

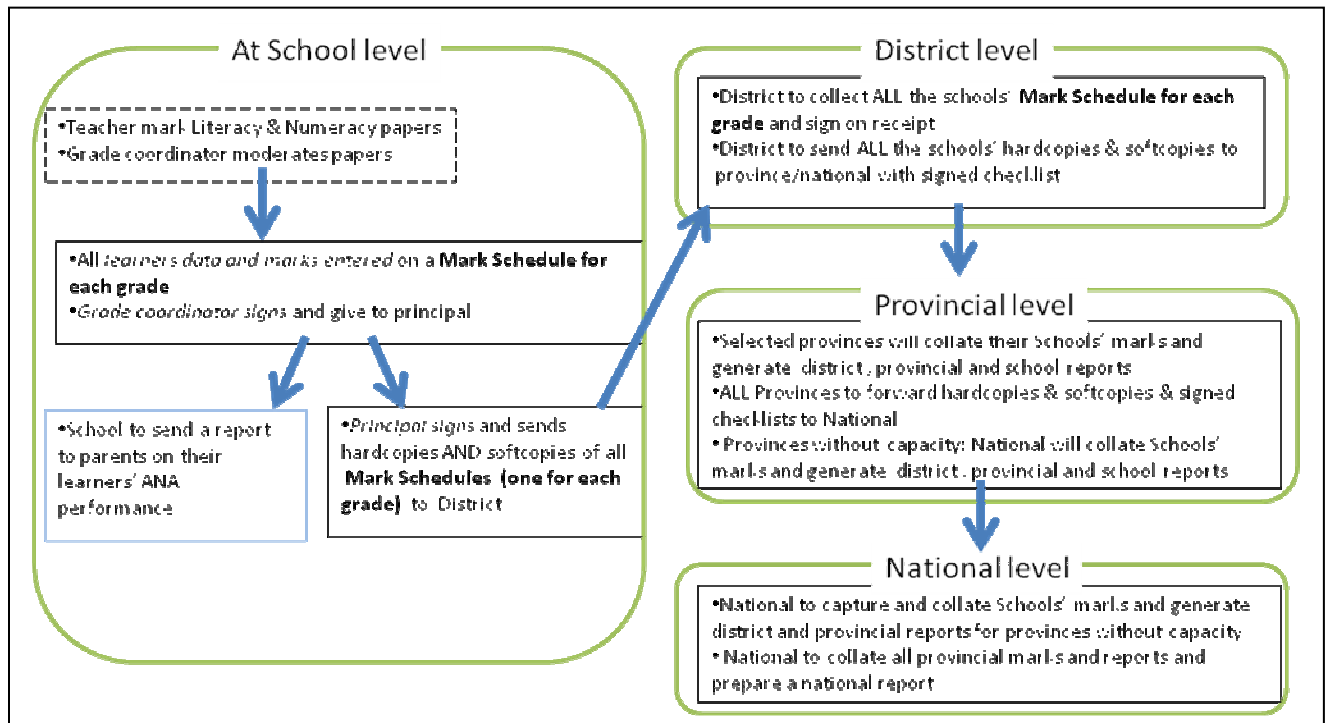
School Guideline for easy ANA Capturing!

How to complete and use the ANA Mark Schedule for Grades 1-6

A: Introduction

1. The Schools capture the ANA 2010 learners' achievements, per learner, for Literacy and Numeracy on Mark Schedules separately for Grades 1-6.
2. The Mark Schedules for Grades 1-6 are designed to minimize the teacher's work as they only capture the learner data and the related marks. An electronic capturing tool is available to assist the teacher with the entering of the data and the calculations needed for the learner report.
3. The Mark Schedules will assist the school in calculating the Learner's % score and Level of performance as well as the Grade's ave %. These are needed for the ANA report on the learner's achievement to the parent.
4. These Mark Schedules also have the aim to give enough minimum information that will inform the school, district, province and DBE on the status of their learner's competency in literature/language and numeracy/mathematics.
5. Remember the Grade of the ANA test is one grade less than the grade of the learners e.g. Gr 4 learners writes the Gr 3 ANA tests.

B: What happens with the ANA data from each school: Mark Schedules for each grade (Grades 1-6)



C: Using the Excel Spreadsheet with the Mark Schedules for Grades 1-6

6. 3 options of the Mark sheets are available depending on the size of the schools. Choose the option on the **maximum number** of learners in the grade at the school and capture all the grades in that option, e.g. choose the option (1 – 300 learners) if your school has 230 learners in Gr 1 and 180 learners in Gr 2 and capture **both in the same option**.
7. Save your Mark Schedule using your Name of school & National EMIS number, e.g. **DBE Primary School 123456789**.
8. The **Schedules are available for each grade at the bottom of the Excel spreadsheet as “Grade 1, Grade 2, Grade 3, Grade 4, Grade 5 and Grade 6 “** .

D: Completing the Mark Schedules for Grades 1-6

basic education
Department of Basic Education
REPUBLIC OF SOUTH AFRICA

ANNUAL NATIONAL ASSESSMENTS 2010
Administered in February 2011
MARK SCHEDULE for INTERMEDIATE PHASE

To be completed **per grade** at the school
Send signed copy + soft copy to District

School Name: _____ EMIS Nr: _____ Grade of test: 6 Current Grade of Learners: 7

Nr	Class	Learner Surname	Learner First Name	Gender	Population Group	Mark if SAK learner	ID Number on Birth Certificate	Date of Birth (dd/mm/yyyy)	LOK	Language			Mathematics		
										Total of test: Marks	%	Level	Total of test: Marks	%	Level
190															
191															
192															
193															
194															
195															
196															
197															
198															
199															
200															
Totals for Class										0	#####	#####	0	#####	#####

I hereby certify that this is a true reflection of the marks and that the marks have been moderated

Grade average %: #####

Grade Co-ordinator: _____ Grade Co-ordinator: Signature _____ Date _____

Principal: Surname and Initials _____ Principal: Signature _____ Date _____ Contact nr _____

School Stamp

1. After the teacher has marked and grade coordinator/ grade head/ subject head has moderated the scripts, the final marks (raw scores) with the required minimum data have to be captured on the Mark Schedules per learner for each grade.
2. All the learners from the different classes, but the same grade, have to be entered on the same mark Schedule for each grade. The school will eventually send 6 Mark Schedules to the district (i.e. Gr 1 Mark Schedule, Gr 2 Mark Schedule etc).
3. The Mark Schedule can be completed electronically or by hand. The electronic version is designed to do the calculations needed for the learner’s report. Instructions on how to do the calculations will be given for the manual process.
4. The grade coordinator/ grade head/ subject head has to sign at the bottom of the grade’s Mark Schedule.

5. The principal complete the form with his contact number and co-signs each grade's Mark Schedule.
6. Signed hard copies and a soft copy of the Mark Schedules for Grades 1-6 are to be sent to the district office.
7. Complete the mark schedule in Capital letters.
8. **A tip** that will assist with the entering of same data for a group or large section; select option, enter, click on bottom right corner of cell, click on small +, drag + down the column for the required number of cells, enter. Errors can be removed using the delete button. Please use this accurately and responsibly as it is given to assist you. We need accurate data.
9. **Whole class sheets can be copied and pasted.**
10. Remember to save your data regularly!!!

11. On the same folder select the required grade at the bottom and populate then for all the grades: "Grade 1 and Grade 2 and Grade 3 and Grade 4 and Grade 5 and Grade 6 " .

TO COMPLETE THE FORM

12. Enter the **Name of the school** (in capital letters) and **National EMIS** number on each form.
13. Complete the columns in Mark Schedule as follows:

	Field / Column	Compulsory	Remarks
a	Class	y	<ul style="list-style-type: none"> • Enter the class code that the learners are divided in e.g. A,B,C, X... (Refer to 8. to assist in entering of data).
b	Learners' Surname	y	<ul style="list-style-type: none"> • Enter the same names as on ID document or birth certificate; complete in capital letters.
c	Learners' First Name(s)	y	<ul style="list-style-type: none"> • Enter the same names as on ID document or birth certificate; complete in capital letters.
d	Gender	y	<ul style="list-style-type: none"> • Select, Type "F" = female and "M" = male. F and M in capital letters.
e	Population group	y	<ul style="list-style-type: none"> • Select group from drop down list. (Refer to 8. to assist in entering of data). • Manual: Use and write the following codes down: A – Asian, B - Black African, C – Coloured, W – White and O – other
f	SNE Learner (LSEN)	y	<ul style="list-style-type: none"> • Select/ write "Y" if the learner is identified and reported as a "SNE learner", if not "N". • (Refer to 8. to assist in entering of data).
g	ID number		<ul style="list-style-type: none"> • Complete this field if information is available. This is needed to differentiate between learners with similar names and surnames on the national and provincial database.
h	Date of birth	y	<ul style="list-style-type: none"> • This is needed to differentiate between learners

			with similar names and surnames on the national and provincial database.
i	LoA	y	<ul style="list-style-type: none"> Language of Assessment (LoA)– this is not the learner’s home language or language of preference; it is also not Home Language, 1st and 2nd Additional languages. LoA is the language on the test paper that the learner has written. For the manual process: A = Afrikaans, E = English, X= IsiXhosa, Z = IsiZulu, N = Ndebele, So = SeSotho, P= Sepedi, Set = Setswana, Sw = SiSwati, V = Tshivenda, T = Tsitsonga
j	Mark	y	<ul style="list-style-type: none"> The raw mark has to be entered for Literacy/Language or Numeracy/Mathematics.
k	Learner’s % and Level of Performance		<ul style="list-style-type: none"> If the school uses the spreadsheet – the learners’ % and performance level will be automatically calculated. For the manual process, the teacher has to do the calculations as follows: <ul style="list-style-type: none"> Learner’s % = $\frac{\text{learner's mark}}{\text{total mark of the test}} \times 100$ Learner’s performance level = Level 1 (1 – 34%); Level 2 (35% – 49%); Level 3 (50% – 69%); Level 4 (70% – 100%)
L	Signature	y	<ul style="list-style-type: none"> Name of Class coordinator and principal can be typed Date can be entered electronically

E: Learner report

14. The School has to send a report to the parents informing them on the learner’s achievement in Literacy/ Language and Numeracy/ Mathematics

15. The report will include the Schools’ name, Learner’s name and surname, Grade and Class of the learner, % of learner’s achievement in Literacy/ Language and Numeracy/ Mathematics and Grade’s average in %.

I	Learner’s Report to Parent	<ul style="list-style-type: none"> Use the Learner’s % mark and Level on the Mark Schedule Use the grade average % will be at the bottom of the % Mark column on the Schedule. For the manual process, the teacher has to do the calculations as follows: <ol style="list-style-type: none"> $\frac{\text{Total mark of all learners}}{\text{Number of learners that wrote}}$ Grade ave % = $\frac{\text{ }}{\text{total mark of test}} =$
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16. The report must be signed by the class teacher and principal of the school.

Thank you for your co-operation and accurate hard work.