
GENERAL NOTICE

NOTICE 247 OF 2010

DEPARTMENT OF BASIC EDUCATION

Call for comment on standard SC011 – Standard for Data Verification, 2010

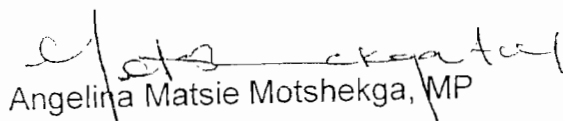
I, Angelina Matsie Motshekga, Minister of Basic Education, after consulting with the Council of Education Ministers, hereby publish the standard in the Schedule for comment.

All interested persons and organisations are invited to comment on the standard in writing and to direct their comments to:

The Director-General, Private Bag X895, Pretoria, 0001, for attention: Ms H Herbst, tel. 012 312 5093, email herbst.h@doe.gov.za, fax 086 513 4240.

Kindly provide the name, address, telephone and fax number and email address of the person or organisation submitting the comments.

The comments should reach the Department within 30 days from publication of the standard for comment.


Angelina Matsie Motshekga, MP
Minister of Basic Education

Date: 17 February 2010

DEPARTMENT OF BASIC EDUCATION

SC011: STANDARD FOR DATA VERIFICATION

I, Angelina Matsie "Angie" Motshekga, Minister of Basic Education, after consultation with the Council of Education Ministers and in terms of section 3(4)(a) of the National Education Policy Act, 1996 (Act No. 27 of 1996), as read with section 59 of the South African Schools Act, 1996 (Act No. 84 of 1996) amend the Education Information Policy as read with paragraph 62 of the Education Information Policy published in Government Gazette No. 26710 of 27 August 2004, hereby publish the standard SC011: Standard for Data Verification as set out in the schedule.

ANGIE MOTSHEKGA, MP
MINISTER OF BASIC EDUCATION

SC011, Standard for data verification

SCHEDULE

SOUTH AFRICAN EDUCATION INFORMATION STANDARDS

SC011

Standard for Data Verification

December 2009



basic education

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Basic Education
REPUBLIC OF SOUTH AFRICA

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SC011, Standard for data verification

Table of Contents

1. Purpose of data verification4

2. Scope and applicability of the standard4

3. Data verification requirement for each level.....4

 3.1. Institution level verification4

 3.2. District/Regional/Circuit level verification5

 3.3. Provincial level verification5

 3.4. National level verification6

4. Validation methods for electronic data capture tools7

*SC011. Standard for data verification***1. Purpose of data verification**

Data verification is a systematic and mechanical determination of whether the data set or data sample collected was handled in accordance with the rules pertaining to the collection, so that the accuracy, reliability and correctness of the data could be guaranteed. Data verification requires specific activities to be conducted throughout the collection and the collation process, as well as the integration life cycle of the data set, in a consistent manner, which mandate specific data validation rules that must be applied to the data sets. This Standard specifies these activities and rules pertaining to the data verification and validation of EMIS survey data.

2. Scope and applicability of this standard

This standard must be applied to the verification of all data sets collected via the EMIS Directorate, and may also be used as a verification standard for other survey data sets. The verification rules are to be applied at each level of data collection, collation, consolidation and integration into the system, namely at institutional level, district or regional level, as well as at provincial and national level. A specific set of data verification rules is indicated for each level.

The standard also includes the required minimum data verification control methods that must be included in all electronic data-capture tools.

3. Data verification requirements for each level

The following activities must be performed at each relevant level in the system.

3.1. Institutional-level verification**Verification requirements for the Principal or Institution Manager when completing an EMIS survey**

- Verify whether the national EMIS number is correct and valid.
- Verify the validity of the general information, i.e. the school's name, address, telephone number and the provincial code.
- Verify whether the grand total of the control table was captured.
- Verify whether the grand total of the key/core table matches the grand total of the control table.
- Verify whether all the information in each applicable table was correctly captured.
- Verify whether the dichotomous (two-choice) questions were completed, using the specified codes.
- Verify whether the multiple choice questions were completed, using the specified codes.
- Verify whether all the text field questions were completed.
- Complete and sign the clearance form.

A control table is the simplest table that captures total learner enrolment by grade and gender.