

## COMPUTER APPLICATIONS TECHNOLOGY: PAPER II

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### INSTRUCTIONS TO TEACHER AND INVIGILATOR

#### DETAILS OF THE PRACTICAL EXAMINATION (PAPER II)

Teachers need to ensure that the full package (word processor, spreadsheet and database), including wizards and help, is installed and available on the computers used by learners taking this subject and this examination. Learners will require the use of a Text Editor, e.g. Notepad, WordPad, Komodo and Notepad ++ for the HTML coding. Learners writing in Afrikaans must have an Afrikaans spell check installed. If you are using Microsoft software, Microsoft Office 2007 is the minimum software requirement. This is necessary for Grade 12 in 2018.

In the three-hour examination, learners will be required to solve problems using the application packages, namely word processing, spreadsheets, databases and web development. The learners will be examined on the skills and content described in *Curriculum and Assessment Policy Statement (CAPS) Computer Applications Technology* – Section 3: Department: Basic Education Republic of South Africa (2011).

#### ***Use of disks***

Data and/or the structure of the data (screenshots of the data files) will be supplied to schools on CD, to be used in the Practical Examination. The CAT teacher is required to check the data CD provided to schools two days BEFORE the examination is to take place. The CAT teacher should ensure that the disks are virus free and can be accessed and read by the appropriate software. The CAT teacher is also required to make arrangements to make the data available (*depending on the version of Office, e.g. 2007, 2010*) to the candidates writing the examination as outlined in the examination instructions that accompany the question papers. These instructions are delivered in a separate envelope and are to be opened two days before the examination is written. Teachers should NOT open the sealed envelopes containing the examination papers until the day of the examination.

#### ***Submission of the practical examinations for marking***

After the examination is complete, it is the teachers' responsibility to ensure that all the learners' data is placed on the two disks provided by the IEB and that a backup is also made. Each learner should have their own folder with their examination number as the name and all files contained within. The teacher and principal will sign the forms to declare that this has been done correctly, after which the disks must be sent to the IEB. Each CD must contain a copy of **ALL** the learners' folders. They must be placed in the lockable IEB examination bag within the time stipulated in the examination instructions.



**CIRCULAR NO. 72/2018**

**30 May 2018**

**TO: PRINCIPALS OF SCHOOLS ENTERING CANDIDATES FOR THE 2018  
NATIONAL SENIOR CERTIFICATE EXAMINATION**

**COMPUTER APPLICATIONS TECHNOLOGY PRACTICAL EXAMINATION  
(CAT PAPER II)**

**Submission of the practical examinations for marking**

The Computer Applications Technology: Paper II (Practical Examination) is scheduled for Thursday, 18 October 2018, from 9:00 to 12:00. On completion of the examination:

1. It will be the CAT teachers' responsibility to ensure that all the candidates' data is placed on the two barcoded CDs that will be provided by the IEB.
2. Each candidate should have their own folder on the CDs, with their examination number as the name of the folder and all files need to be contained within.
3. A backup must also be made and kept at the school on relevant storage media, until 28 February 2019, to allow for the re-mark process to be complete.
4. The two barcoded CD disks need to be placed in the padded envelope provided by the IEB and locked in the electronic examinations bag by no later than 17:00 on Thursday, 18 October 2018.
5. **A completed and signed copy of the attachment included with this circular (PRACTICAL EXAMINATION DECLARATION IN GRADE 12, 2018) is to be included in the padded envelope.**
6. The electronic examinations bag with the CAT Practical Examination CDs needs to be returned to the IEB by **Monday, 22 October 2018**.
7. The two barcoded CDs and the padded envelope will be sent to the schools in the delivery that includes the CAT Practical Final Examination.

Please bring the contents of this circular to the attention of your CAT teachers and also to the Chief Invigilator of the school.

**Helen Sidiropoulos**  
**Assessment Specialist**

**Margie Luckay**  
**Senior Manager: Support**

**LETTER FROM THE HIGH SCHOOL HEAD AND CAT TEACHER/S**



*Attachment to Circular no.72/2018*

Name of School	
Centre Number	
Completed by	
Designation	

The IEB  
P O Box 875  
Highlands North  
2037

Dear IEB

**RE: PRACTICAL EXAMINATION DECLARATION IN GRADE 12, 2018**

**COMPUTER APPLICATIONS TECHNOLOGY**

We certify that we have ensured that	Cross your response	
	YES	NO
all the work in each learners' folder has been copied from the examination location to the IEB CDs without any modification whatsoever.	YES	NO
all the work in each learners' folder is the work of that learner only.	YES	NO
two copies of the learners' folders have been sent to the IEB on the two CDs provided by the IEB.	YES	NO
no learner had access to the internet during the examination.	YES	NO
no help or assistance at all was given to or allowed to be given to any learner other than that of a technical nature as stated in the Examination Instructions.	YES	NO
a copy of all the learners' work has been saved on the school system.	YES	NO

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**CAT EDUCATOR/S**

\_\_\_\_\_  
**HEAD**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**