

WESTERN CAPE EDUCATION DEPARTMENT
CAPTURING OF TERM PERFORMANCE

ANNEXURE A

EXAMPLE: GRADE 3

1. Go to “**Assessments**” tab
2. Select “**Term Performance**” on the drop down menu
3. Select the appropriate grade

Reports	Assessments	Surveys	Administration	CEMIS support
	ANA 2014	AHMAN,NOORDIEN - GO TO ADMIN SECTION		
	SOS Baseline	ACACIA PRIM. - 0140330329		
	ANA 2013	ON: TERM PERFORMANCE - SELECT A GRADE		
	Term Performance	FORMS AND STANDARDS COMPLIANCY STATUS		
	Grade 3 Exemplars			
	Grade 6 Exemplars			
	Lang/Maths Results 2013	SELECT A GRADE	GRADE 3 ▼	SUBMIT
	Lang/Maths Results 2012			
	LitNum Results 2011			
	LitNum Results 2010			

EXAMPLE: GRADE 3

4. Select Term 2
5. Capture the results in the required fields.

Learner Base	Transfers	Classes Update	Subjects/GET	Reports	Assessments	Surveys	Administration	CEMIS support																																																														
<p>ABDURAHMAN,NOORDIEN - GO TO ADMIN SECTION ACACIA PRIM. - 0140330329 FUNCTION: TERM PERFORMANCE - 2014</p> <div style="background-color: yellow; text-align: center; padding: 2px;">NORMS AND STANDARDS COMPLIANCY STATUS</div>																																																																						
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> TERM-1 TERM-2 TERM-3 TERM-4 COMBINED-TERMS </div>																																																																						
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid gray; padding: 2px;">GRADE TOTAL</div> <div style="border: 1px solid gray; padding: 2px;">92</div> </div> <div style="text-align: center; border: 1px solid gray; padding: 2px; margin-bottom: 5px;">TERM PERFORMANCE CAPTURING FOR GRADE 3 AND TERM 2</div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="text-align: left;">SUBJECT</th> <th>CODE 1 (1-29%)</th> <th>CODE 2 (30-39%)</th> <th>CODE 3 (40-49%)</th> <th>CODE 4 (50-59%)</th> <th>CODE 5 (60-69%)</th> <th>CODE 6 (70-79%)</th> <th>CODE 7 (80-100%)</th> <th>Total number of learners who do not meet the PR</th> <th>TOTAL (CODE 1-7)</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Home Language</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td style="background-color: #f00; color: white;">0</td> <td style="background-color: #f00; color: white;">0</td> </tr> <tr> <td style="text-align: left;">First Additional Language</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td style="background-color: #f00; color: white;">0</td> <td style="background-color: #f00; color: white;">0</td> </tr> <tr> <td style="text-align: left;">Mathematics</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td style="background-color: #f00; color: white;">0</td> <td style="background-color: #f00; color: white;">0</td> </tr> <tr> <td style="text-align: left;">Life Skills</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td style="background-color: #f00; color: white;">0</td> <td style="background-color: #f00; color: white;">0</td> </tr> </tbody> </table> <div style="text-align: center; border: 1px solid gray; padding: 2px; margin-bottom: 5px;">NUMBER OF LEARNERS / PERCENTAGES FOR GRADE 3</div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>TOTAL</th> <th>PERC (%)</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Total No. of Learners in Grade</td> <td><input type="text" value="92"/></td> <td></td> </tr> <tr> <td style="text-align: left;">Total No. of Learners Promoted</td> <td><input type="text" value="0"/></td> <td style="background-color: #f00; color: white;">0</td> </tr> <tr> <td style="text-align: left;">Total No. of Learners Not Promoted</td> <td><input type="text" value="0"/></td> <td style="background-color: #f00; color: white;">0</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px 10px; display: inline-block;">SAVE DETAILS</div> </div>									SUBJECT	CODE 1 (1-29%)	CODE 2 (30-39%)	CODE 3 (40-49%)	CODE 4 (50-59%)	CODE 5 (60-69%)	CODE 6 (70-79%)	CODE 7 (80-100%)	Total number of learners who do not meet the PR	TOTAL (CODE 1-7)	Home Language	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	First Additional Language	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	Mathematics	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	Life Skills	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0		TOTAL	PERC (%)	Total No. of Learners in Grade	<input type="text" value="92"/>		Total No. of Learners Promoted	<input type="text" value="0"/>	0	Total No. of Learners Not Promoted	<input type="text" value="0"/>	0
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EXAMPLE: GRADE 6

Learner Base	Transfers	Classes Update	Subjects/GET	Reports	Assessments	Surveys	Administration	CEMIS support	LO																																																																																																																						
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">GRADE TOTAL</td> <td style="width: 40%; text-align: center;">90</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="10" style="text-align: center; background-color: #e0e0e0;">TERM PERFORMANCE CAPTURING FOR GRADE 6 AND TERM 2</th> </tr> <tr> <th style="width: 20%;">SUBJECT</th> <th style="width: 5%;">CODE 1 (1-29%)</th> <th style="width: 5%;">CODE 2 (30-39%)</th> <th style="width: 5%;">CODE 3 (40-49%)</th> <th style="width: 5%;">CODE 4 (50-59%)</th> <th style="width: 5%;">CODE 5 (60-69%)</th> <th style="width: 5%;">CODE 6 (70-79%)</th> <th style="width: 5%;">CODE 7 (80-100%)</th> <th style="width: 10%;">Total number of learners who do not meet the PR</th> <th style="width: 5%;">TOTAL (CODE 1-7)</th> </tr> </thead> <tbody> <tr> <td>Home Language</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>First Additional Language</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Mathematics</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Life Skills</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Natural Sciences And Technology</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Social Sciences: Combined</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Social Sciences: History</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Social Sciences: Geography</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center; background-color: #e0e0e0;">NUMBER OF LEARNERS / PERCENTAGES FOR GRADE 6</th> </tr> <tr> <th style="width: 80%;"></th> <th style="width: 10%;">TOTAL</th> <th style="width: 10%;">PERC (%)</th> </tr> </thead> <tbody> <tr> <td>Total No. of Learners in Grade</td> <td style="text-align: center;">90</td> <td></td> </tr> <tr> <td>Total No. of Learners Promoted</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Total No. of Learners Not Promoted</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <div style="text-align: center;"> <table border="1" style="width: 100px; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">SAVE DETAILS</td> </tr> </table> </div>										GRADE TOTAL	90	TERM PERFORMANCE CAPTURING FOR GRADE 6 AND TERM 2										SUBJECT	CODE 1 (1-29%)	CODE 2 (30-39%)	CODE 3 (40-49%)	CODE 4 (50-59%)	CODE 5 (60-69%)	CODE 6 (70-79%)	CODE 7 (80-100%)	Total number of learners who do not meet the PR	TOTAL (CODE 1-7)	Home Language	0	0	0	0	0	0	0	0	0	First Additional Language	0	0	0	0	0	0	0	0	0	Mathematics	0	0	0	0	0	0	0	0	0	Life Skills	0	0	0	0	0	0	0	0	0	Natural Sciences And Technology	0	0	0	0	0	0	0	0	0	Social Sciences: Combined	0	0	0	0	0	0	0	0	0	Social Sciences: History	0	0	0	0	0	0	0	0	0	Social Sciences: Geography	0	0	0	0	0	0	0	0	0	NUMBER OF LEARNERS / PERCENTAGES FOR GRADE 6				TOTAL	PERC (%)	Total No. of Learners in Grade	90		Total No. of Learners Promoted	0	0	Total No. of Learners Not Promoted	0	0	SAVE DETAILS
GRADE TOTAL	90																																																																																																																														
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Mathematics	0	0	0	0	0	0	0	0	0																																																																																																																						
Life Skills	0	0	0	0	0	0	0	0	0																																																																																																																						
Natural Sciences And Technology	0	0	0	0	0	0	0	0	0																																																																																																																						
Social Sciences: Combined	0	0	0	0	0	0	0	0	0																																																																																																																						
Social Sciences: History	0	0	0	0	0	0	0	0	0																																																																																																																						
Social Sciences: Geography	0	0	0	0	0	0	0	0	0																																																																																																																						
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EXAMPLE: GRADE 7

Reports	Assessments	Surveys	Administration	CEMIS support	LOG						
ABDURAHMAN,NOORDIEN - GO TO ADMIN SECTION ACACIA PRIM. - 0140330329 FUNCTION: TERM PERFORMANCE - 2014											
NORMS AND STANDARDS COMPLIANCY STATUS											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border: 1px solid black;">GRADE TOTAL</td> <td style="border: 1px solid black; width: 100px; text-align: center;">114</td> </tr> </table>						GRADE TOTAL	114				
GRADE TOTAL	114										
TERM PERFORMANCE CAPTURING FOR GRADE 7 AND TERM 2											
SUBJECT	CODE 1 (1-29%)	CODE 2 (30-39%)	CODE 3 (40-49%)	CODE 4 (50-59%)	CODE 5 (60-69%)	CODE 6 (70-79%)	CODE 7 (80-100%)	Total number of learners who do not meet the PR	SUBJECT AVE %	TOTAL (CODE 1-7)	
Home Language	0	0	0	0	0	0	0	0	0	0	
First Additional Language	0	0	0	0	0	0	0	0	0	0	
Mathematics	0	0	0	0	0	0	0	0	0	0	
Natural Sciences	0	0	0	0	0	0	0	0	0	0	
Life Orientation	0	0	0	0	0	0	0	0	0	0	
Technology	0	0	0	0	0	0	0	0	0	0	
Creative Arts	0	0	0	0	0	0	0	0	0	0	
Economic Management Sciences	0	0	0	0	0	0	0	0	0	0	
Social Sciences: Combined	0	0	0	0	0	0	0	0	0	0	
Social Sciences: History	0	0	0	0	0	0	0	0	0	0	
Social Sciences: Geography	0	0	0	0	0	0	0	0	0	0	
NUMBER OF LEARNERS / PERCENTAGES FOR GRADE 7											
								TOTAL	PERC (%)		
Total No. of Learners in Grade								114			
Total No. of Learners Promoted								0	0		
Total No. of Learners Not Promoted								0	0		
SAVE DETAILS											

EXAMPLE: GRADE 10

Reports	Assessments	Surveys	Administration	CEMIS support																			
ABDURAHMAN,NOORDIEN - GO TO ADMIN SECTION ALBERT MYBURGH SEK. - 0113333360 FUNCTION: TERM PERFORMANCE - 2014																							
NORMS AND STANDARDS COMPLIANCY STATUS																							
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">HOME LANGUAGES</td> <td style="width: 25%; text-align: center;">OTHER SUBJECTS</td> <td style="width: 25%; text-align: center;">OVERALL PROMOTIONS</td> <td style="width: 25%; text-align: center;">COMBINED VIEW</td> </tr> </table>					HOME LANGUAGES	OTHER SUBJECTS	OVERALL PROMOTIONS	COMBINED VIEW															
HOME LANGUAGES	OTHER SUBJECTS	OVERALL PROMOTIONS	COMBINED VIEW																				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">GRADE TOTAL</td> <td style="width: 20%; text-align: center;">150</td> </tr> <tr> <td>ACCOUNTING TOTAL ON CEMIS</td> <td style="text-align: center;">40</td> </tr> </table>		GRADE TOTAL	150	ACCOUNTING TOTAL ON CEMIS	40																		
GRADE TOTAL	150																						
ACCOUNTING TOTAL ON CEMIS	40																						
OTHER SUBJECTS (MARCH RESULTS FOR - GRADE 11)																							
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 100%;">SUBJECT NAME</th> <th style="width: 10%;">NO. 0-29%</th> <th style="width: 10%;">NO. 30-39%</th> <th style="width: 10%;">NO. 40-49%</th> <th style="width: 10%;">NO. 50-100%</th> <th style="width: 10%;">PASS % (30%)</th> <th style="width: 10%;">PASS % (40%)</th> <th style="width: 10%;">SUBJECT AVE %</th> <th style="width: 10%;">NO. OF LEARNERS</th> </tr> <tr> <td>Accounting</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">NaN</td> <td style="text-align: center;">NaN</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table>	SUBJECT NAME	NO. 0-29%	NO. 30-39%	NO. 40-49%	NO. 50-100%	PASS % (30%)	PASS % (40%)	SUBJECT AVE %	NO. OF LEARNERS	Accounting	0	0	0	0	NaN	NaN	0	0	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">SAVE DETAILS</td> </tr> </table>				SAVE DETAILS
SUBJECT NAME	NO. 0-29%	NO. 30-39%	NO. 40-49%	NO. 50-100%	PASS % (30%)	PASS % (40%)	SUBJECT AVE %	NO. OF LEARNERS															
Accounting	0	0	0	0	NaN	NaN	0	0															
SAVE DETAILS																							
<div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> SELECT A SUBJECT... Accounting Afrikaans First Additional Language Business Studies Computer Applications Technology Consumer Studies Economics English First Additional Language Geography History Life Orientation Life Sciences Mathematical Literacy Mathematics Physical Sciences Tourism </div>																							
LIST OF SUBJECTS CAPTURED FOR GRADE 11																							
	NO.	NO.	NO.	NO.	PASS % (30%)	PASS % (40%)	SUBJECT AVE %	NO. OF LEARNERS															
		Total Subjects Taken		0																			
		Total No. of Subjects with Ave Under 30%		0																			
		Total No. of Subjects with Ave Equal and Under 40%		0																			
		Total No. of Subjects with Ave Equal and Under 50%		0																			

EXAMPLE: GRADE 10 Cont...

Reports	Assessments	Surveys	Administration	CEMIS support	LOG OFF																																																												
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NOTE:

This is applicable to schools currently using the Grade 1 to 9 WCED Exel recording and reporting programmes:

The information required for capturing can be found on the following pages in the Exel Programme:

1. Statistics of distribution across levels 1 - 7 per subject can be found on the "**Stats**" page.
2. Statistics of overall promotion per term can be found on the "**Verification**" page.
3. Subject averages for Grades 7 - 9 can be found on the individual subject sheets.

Information for Grades 10 - 12:

4. Statistics of the distribution across levels 1 to 7 and Subject averages can be found on the WCED Subject recording sheets.
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