



Reference: 20180315-499
8/3/1/3
Enquiries: Circuit Managers

Circular: 0014/2018
Expiry date: 31 December 2018

To: Chief Directors, Directors, Circuit Managers, Principals and Educators

Short summary: *Notification of the procedures for capturing per learner Term Performance for March, June, September and December 2018 at public schools in the Western Cape.*

Subject: Grades 1 to 9 and 10 to 12 Term Performance 2018

1. This circular serves to inform schools of the arrangements for the completion and submission of **per learner** Term Performance, per quarter in 2018 at public schools in the Western Cape.
2. The need for schools to submit **learner level performance** data in a standardised format which allows the school, the Western Cape Education Department (WCED) and various stakeholders to track the performance of learners and the impact of interventions and inputs has grown significantly over the past two years.
3. In order to respond to this need schools are required to complete and submit/export learner level results in a standardised format on a quarterly basis as per the dates indicated below.

Term	Action	Date
1	Term Performance opens for submission Term Performance sign-off for submission	26 March 2018 20 April 2018
2	Term Performance opens for submission Term Performance sign-off for submission	18 June 2018 27 July 2018
3	Term Performance opens for submission Term Performance sign-off for submission	25 September 2018 19 October 2018
4	Term Performance opens for submission (Grades 1 to 11 only) Term Performance sign-off for submission	19 November 2018 12 December 2018

Procedure for Grades 1 to 9

4. The WCED has developed the WCED Recording and Reporting sheets for Grades 1 to 9 to the extent where schools will be able to upload their Term Performance per learner every quarter.
5. Schools will therefore not have to populate the Term Performance data as this process will now be automated.
6. Educators simply complete the Recording sheets which generate a schedule and follow the steps to export and upload the data via CEMIS.
7. **How will schools be affected?**
 - 7.1 Schools using the WCED Recording and Reporting sheets and schedules would continue to use the Recording sheets as the export function has already been built into these sheets.
 - 7.2 Schools using the South African (SA) School Administration and Management System (SAMS) system will be advised of the way forward.
 - 7.3 Schools using their own or third party SAMS must ensure that their systems can provide the data in exactly the same format as SA-SAMS and be able to upload the data as a text file.
 - 7.4 Alternatively these schools can use the WCED Recording and Reporting sheets.
8. The latest version of the WCED Recording and Reporting sheets is now available.
9. The **Recording sheets** on CEMIS can be accessed as follows:
 - 9.1 Select the **“Reports”** tab.
 - 9.2 Select **“Gr 1 – 9 Download”** in the drop down menu.

Procedure for Grades 10 to 12

10. The procedure for Grades 10 to 12 is being finalised.
11. In the interim schools must submit a summary of Term Performance as per normal
12. Further information on Grades 10 to 12 will be made available in due course.

13. **Please note:** All schools will have to ensure that their learner data on CEMIS (Grades 1 to 9) is correct in order for the learner names and details on the Recording sheets to be downloaded correctly as learner data can ONLY be corrected on CEMIS.
14. Schools can contact district CEMIS support staff and the District Assessment Coordinators for more information and support on downloading and uploading the schedules on CEMIS.
15. Principals are requested to make the contents of this circular available to all educators.

SIGNED: A.LEWIS
ACTING HEAD: EDUCATION
DATE: 2018-03-20