



Reference: 13/2/10/3
20160318-8871

Enquiries: Circuit Managers

Circular: 0011/2016

Expiry date: 31 December 2016

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

Brief summary: *Notification of the procedures for capturing a summary of the school's Term Performance for March, June, September and December 2016 at public schools in the Western Cape.*

Subject: Capturing of Term Performance and completion of per learner performance on CEMIS for 2016

1. This circular serves to remind principals, educators and district officials of the procedure for capturing a summary of the school's Term Performance and the completion of the per learner tracking of academic performance for March, June, September and December 2016 at public schools in the Western Cape.
2. Schools and officials need to know how learners in each grade are performing on a quarterly basis in order to track performance against set targets, be able to identify potential risks and plan suitable interventions.
3. Schools are required to capture their Term Performance (a summary of Grades 1- 12) on CEMIS by the following dates in each term:

TERM	DATE
1	Friday, 08 April 2016
2	Friday, 22 July 2016
3	Monday, 24 October 2016
4	Thursday, 15 December 2016 (Grades 1 – 11 only)

4. To access the **Term Performance** capture screen on CEMIS go to:
 - **"Exams/Assessments"** tab;
 - select **"Term Performance"** in the drop down menu;
 - select the appropriate grade;

- select Term;
- capture the results in the required fields; and
- once completed, click on the submit button and the results will be saved.

5. **Tracking per learner term performance on CEMIS**

5.1 CEMIS users are reminded to complete the per learner term performance which provides a basic indicator of whether learners have met the progression requirements or not.

5.2 Please note that the default setting for each individual learner is set to show that the learner has met the requirements for progression and promotion.

5.3 The administrator therefore only has to change the status of learners who:

5.3.1 did not meet the promotion requirements; or

5.3.2 are registered but were not assessed.

6. An indicator has also been included to assist schools and officials to track learners who were progressed to the next grade due to the number of years spent in the phase.

7. To access the Per Learner Term Performance capture screen on CEMIS go to:

- **"Exams/Assessments"** tab;
- select **"Term Performance"** in the drop down menu;
- select **"Per learner Term performance"**;
- select **"Capture Grade"**;
- change the status of learners as described in par. 6 above; and
- once completed, click on the update button and the results will be saved.

8. Principals are requested to make the contents of this circular available to all educators.

SIGNED: PA VINJEVOLD

HEAD: EDUCATION

DATE: 2016-03-31