

# USERGUIDE: ANA MODULE FOR 2014

1. The SA-SAMS ANA Module assists schools in
  - capturing of learner assessments on the mark schedules and
  - generating analysis schedules.
2. Validity of the captured data is improved by including a verification function by the HOD and then the Principal.
3. Marks can only be changed after the HOD and Principal removed their verification status.
4. The official schedule can only be printed after the principal have verified. The analysis of the learner achievements and LURITS db deployment is only possible after the principal verification.

## 5 Steps to capture learner assessments, verify mark capturing and printing of schedules & analysis reports

Click on Module 8: Annual National Assessment

<b>SA-SAMS : School Administration and Management System MAIN MENU</b>	
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
<b>8. Annual National Assessment</b>	

Capturing and verification of marks are done in 5 Steps:

- Step 1: To capture marks click on **8.5 Final Marks: Capture**
- Step 2 : Verification of marks per grade are done on on **8.6: Final Marks HOD verification**
- Step 3 : Mark schedules, learner reports and analysis can only be printed after the principal have verified every grade **8.7: Final Marks Principal verification**
- Step 4: Print completed mark schedules
- Step 5: Print **analysis schedule** on **8.6: Final Marks Marks distribution**

<b>SA-SAMS : School Administration and Management System 8. ANNUAL NATIONAL ASSESSMENT MODULE (GR 1 TO 9)</b>	
8.1. View National Rating Codes	8.11. Learner Registration Schedule
8.2. View Total Marks	8.12. Final Marks : Test Results Distribution
	8.13. Learner Report
8.4. Final Marks : View	
8.5. Final Marks : Capture	
8.6. Final Marks : HOD Verification	
8.7. Final Marks : Principal Verification	
	8.18. ANA Final Marks : View (Previous Years)
	8.19. Final Marks : Test Results Distribution (History)
<b>&lt;&lt; MAIN MENU</b>	

## Step 1: Capturing of marks

- Select and click on 8.5 Final Marks: Capture
- Select the grade and a class (select "All" for the whole grade) and then enter "Go" .
  - Enter the learner raw score in the yellow columns in the column of the subject.
  - Enter "-1" if a learner is absent with a valid reason
  - **IF a subject was not written for the whole class select " HL or FAL to -2"** to de-activate the whole column.
  - Marks can be updated after being saved.
  - Find the average mark and % per class or group at the bottom of the columns.

ANA Final Marks Schedule (Gr 1 to 9) - Capture (8.5)

Year: 2014 Select Grade: Grade 8 Select Class: 8B View: Full Max View GO

School Name: CLEVERKIDS TECHNICAL HIGH  
 Emis Nr: 300011501  
 Date: 2014/08  
 District: Frances Baard  
 Province: Northern Cape  
 Grade: Grade 8  
 Class: 8B

Total Marks  
 Home Language (HL)  
 First Add. Language (FAL)  
 Mathematics

Verified  
 al Verified

No	LURITS Nr.	Learner Surname, Names	-1 = Absent -2 = N/A			Home Language (HL)			First Additional Language (FAL)			
			HL 90	FAL 80	Math 125	Language	Mark	%	Level	Language	Mark	%
8	0	MORMI(58712), Onalena	46	-2		46	51%	4	Afrikaans	N/A	N/A	N/A
9	0	REID(48512), Shamice	-1	-2		A	A	A	Afrikaans	N/A	N/A	N/A
10		SELINE (17611), Mc Doald, Lekotla		-2					Afrikaans	N/A	N/A	N/A
11	0	SMYTH(29012), Quinton-Jior dwayne		-2					Afrikaans	N/A	N/A	N/A
12		TIM (29211), Toto, Thabisa		-2					Afrikaans	N/A	N/A	N/A
13	0	VISSA (26512), Lee Kurt		-2					Afrikaans	N/A	N/A	N/A
Averages:						46	51%					

Signature: Teacher Signature: Principal

Level Info Export to Excel Print Set HL to -2 Set FAL to -2 Save Done

## Step 2: Verification of marks per grade are done on on 8.6: Final Marks HOD verification

The HOD must open SA-SAMS with his/her own password. This is to ensure that the same person does not capture and validate the learner assessments.

- (The username and password is available on 16.12)
- Select and click on 8.6
- Select the grade and a class (select "All" for the whole grade) and then click on "Go" .
- Click on verify after all scores are checked and found to be correct. The marks will turn orange and cannot be changed by the capturer.

ANA Final Marks Schedule (Gr 1 to 9) - Principal Verification (8.7)

Year: 2014 Select Grade: Grade 8 Select Class: 8B View: Full Max View GO

School Name: CLEVERKIDS TECHNICAL HIGH  
 Emis Nr: 300011501  
 Date: 2014/08  
 District: Frances Baard  
 Province: Northern Cape  
 Grade: Grade 8  
 Class: 8B

H = HOD Verified  
 P = Principal Verified

Total  
 Home Lang  
 First Add. Langu  
 Mat

No	LURITS Nr.	Learner Surname, Names	-1 = Absent -2 = N/A			Home Language (HL)			First Additional Language (FAL)			
			HL 90	FAL 80	Math 125	Language	Mark	%	Level	Language	Mark	%
8	0	MORMI(58712), Onalena	H 46	-2	120	English	46	51%	4	Afrikaans	N/A	N/A
9	0	REID(48512), Shamice	H -1	-2	78	English	A	A	A	Afrikaans	N/A	N/A
10		SELINE (17611), Mc Doald, Lekotla	H 33	-2	56	English	33	37%	2	Afrikaans	N/A	N/A
11	0	SMYTH(29012), Quinton-Jior dwayne	H 45	-2	45	English	45	50%	4	Afrikaans	N/A	N/A
12		TIM (29211), Toto, Thabisa	H 56	-2	23	English	56	62%	5	Afrikaans	N/A	N/A
13	0	VISSA (26512), Lee Kurt	H 12	-2	45	English	12	13%	1	Afrikaans	N/A	N/A
Averages:							38	43%				

Signature: Teacher Signature: Principal

Level Info Export to Excel Print Remove Principal Verification Verify Done

### Step 3 : 8.7: Final Marks Principal verification

Mark schedules, learner reports and analysis can only be printed after the principal have verified every grade.

- (The username and password is available on 16.12)
- Select and click on 8.7
- Select the grade and a class (select “All” for the whole grade) and then click on “Go” .
- Click on “verify” after all scores are checked. The marks will turn green .
- To print the **completed mark schedule** select “Print / Export” on view .

ANA Final Marks Schedule (Gr 1 to 9) - Principal Verification (8.7)

Year: 2014 Select Grade: Grade 8 Select Class: 8B View: Print/Export Max View GO

School Name: CLEVERKIDS TECHNICAL HIGH  
 Emis Nr: 300011501  
 Date: 2014/08  
 District: Frances Baard  
 Province: Northern Cape  
 Grade: Grade 8  
 Class: 8B

H = HOD Verified  
 P = Principal Verified

No	LURITS Nr.	Learner Surname, Names	Home Language (HL)				First Additional Language				
			Language	Mark	%	Level	Moderated Marks	Language	Mark	%	
8	0	MORMI(58712), Onalena	P	English	46	51%	4		Afrikaans	N/A	N/A
9	0	REID(48512), Shamice	P	English	A	A	A		Afrikaans	N/A	N/A
10		SELINE (17611), Mc Doald, Lekolla	P	English	33	37%	2		Afrikaans	N/A	N/A
11	0	SMYTH(29012), Quinton-Jior dwayne	P	English	45	50%	4		Afrikaans	N/A	N/A
12		TIM (29211), Toto, Thabisa	P	English	56	62%	5		Afrikaans	N/A	N/A
13	0	VISSA (26512), Lee Kurt	P	English	12	13%	1		Afrikaans	N/A	N/A
Averages:					38	43%					

Signature: Teacher Signature: Principal

Level Info Export to Excel Print Remove Principal Verification Verify Done

#### Step 4: Print completed mark schedules

- To print the completed mark schedule select “Print / Export” on view .
- This mark schedule has an extra column to allow for “ Moderated marks” .
- Click on “Print” .
- This schedule must be signed and stamped and submitted to ANA exam officials.

#### Step 5: Print analysis schedule on 8.6: Final Marks Marks distribution

- Select the subject
- Select one of the available options: language written (select language), per gender
- Print the analysis for signatures.

ANA Test Results Distribution (Gr 1 to 9) (8.12)

Year: 2014 Subject: Home Language (HL) Language: All Gender: All Selection Max View

NORTHERN CAPE DEPARTMENT OF EDUCATION  
 CLEVERKIDS TECHNICAL HIGH  
 Frances Baard  
 Emis No: 300011501

ANA Test Results Distribution  
 2014/08/18  
 Year: 2014, Home Language (HL): All, Gender: All

	% Average per Grade	Number of learners in each achievement rating							No of Absentees	Total No 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 8	47.87	21	3	9	5	5	8	11	2	64
Grade 9	47.44	21	6	9	12	4	8	10	2	72
TOTALS		42	9	18	17	9	16	21	4	136

Signature: Teacher Signature: Principal Signature: District

Grid Options:  
 Header  School  Afrikaans  Dept  Graphics  Print  Export Done

- **Step 6: Screen 8.8 – Print Learner Report for ANA results**
  - Select the grade and class , then select”Go”
  - Options available: per class or all , per learner or whole group
  - Principal and teacher signs at the bottom of the learners report.

- **Step 7: Submission to the district**
  - Click on Screen 17 – LURITS Approval Module
  - The number of learners with ANA marks will show next to the Deploy button.
  - Select the tab “learner information”
  - Click on “Show all current Learner”. Scroll down on the learner names to check if there are any errors printed in red. (Click on the name and edit the data that are wrong)
    - Click on “Duplicate learners’ to verify any learners (archive and then delete the duplicate entry)
    - Tick the box to approve the learners for upload. Click on approve and then “yes” to confirm (Note that the status of the records change to 2)
    - Click on “ School Information”. Check if all the information is correct. (Update fields that are not)
    - Click on LURITS Status statistics. Click on “Deploy Database”
    - **A pop-up message will require confirmation to include the ANA marks. Click on yes.**
    - **A principal deployment form needs to be printed , signed and submitted with the database.** Click on “Print report”.
  - Find the database as follows:
    - **C-drive -> Program files -> EdusolSAMS -> Export Data -> LURITS data** and then copy the latest entry on a CD.
  - Submit the Deployed database, signed ANA mark schedules and Principal deployment form to the district.