

REFERENCE: 45283
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CIRCULAR : 0013/2015
EXPIRY DATE : 31 December 2015

TO: **CHIEF DIRECTORS, DIRECTORS, CIRCUIT TEAM MANAGERS, IMG 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 2015 at public schools in the Western Cape.*

SUBJECT: **CAPTURING OF TERM PERFORMANCE ON CEMIS FOR 2015**

1. This circular informs school principals, educators and district officials of the procedure for capturing a summary of the school's Term Performance for March, June, September and December 2015 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 per term:

TERM	DATE
1	Friday, 17 April 2015
2	Friday, 24 July 2015
3	Friday, 16 October 2015
4	Friday, 11 December 2015 (Grades 1 – 11 only)

4. To access the capture screen on CEMIS go to:
 - "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. The [attached](#) Annexure A gives a clear guide as to how to access the capture screen on CEMIS.
6. School principals are requested to make the contents of this circular available to all educators.

SIGNED: PA VINJEVOLD
HEAD: EDUCATION
DATE: 2015:03:19