**Grade 12 SBA calculations on SA-SAMS**

Schools need to complete the SBA marks on the printed Grade 12 schedules and P4 Oral marks. Please follow the instructions to use the schedules on SA-SAMS successfully.

There are two categories of subjects:

* **A: Subjects with no oral or PAT marks**: no adjustments needed as the SBA marks = the final marks on the schedules
* **Subjects with oral or PAT marks**: adjustments needed as the final marks on the schedules= SBA + Oral (P4) / PAT

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|  **A: Subjects with no oral or PAT marks** | No adjustments |
| 1. e.g. Accounting

 | * **On 12.3.12 the SBA marks = the final marks as shown on the schedules**

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| **B: Subjects with oral or PAT marks** | Adjustments needed on 12.3.11 (See next table) |
| e.g. Languages, EGD, Technical Subjects | * **On 12.3.12 the final marks as shown on the schedules = SBA + Oral (P4) / PAT**

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1. **Steps on how to change the SBA settings so that it only shows the SBA marks:**

Step 1 : On 12.3.11 click on the blue task bar and click on “Edit Task”



**Step 2:** On 12.3.11 Select “Connect Marks to Specific Marks” and change to “100”

 Click on “Save” and go to 12.3.12

 DO NOT DO THE “WEIGHTS VALIDATION”



**Step 3:** On 12.3.12 open the Subject for Term 4. (Ignore the weights validation message)

The SBA column will be highlighted in red and the total will be the mark /100 for the SBA .

 The P1: Oral mark is = 50

 The PAT mark = 100

 Print and Export the schedule for later reference ( afterwards the settings must be changed back)



**Step 4:** On 12.3.11 Change settings back and validate the weights.

 Click on the blue task bar and click on “Edit Task”

 Select “Convert marks using weight” and change weight % to “25”

 Click on “Save” and continue with weight validation

