

## CAPTURING READING PROFICIENCY GR1 TO GR7 ON SA-SAMS

- 1. According to <u>LTA 2</u> of 2025 and <u>LTA 3</u> of 2025 Free State department of Education has implemented reporting on reading proficiency of learners.
- 2. This manual will assist on how to implement this on SA SAMS.
- 3. Download and install the program under Utilities on the EMIS Portal. Ther program is called: Reading Proficiency report.

http://www.fsdoe.fs.gov.za/EMISPortal/Utilities.aspx

4. The following shortcut will be created on the desktop after installing the program.



5. Open the installed program:

🖳 Reading Profi	ciency Report (Version 25.0.0)		_		×
	basic education Department: Basic Education REPUBLIC OF SOUTH AFRICA				3
Database: C:\Program Files\{	EdusolSAMS\Data\SAMS_Database2025;	mdb		Brow	se
Add Tas	ks	Prin			t
				Exi	t

6. Make sure that the database is pointing to the correct SAMS database. Click on the Add Tasks button to add the tasks to your SAMS database.

🖳 Reading Prof	iciency Report (Version 25.0.0)	_		×
	basic education			
Ö	Department: Basic Education REPUBLIC OF SOUTH AFRICA			
Compl	ete		×	:
Databas				
C:\Sam	The tasks where successfully added.			
	Please go to SA-SAMS on 12.3.11 to se	e your added	tasks.	
•	Thank you!!!			
			ОК	
			Exit	t

- 7. You can now exit the program and go to SA SAMS to make sure that the tasks were added.
- 8. After opening SA-SAMS, go to 12.3.11 to check the added tasks.
  - 8.1. In Gr 1 Early Grade Reading Assessment (EGRA) is only assessed for Home Language.
  - 8.2. In Gr 2 and 3 EGRA is assessed for Home Language and English First Additional Language.
  - 8.3. In Grades 1 3 two tasks were added: One in Term 2 and one in Term 4.

Scho	ol Ba	ased Assessment for 2025 (12.3.11)								
Gra	de:	Grade 01 <b>Subject:</b> English H	lome Lang	juage (G	r 01)					
Те	:rm	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SB/ Wei <u>c</u> %
Te	m1	1: Listening and speaking - Formal	Yes	0	1	2025/03/07	10	25.00	Yes	6.25
Te	m1	2: Phonics - Formal	Yes	0	1	2025/03/07	10	20.00	Yes	5.00
Te	m1	3: Reading and comprehension - Form	Yes	0	1	2025/03/14	10	25.00	Yes	6.25
Te	m1	4: Writing - Formal	Yes	0	1	2025/03/14	10	20.00	Yes	5.00
Te	m1	5: Handwriting - Formal	Yes	0	1	2025/03/16	5	10.00	Yes	2.50
					Ter	m 1 Totals:	45	100.00		
Те	m2	Early Grade Reading Assessment - Fo	No	4	1	2025/04/30	100	0.00	No	
Te	m2	1: Listening and speaking - Formal	Yes	0	1	2025/06/11	10	25.00	Yes	6.25
Te	m2	2: Phonics - Formal	Yes	0	1	2025/06/11	10	20.00	Yes	5.00
Te	m2	3: Reading and comprehension - Form	Yes	0	1	2025/06/11	10	25.00	Yes	6.25
Te	m2	4: Writing - Formal	Yes	0	1	2025/06/11	10	20.00	Yes	5.00
Te	m2	5: Handwriting - Formal	Yes	0	1	2025/06/11	5	10.00	Yes	2.50
					Ter	m 2 Totals:	145	100.00		
Te	m3	1: Listening and speaking - Formal	Yes	0	1	2025/09/16	10	25.00	Yes	6.25
Te	m3	2: Phonics - Formal	Yes	0	1	2025/09/17	10	20.00	Yes	5.00
Te	m3	3: Reading and comprehension - Form	Yes	0	1	2025/09/17	10	25.00	Yes	6.25
Те	m3	4: Writing - Formal	Yes	0	1	2025/09/17	10	20.00	Yes	5.00
Te	m3	5: Handwriting - Formal	Yes	0	1	2025/09/17	5	10.00	Yes	2.50
			-		Ter	m 3 Totals:	45	100.00		
Те	m4	Early Grade Reading Assessment - Fo	No	4	1	2025/04/30	100	0.00	No	
Те	m4	1: Listening and speaking (End-of-yea	Yes	0	1	2025/11/21	10	0.00	Yes	6.25
Te	m4	2. Phonics (End-of-year Examination) -	Yes	0	1	2025/11/25	10	0.00	Yes	5.00

Both these tasks has 4 Activities.

English Home Language (Gr 01) — Details of Assessment Tas	k				
Description: Early Grade Re	ading Asse	essment		Vernacu	lar: Early Grade Read
Afrikaans: Grondslagfase	Leesasse	ssering		Reporting S	plit: 3. Reading and c
Type: N/A		•			Common Te:
Term: Term 2 : 2025/	04/08 - 20	25/06/27	▼ Date:	2025/04/30	Exams / Qua distribution re
Formal Task - Only these Task Type: N/A	fields may	y be change ▼ Tas	nd - Yo k Date: 2029	ou may also m 5/04/30 💌	aintain Topics/Skil Common Test/Task:
Topics/Skills (Vernacular)					Setup
<not used=""></not>				^	0 = Not Fixed.
Not Used>					
01. Listening and speaking					
02 Speaking					Fixe
02. Reading and viewing:	compreher	ision and litera	iture		Fixed Te
01. Shared reading	, (including	shared writin	ig)		Include in CRA )
02. Group guided	eading				Include III 3DA
03. Paired / indepe	ndent read	ling			
04. Phonics (includ	ling phone	mic awarenes	s)	*	
	· · · ·				
Activities for Task :					-
Activity (Vernacular) (Yellov	= Formal)	Date	Mark	Weight %	The Weightings for
Comprehension - Formal		2025/04/30	5	25.00	To maintain the Da
Passage - Formal		2025/04/30	111	25.00	- Click "Maintain Ta
Sounds - Formal		2025/04/30	40	25.00	Ulick 'Maintain Da     Capture the Date:
Words - Formal		2025/04/30	80	25.00	OR Click 'Auto
		TOTAL	236	100.00	Double Click on E

- 8.4. In Grades 4 7 Reading Proficiency is assessed for Home Language and all First Additional Languages.
- 8.5. In Grades 4-7 Only one task were added in Term4 , but an Additional activity was added to the Oral in Term 2. The task in Term 4 has 4 activities.

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weighl %
Term1	Baseline assessment - Formal	No	0	1	2025/01/30	10	0.00	No	
Term1	2: Writing - essays - Formal	Yes	0	1	2025/03/07	20	33.33	Yes	11.80
Term1	3: Response to texts - Formal	Yes	3	1	2025/03/07	40	66.67	Yes	23.50
				Ter	m 1 Totals:	70	100.00		
Term2	1: Oral (Reading aloud) - Formal	Yes	4	1	2025/06/11	20	28.58	Yes	11.80
Term2	4: Transactional writing - Formal	Yes		1	2025/06/11	10	14.28	Yes	5.90
Term2	5: Response to texts (Control test) - F	Yes	4	1	2025/06/11	40	57.14	Yes	23.50
				Ter	m 2 Totals:	70	100.00		
Term3	6: Creative Writing (Project) - Formal	Yes	2	1	2025/09/17	40	100.00	Yes	23.50
				Ter	m 3 Totals:	40	100.00		
Term4	Reading Profiency - Formal	No	4	1	2025/10/30	12	0.00	No	
Term4	7: Oral (Speaking) - Formal	Yes	0	1	2025/11/28	20	5.72	No	
Term4	8: Transactional writing - Formal	Yes	0	1	2025/11/28	10	2.86	No	
Term4	9: Response to texts (End-of-year Exa	Yes	4	1	2025/11/28	40	11.42	No	
	SBA Year Mark - Convert Marks u	sing Wei	ght: 80%	6		0	80.00		100.00

School Based Assessment for 2025 (12.3.11)

Ed	dit Subject Ta	ik (12.3.11)				
E	English First Ad	ditional Langu	age (Gr 04)			
- F	Details of As	sessment 1	ſask ——			
	Description:	1: Oral				Vernacul
	Afrikaans:	1: Mondeling	1			
	Туре:	Reading alo	ud	-		
	Term:	Term 2 : 202	25/04/08 - 202	25/06/27	Date:	2025/06/11 💌
	Formal Tasl	- Only the	se fields may	be change	d - Ye	ou may also ma
	Task Type:	Reading alou	d	👻 Tasl	CDate: 202	5/06/11 💌
Г	Topics/Skil	ls (Vernacul	lar)			
	<not td="" use<=""><td>d&gt;</td><td></td><td></td><td></td><td>^</td></not>	d>				^
	01 Lister	Not Used>				
		1. Listening co	y omprehension	and speaking		
	00	2. Speaking				
	02. Readi	ng & Viewing:	Comprehens	ion & Literatur	e	
		<ol> <li>Texts types</li> <li>Reading/vie</li> </ol>	wing strategi	s.		
	0	3. Text feature	es			
	0 []0	4. Parts of a b	ook			~
	Activities fo	Task:				
	Activity (Ver	nacular) (Yelk	ow = Formal)	Date	Mark	Weight %
	Accuracy - F	ormal		2025/06/20	3	25.00
	Comprehensi	on - Formal		2025/06/20	3	25.00
	Prosody - For	mai mai		2025/06/20	3	25.00
7	Troaddy - For	mar		TOTAL	12	100.00
English Firs	t Additional Lar	guage (Gr 04)				_
Details o	f Assessmer	it Task ——				-
Descript	tion: Reading I	Profiency			Verna	iCI
Afrika	ans: Leesvaar	digheid				
Tj	ppe: N/A		•			
Te	erm: Term 4 :	2025/10/13 - 2	2025/12/10	▼ Date:	2025/10/30	1
Formal 1	Task - Only t	nese fields m	nay be chang	jed - Y	ou may also	n
Task Ty	pe: N/A		▼ 14	ask Date: 202	5/10/30 💌	
Topics/	Skills (Verna	cular) —				
<not< td=""><td>Used&gt;</td><td></td><td></td><td></td><td>,</td><td>~</td></not<>	Used>				,	~
[][	Not Used>					
01. L	istening & Spea	king comprehensio	on and eneskir			
	02. Speaking	Comprehension	on and speaki	9		
02. R	eading & View	ng: Comprehe	nsion & Literat	ure		
	01. Texts typ 02. Reading	ies viewing strate	niee.			
	02. Reading/	ures	gics.			
L	04. Parts of	a book				1
A	- foo Tools					
Activitie	Vernacular) ()	allow - Forma	Data	Mark	Weight %	
Accurace	v - Formal	chow - rorma	2025/10/30	3	25.00	1
Compreh	ension - Forma		2025/10/30	3	25.00	1
Fluency -	- Formal		2025/10/30	3	25.00	1
Prosody	- Formal		2025/10/30	3	25.00	-
			IUTA	L  12	100.00	

- 9. You can capture the learner marks the normal way in SA SAMS in 12.3.12.
- 10. For printing of learner reports: Open the installed Reading Proficiency program (in Point 5 of this document.)
- 11. Click on Print Learner Report.

12. Select the grade, class, cycle and the learners. Click on print report.

ar : 2	2025	✓ Grade : Grade 4	✓ Class	s : 4A ~	Cycle : Te	erm2 : Intermediate		G
earn	ers	N	<b>^</b>	Learner Nur	nbers			
				Total 4	8	Selected	3	
			ha					
,		GARLEN						
		OHEDOE Omeleme		0-1	0-1			
		Jean Barball City		Select Filter	Options			
		JANT ILEO THEOTOMY		O Whole	Class @	Selected Lea	arner/s	
		KHOLODENG, Romalo Bol			_			
		Languing Theorem Diversion	g					
		Marganeter Formattio Faile						
		Mathematical						
		MALLOLOL, Hydiamodia	•					
		Material Theorem						
		MATINE Kashima						
		Contraction of the state of the						
		Million I., Rumogetas						
		Mennis Andrew Wanglofat						
		Million Million	e					
		MOCHEBA, Freebad						
		Million, ronopido						

13. Print the displayed reports and click on the close button when finished printing.



14. Click on Done to Exit the program.