



Province of the
EASTERN CAPE
EDUCATION

ASSESSMENT AND EXAMINATION

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TO : ALL DISTRICT DIRECTORS
CES: CURRICULUM AND EXAMINATIONS
EDO'S
PRINCIPALS OF SCHOOLS
SCHOOL ADMINISTRATORS

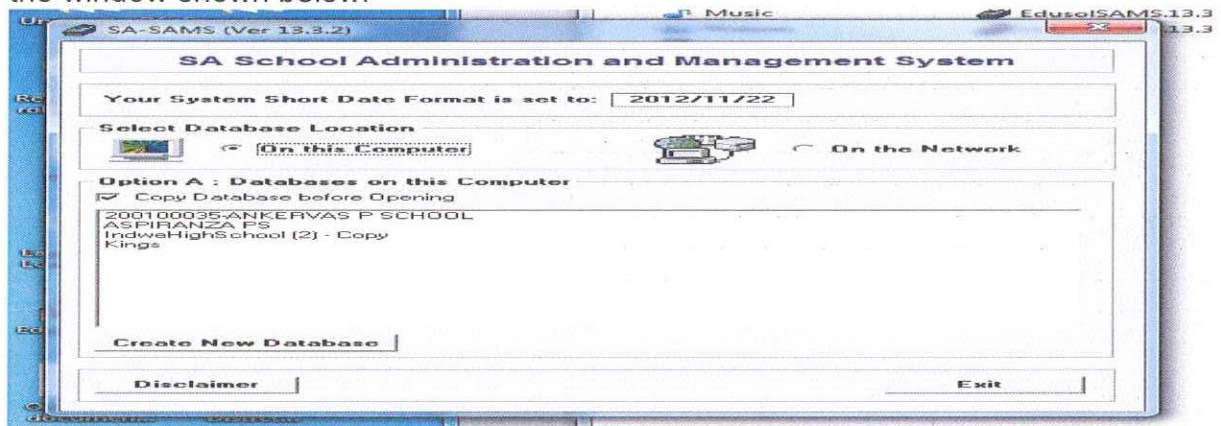
CC : ALL SES: EMIS AND POLICY IMPLEMENTATION

FROM : DIRECTOR: ASSESMENT AND EXAMINATION
DIRECTOR: RESOURCE TARGETING AND SYSTEMS PLANNING

SUBJECT : RECOGNITION OF SASAMS SCHEDULE

DATE : 23 NOVEMBER 2012

1. ALL schools that are on the SASAMS program and are using the Curriculum Related Data Module can produce departmental schedules and learner reports from SASAMS by following the procedure that is provided below:
 - 1.1. Install the latest patch that for SASAMS 13.3.3 obtainable from the district EMIS coordinator and/or the web address www.thutong.doe.gov.za or www.emisec.co.za
 - 1.2. Check if the latest patch has been successfully installed by clicking Disclaimer on the window shown below:



1.3. Open SASAMS and check the Show Menu/Option No. next to About button. Refer to the diagram below:

INDWE HIGH SCHOOL
2012

basic education
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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	

SA-SAMS : Department of Basic Education - South Africa
Login: administrator

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1.4. Ensure that the correct subject order is set correctly on 12.7.15 . Generally the order should be:

- 1.4.1. Home Language
- 1.4.2. First Additional Language
- 1.4.3. Mathematics or Mathematical Literacy
- 1.4.4. Life Orientation
- 1.4.5. Electives in ascending order.

1.5. For the correct order of the various phases please refer to the attached format from the Examination Directorate.

EMIS

BIKITSHA JS SCHOOL
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SA-SAMS : School Administration and Management System
12.7. MAINTAIN/PRINT LEARNER PROGRESS REPORTS

12.7.10. Progress/Promotion Reports (Eastern Cape)	12.7.11. Maintain Progress Report Cycles
	12.7.12. View National Rating Codes
	12.7.13. Maintain Promotion Descriptors
	12.7.14. Maintain Subject Comments List
	12.7.15. Maintain Report Subject Order
	12.7.16. Enter Learner Report Cycle Result
	12.7.17. Maintain Foundation Phase Results
	12.7.18. Maintain Learner Promotion Decisions + Learner General Report Comments
	12.7.19. Print Learner Progress Reports
	<< Curriculum Module Menu

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