

Assessment and Examinations Directorate

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ASSESSMENT INSTRUCTION 55 OF 2012

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL SCHOOLS OFFERING GRADE 12
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 18 SEPTEMBER 2012

**2012 NATIONAL SENIOR CERTIFICATE (NSC)
PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL
PRACTICAL EXAMINATION IN COMPUTER APPLICATIONS TECHNOLOGY AND
INFORMATION TECHNOLOGY**

1. BACKGROUND

- 1.1 Circular E15 of 2012 has been received from the Department of Basic Education to remind schools of the procedures that should be adhered to during the conduct of the final practical examination for Computer Applications Technology (CAT) and Information Technology (IT).
- 1.2 This Assessment Instruction is based on Circular E15 and outlines the procedure for CAT and IT practical examinations.
- 1.3 Refer also to the procedures stipulated in Annexure G of the Regulations pertaining to the Conduct, Administration and Management of Assessment for the National Senior Certificate.

2. DISTRICT PROCEDURES PRIOR TO THE EXAMINATIONS

- 2.1 Districts will ensure that all schools offering CAT and IT will be audited for readiness to conduct the Practical examinations. Where schools do not have the resources to conduct the examination adequate arrangements must be made for candidates to write at an alternative venue.
- 2.2 Districts must have plans in place to provide data files and organise computer laboratories in preparation for the examinations.
- 2.3 Districts must have received from the Province data files in all the formats compatible to the programmes used by all their schools.

3. CHIEF INVIGILATOR PROCEDURES AFTER THE EXAMINATIONS

- 3.1 Ensure that candidates check whether all their files are stored within their examination folders and labelled with their examination numbers.
- 3.2 Ensure that candidates complete the Information Sheet provided (centre number, examination number, application package used, e.g. MS Office, version, e.g. Office 2003 and the file names to be marked for each question) and ensure that the information matches that in their examination folder.
- 3.3 Ensure that the teacher retrieves all candidates' folders via the network or using a flash disk to one central computer or server, and checks that every candidate's file in the folder corresponds with the information on the Information Sheet
- 3.4 Ensures that the teacher copies all the candidate's folders on Compact Disks (CD) or Digital Versatile Disks (DVD) to be submitted for marking. Two back up CDs must be written at the same time, one of which must be safely stored at the examination centre and the other submitted to the examination section of the province. This must be done under the supervision of the chief invigilator.
- 3.5 The CAT/IT teacher must check that every candidate's folder, labelled with the candidate's examination number, has been saved onto the CD and that the files in the folders can all open, before the CD is packed and handed over to the Chief invigilator.
- 3.6 Should candidate's folders or files be missing, the teacher should try to recover the missing or damaged folders or files before the CD is written and submitted to the district officials.
- 3.7 The number of candidates' folders stored/copied onto each CD must correlate with the number of candidates listed on the attached mark sheet. For example, if there are 40 candidates listed on a mark sheet, the accompanying CD must have the folders for all the 40 candidates. Where more than one CD has been used, all the CDs must be packed together with the relevant mark sheet.
- 3.8 The CAT/IT teacher together with the invigilators should complete and sign the checklist provided by the Provincial Examination Directorate. A sample of the checklist is attached (Annexure A).



- 3.9 Candidates' files may not be saved on flash disks as the potential of having entire files deleted due to viruses is greater with flash disks. The use of floppy disks is also discouraged as these can be damaged easily. Districts are requested to ensure that schools have access to CD writers and the CAT/IT teacher must know how to write a CD before the examinations.
- 3.10 A full report on any technical glitches or irregularities that might have occurred during the examination must be submitted to the Provincial Head office (e.g. missing/damaged files, time lost due to power outages/faulty equipment, deviation from instructions, etc.)
- 3.11 The following time frames are suggested for one and two examination sittings, respectively:

ONE SITTING

	TIME ALLOCATED	DURATION
Seated in computer laboratory		08:30
Reading time	10 minutes	08:50 - 09:00
Paper 1 (Practical)	3 hours	09:00-12:00
Print (if applicable) and finalise answers, collect folders, write CDs	120 minutes (will depend on number of candidates)	12:00-14:00

TWOSITTINGS

		DURATION	
	TIME ALLOCATED	FIRST SITTING	SECOND SITTING
Seated in computer laboratory		07:30	13:00
Reading time	10 minutes	07:50-08:00	13:20-13:30
Paper 1 (Practical)	3 hours	08:00-11:00	13:30-16:30
Print (if applicable) and finalise answers, collect folders, write CDs, clean computers etc.	120 minutes	11:00-13:00	16:30-18:30

- 3.12 Candidates may not leave the examination venue until all printing is complete (if applicable) and all candidates' answers have been submitted and written onto CDs.

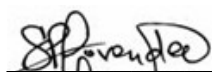
3.13 Candidates sitting for the second session must report an hour before the end of the first sitting, so that they will be escorted to the computer room before the start of the second sitting and after all the candidates from the first sitting have left the computer room

6. QUERIES.

6.1 If there are any queries regarding the procedures for the conduct of practical examinations, these should be directed to Mrs. Y. Ntlabati Tel: 043 604 7793 Email yolisa.ntlabati@edu.ecprov.gov.za

7. CONCLUSION

Principals are to ensure that this information is given to the learners and teachers of CAT and IT as soon as possible. Your co-operation in ensuring a successful examination in these subjects is greatly appreciated.



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(A) DEPUTY DIRECTOR-GENERAL: TLS