

# Term 4 data submission guide

Follow these 9 simple steps to successfully upload your term 4 database



**1** Make sure all the learner marks are captured in SA-SAMS Module 12.3.12: Maintain Learner SBA Results. Each subject should have all the marks for the year, including marks in the previous terms

**2** Approve final subject marks and comment in SA-SAMS Module 12.7.16: Maintain Learner Report Cycle Result

**3** Save the learner promotion decision in SA-SAMS Module 12.7.18: Maintain Learner Promotion Decisions + Learner General Report Comments

**4** Print the schedules for management approval and corrections in SA-SAMS Module 12.9.15: Department Mark Schedule per Grade.

**5** Following department approval of SA-SAMS Promotion Schedule, the school must make a copy of their SA-SAMS database

Important

**6** Process and Maintain Learner Promotions in module 3.19

**7** Run Valistractor Term 4 Final Validation

**8** Correct errors found in the Data Verification Summary Report and if no errors are found

**9** Extract Data for Final Term 4 upload

Extract Data



data  
driven  
districts

For more information contact the DDD Helpdesk at:  
[Help@dbedashboard.co.za](mailto:Help@dbedashboard.co.za)