 7 |
| 2 | | BAUER, Ronelle | English | 78 | 92% | 7 | Afrikaans | N/A | N/A | N/A | English | A | A | A |
| 3 | | BEYERS, John | English | 45 | 53% | 4 | Afrikaans | N/A | N/A | N/A | English | 25 | 18% | 1 |
| 4 | | BODI, Ayabulela, Nolimit | English | 67 | 79% | 6 | IsiXhosa | N/A | N/A | N/A | English | 60 | 43% | 3 |
| 5 | | BOTHA, Jana, Vorster | English | 67 | 79% | 6 | Afrikaans | N/A | N/A | N/A | English | 47 | 34% | 2 |
| 6 | | CHEN, Quan | English | A | A | A | Afrikaans | N/A | N/A | N/A | English | 136 | 97% | 7 |
| 7 | | MAHARAJ, Chinta | English | 68 | 80% | 7 | IsiXhosa | N/A | N/A | N/A | English | 99 | 71% | 6 |
| 8 | 0 | MAKOLA, Sandile | English | 80 | 94% | 7 | Afrikaans | N/A | N/A | N/A | English | 127 | 91% | 7 |
| 9 | | MARCHANTA, Pina | English | 75 | 88% | 7 | Afrikaans | N/A | N/A | N/A | English | 115 | 82% | 7 |
| 10 | | MEYER, Ashleigh | Afrikaans | 47 | 55% | 4 | Afrikaans | N/A | N/A | N/A | Afrikaans | 128 | 91% | 7 |
| 11 | | MODDLEY, Jade | English | 36 | 42% | 3 | Afrikaans | N/A | N/A | N/A | English | 114 | 81% | 7 |
| 12 | | MOSTERT, Cornelius, John | English | 57 | 67% | 5 | Afrikaans | N/A | N/A | N/A | English | 105 | 75% | 6 |
| 13 | | NYAMELA, Asitshi | English | 68 | 80% | 7 | IsiXhosa | N/A | N/A | N/A | English | 97 | 69% | 5 |
| 14 | | PRICE-WATERHOUSE, Thamara | English | 79 | 93% | 7 | Afrikaans | N/A | N/A | N/A | English | 44 | 31% | 2 |
| 15 | | RAMAPOZA, Anelisa | English | 80 | 94% | 7 | IsiXhosa | N/A | N/A | N/A | English | 75 | 54% | 4 |
| Averages: | | | | 62 | 73% | | | | | | | 92 | 66% | |

Signature: Teacher Signature: Principal Signature: District

Figure 6: ANA Marks Schedule with Captured Marks



3 Print ANA Learner Reports for Grades 1-6 & 9 (Menu 8.7)

Parents need to be informed of the learners' achievements in ANA. Parents can be informed at a parents meeting or be informed through a learner report.

The Learner Performance can be printed in a report format for the parent: (Fig. 7)

Click on **ANA Test Results Distribution (Screen 8.6)**.

- **Select Grade and Class (specific)** from the pre-populated lists.
- Select **Go** to populate the learners' names.
- Select if progress reports should be printed for **all** learners OR
 - Specific learners – tick the selected learners.
- Tick if the learner photo should be included.
- Select the **letterhead** as follows:
 - Select **use printed letterhead** for pre-printed paper OR
 - Select **use system letterhead** to print the school details and logo on SA-SAMS.
 - Set the margins for printing manually or click **Default printed Letterhead**.
- Click on **Print Report** in the middle of the screen. This displays a preview screen.
- Select pages and click on **Printer** to print.
- Principal and teacher have to sign at the designated area at the bottom of the learner's report.
- Repeat this procedure for every class.

Click on **Done** to exit screen.

Figure 7: Select to Print a Learner Report

2.4 Analysis of ANA Marks (Menu 8.6)

A school is required to analyse the learner results and to include the analysis in the actions of the School Improvement Plan (SIP).

- This section includes a table (Fig. 8) that summarises and reports on the learner achievement per subject, per grade, per language and per gender on the following:
 - Distribution of levels of achievement.
 - Subject grade average (class average is available at the bottom of the mark schedule).
 - Number of learners absent.
 - Total number of learners in the grade.

✓ Click on **ANA Test Results Distribution (Screen 8.6)**.

- Select the **subject**, then enter “**Go**”
- Select one of the available options for a specific report:
 - Language (select language) or Mathematics
 - Per gender.
- Click on **Print** to print a hardcopy for signatures.
- Click on **Export to Excel** to use the data for further analysis.

When finished click on **Save** and **Done** to exit the screen.

ANA Test Results Distribution (Gr 1 to 6 and 9) (8.6)

Year: 2013 Select Subject: Home Language (HL) Select Gender: GO Print
 Select Language: All All Max View Export to Excel Done

School Name: CLEVER KIDS HIGH SCHOOL EMIS Number: 700890111
 District: Central Province: Gauteng
 Learning Area: Home Language (HL), Language: All, Gender: All

| | % Average mark per grade | Number of learners in each achievement rating | | | | | | | No of absentees | Total number of learners |
|---------------|--------------------------|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------------|-----------------|--------------------------|
| | | Level 1 0 - 29.99 | Level 2 30 - 39.99 | Level 3 40 - 49.99 | Level 4 50 - 59.99 | Level 5 60 - 69.99 | Level 6 70 - 79.99 | Level 7 80 - 100 | | |
| Grade 9 | 66.35 | 32 | 1 | 22 | 19 | 34 | 40 | 77 | 4 | 229 |
| TOTALS | | 32 | 1 | 22 | 19 | 34 | 40 | 77 | 4 | 229 |

Signature: Teacher Signature: Principal Signature: District

Figure 8: ANA Marks Distribution Table

2.5 Learner Registration (Menu 8.7)

A School can print a schedule of all the learners per grade with details as required by ANA.



Click on **Print learner registration Schedule (Screen 8.7)**.

- Select the **grade** (The total number of learners will display in the **count** box).

ANA Learner Registration Schedule (Gr 1 to 6 and 9) (8.7)

Year: 2013 Grade: Grade 2 Count: 182 Print Done

- Click on **Print** to open the **Print Setup** window and select options or click on **Ok** to continue the Print Preview window.
- The **Preview Window** gives an indication of what the printed report will look like.
- Click on **printer image** to print a list of the learners (Fig. 9).
- When finished click on **Done** to exit the screen.

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ANA Learner Registration Schedule

Page | 1 | of | 17 |

Assessment Year: 2013 Province: GAUTENG EMIS No.: 1710108191011111
 Region / District: CENTRAL / CENTRAL Area/Circuit: 5
 School Name: CLEVER KIDS HIGH SCHOOL Grade: 19 | Class: 19 | (| LOLT: | E |

| Line No. | Surname | First Names | Gender (M/F) | Population | Date of Birth (ccyy/mm/dd) | ID Number (All 13 digits) | LURITS Number (All 9 digits) | (FAL) First Additional Language | Special Needs |
|----------|---------|-------------|--------------|------------|----------------------------|---------------------------|------------------------------|---------------------------------|---------------|
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | 15 |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |

Principal: _____ Signature: _____ Date: _____
 Region/District/ Circuit/Area _____ Signature: _____ Date: _____

School Stamp

Figure 9: ANA Learner Registration Table

C. Summary

The Annual National Assessment (ANA) is designed to manage the recording, analysis and reporting of ANA marks for the school.

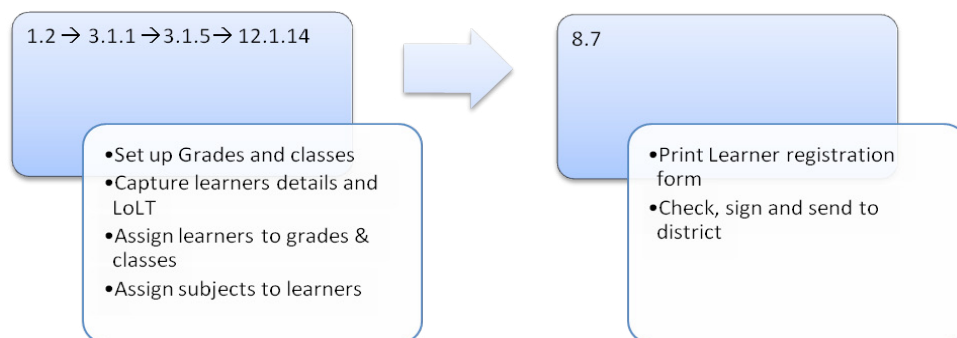
This module is designed to assist the SMT on reporting the results to the Department and to use the analysis to inform actions of the SIP.

3. Quick reference of the sub-menus and their uses:

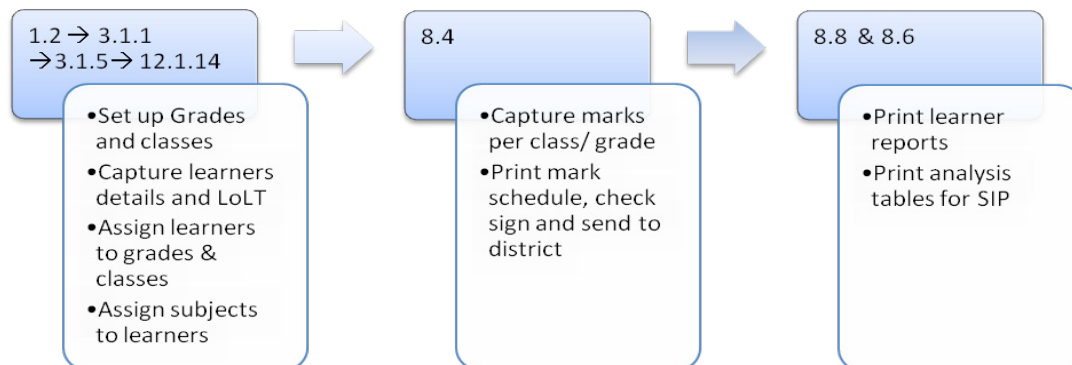
| Sub-Heading in Manual | Screen | Functionality |
|-----------------------------------|---|---|
| 2.1 Setting up the system | 8.1 View National Rating Codes 8.3 Total marks per subject per grade | <ul style="list-style-type: none"> National rating codes pre-populated Totals per subjects pre-populated |
| 2.2 Capturing marks | 8.4 ANA mark schedules | <ul style="list-style-type: none"> Capture marks per class per subject |
| 2.3 Learner report | 8.8 ANA learner report | <ul style="list-style-type: none"> Print a report with Learner's Literacy and Mathematics marks |
| 2.4 Marks statistics | 8.8.6 ANA test results distribution | Analysis table per subject per grade per gender <ul style="list-style-type: none"> Distribution of levels of achievement Grade average Learners absent |
| 2.5 Learner registration schedule | 8.7 Maintain SGB Functions | <ul style="list-style-type: none"> Annual survey report on the actions of the SGB |

3.1 "How to..." flow diagrams:

- Learner Registration:**



- Capture and report on ANA marks:**





Feedback/Contact Form

Your feedback is important to us. Please leave any comment that you want. If you are struggling with anything in this module, please send us an email and remember to also give us a number or email to contact you back with.

Contact Name:

School Name:

Email Address:

Cellphone Number:

Version of SA-SAMS:

Operating System Version:

District / Province:

Comment / Problem Details:

Send Email

Contact Person

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