Province of the
EASTERN CAPE
EDUCATION

ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 52 OF 2014

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 PUBLIC AND INDEPENDENT SCHOOLS
(GRADES 10-12)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: **25 AUGUST 2014**

PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL PRACTICAL EXAMINATION IN COMPUTER APPLICATIONS TECHNOLOGY AND INFORMATION TECHNOLOGY-NATIONAL SENIOR CERTIFICATE: NOVEMBER 2014 GRADE 12 EXAMINATIONS

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1. The Provincial Department of Education received Circular E12 of 2014, dated 13 August 2014.

2. The Department of Basic Education (DBE) wishes to draw the attention of the Provinces to procedures that should be adhered to during the conduct of the final practical examination for Computer Applications Technology (CAT) and Information Technology (IT).

3. Teachers and schools must verify that the software tools they use to implement CAT or IT, comply with all the content and skills as listed in the Curriculum and Assessment Policy Statement (CAPS) for CAT and IT. Papers will not be adapted to provide for tools that do not comply with the CAPS.

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4. Schools are reminded to refer to the procedures stipulated in Annexure G of the *Regulations pertaining to the Conduct, Administration and Management of Assessment for the National Senior Certificate.*

5. The November 2014 Computer Applications Technology (CAT) examination makes provision for the following software packages:

   - The latest three versions of Microsoft office will be allowed for examination purposes. For 2014, this will be MS Office 2007, MS Office 2010 and MS office 2013.
   - HTML editor e.g. Notepad ++ for the development of web pages.
   - For CAT, the latest version of open source software (Libre Office) can only be used if it complies with the content and skills as listed in the Curriculum and Assessment Policy Statement (CAPS).

6. The November 2014 Information Technology examination makes provision for learner files to be used with the following software packages:

   - Java:
     - Neatbeans 7.3.1
     - Java JDK 1.7 for 32 bit computer systems (Updates 7 to 25 all have the correct version of Java dB)
     - Java dB 10.8.2.2 (supplied with JDK 1.7 and must be installed as well)

   - Delphi:
     - Delphi 7 and upwards
     - MS Access 2007 and upwards

7. The Districts are expected to audit all schools offering CAT and IT a month prior to the examination. The checklist for this process is **(Annexure A)** is attached.

8. After the consolidation of the audit reports, the Provincial office must submit a declaration to the DBE indicating the outcomes of the audit. The declaration form **(Annexure B)** is attached.

9. After the practical examination is completed, the chief invigilator must ensure that:

a) candidates check whether all their files are stored within their examination folders and labeled with their correct numbers.

b) candidates complete the Information Sheet (centre number, examination number, application package used, e.g. MS Office, version, e.g. Office 2007 and the file names to be marked for each question) and ensure that the information matches that in their examination folder.

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c) the teacher retrieves all candidates' folders via the network or using a flash disk to one central computer or server, and checks that every candidates' file in the folder corresponds with the information on the Information Sheet.

d) The teacher writes all the candidates' folders on Compact Discs (CD) or Digital Versatile Discs (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 examination section of the province. This must be done under the supervision of the Chief Invigilator.

10. The CAT/IT teacher must check that every candidate's folder, labeled with the candidate's examination number, has been saved onto the CD or DVD and that the files in the folders can all open, before the CD/DVD is packed and handed over to the Chief Invigilator.

11. Should candidate's folders or files be missing, the teacher should try to recover the missing or damaged folders or files before the CD/DVD is written and submitted to the District Officials

12. The number of candidates' folders stored/copied onto each CD/DVD must correlate with the number of candidates listed on the attached mark sheet(s). For example, if there are 40 candidates on a mark sheet, the accompanying CD/DVD must have the folders for all the 40 candidates. Where more than one CD/DVD has been used, all the CDs/DVDs must be packed together with the relevant mark sheet.

13. 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 C**).

14. 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.

15. A full report on any technical glitches or irregularities that might have occurred during the examination must be submitted to the District Examination Office (e.g. time lost due to power outages/faulty equipment, deviation from instructions, etc).

16. The following time frames are suggested for one and two examination sittings, respectively:

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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/DVDs	120 minutes (will depend on number of candidates)	12.00-14.00

TWO SITTINGS

	TIME ALLOCATED	DURATION FIRST SITTING	SECOND SITTING
Seated in computer laboratory		7.30	13.00
Reading time	10 minutes	7.30-08.00	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/DVDs, clean computers etc	120 minutes	11.00-13.00	16.30-18.30

17. Candidates must not leave the examination venue until all printing is complete (if applicable) and all candidates' answers have been submitted and written onto CD/DVDs.

18. 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.

19. If there are any queries regarding the procedures for the conduct of practical examinations, these should be directed to the District Examination Office.

In ensuring that a successful examination in CAT and IT is conducted, the Heads of all Education Institutions should ensure that the contents of this Assessment Instruction are distributed to all Grade 12 schools offering CAT and/or IT as well as Subject Advisors.

16/9/2014

DR. A.S. NUKU
(A) DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL OPERATIONS MANAGEMENT

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CERTIFICATION (State of Examination Readiness)

REQUIRED FOR THE CONDUCT OF THE FINAL PRACTICAL EXAMINATION IN COMPUTER APPLICATIONS TECHNOLOGY AND INFORMATION TECHNOLOGY – NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS: GRADE 12 NOVEMBER 2014

(To be completed by the PED at least one month before the examination)

School name		Tel. No	
District		Fax no.	
EMIS no		Cell no.	
Examination centre no.			
Email address			
Name of examination officer		Cell no.	
Name of IT teacher (s)	1	2	
Name of CAT teacher (s)	1	2	
Name of IT technician who will be on standby during the examination		Cell no.	

1	How many grade 12 learners will be writing CAT in 2014?	
2	How many grade 12 learners will be writing IT in 2014?	
3	How many operational computers are available for one examination sitting?	
4	How many grade 12 CAT classes does your school have?	
5	How many grade 12 IT classes does your school have?	
6	How many computer centres does your school have?	
7	How many examination sittings will be required? One or two?	
8	Will your centres be writing at a venue other than your own examination centre? If so, please state the venue _____	
9	What other plans are in place in the case of a power failure?	
10	Is the computer centre networked?	
11	If the centre is networked, what type of network environment is installed? E.g. peer-to-peer; client-server	
12	Which operating system is in use at your school? E.g. Windows 7	
13	Which software application suite is in use? E.g. Microsoft Office 2010 or LibreOffice	
14	Indicate with a tick √ or a cross × whether each of the following programs is properly installed on the computers in the examination centre Word processor ☐ Spreadsheet ☐ Database ☐ Presentations ☐	
15	Have the latest Service Packs been installed? Refer to bullet 6 and 7 of Circular E? of 2014. Latest service packs will also be appropriate.	
16	Have the regional settings set to South Africa, e.g Date and time and the units of measurement in the word processing application set to centimetres?	
17	Have computers been set to save at 5 minute intervals for every application?	
18	Will accessories such as Paint be installed and available for the candidates?	
19	Which anti-virus program is installed?	
20	At what intervals is the anti-virus program updated?	
21	Has the Recycle Bin on every computer been emptied/will be emptied one day before examination?	
22	Is there a plan in place for emptying the recycle bin on every computer before the 2nd sitting?	
23	Has every computer been cleared of all other files/folders/documents not needed for the examination? (Other classes work must be isolated.)	
24	Does the school have CD/DVD writers installed?	
25	Has the feature for using a flash memory disk by the learners been disabled on all computers?	
26	What option will be used to transfer the candidates' work onto the final DVD/CD to be submitted for marking? E.g. flash memory disk; network	

27	Are printers installed on each computer being used for the CAT examination? (It is necessary to install and test printers on each computer, even though printing may or may not take place.)	
28	What printers are available for printing during the IT examination? E.g. laser	
29	Are security systems in place to prevent the computers being stolen or accessed?	
30	Does the school have a maintenance plan/budget in place for the computer centre?	

CAT TEACHER	IT TEACHER
NAME	NAME
SIGNATURE	SIGNATURE
DATE	DATE

SCHOOL PRINCIPAL	IT TECHNICIAN
NAME	NAME
SIGNATURE	SIGNATURE
DATE	DATE

School stamp

Verified by

WARD MANAGER/SUBJECT ADVISOR/DISTRICT EXAMINATIONS & ASSESSMENT SERVICES/DISTRICT ICT Services	Comments, if any
NAME	
SIGNATURE	
DATE	

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL PRACTICAL EXAMINATION IN COMPUTER APPLICATIONS TECHNOLOGY AND INFORMATION TECHNOLOGY - NATIONAL SENIOR CERTIFICATE: NOVEMBER 2014 GRADE 12 EXAMINATIONS

(To be submitted to the DBE at least three weeks before the examination)

NAME OF THE PROVINCE: _____

NAME OF THE HEAD PROVINCIAL EXAMINATIONS: _____

	Yes		No	
1. All examination centres where the writing of CAT and IT November 2014 Grade 12 examinations have been audited.				
2. How many examination centres were audited.				
3. Were there any challenges found and how were they resolved.				
Challenge/s				
Solution:				
4. Do all the examination centres have the necessary software for the conduct of the November 2014 examination?				

_____
HEAD OF PROVINCIALEXAMINATIONS

_____
DATE

Checklist to be signed and submitted with CDs and Information Sheets after CAT/IT Practical examination

	Action/Instruction	Yes	No
Learners			
1	Each learner labelled their electronic examination folder using their examination number		
2	Each learner checked that all their files submitted for marking are stored within their examination folder		
3	Each learner checked that the files submitted for marking can open (no short cuts, no damaged or missing files etc)		
4	Each learner completed and submitted the *Information Sheet* provided		
CAT/IT Teacher			
5	CAT/IT Teacher checked that he/she retrieved/collected all learners' electronic folders to a central computer		
6	Invigilator(s) collect all learners' Information Sheets after they are fully completed		
7	CAT/IT Teacher checked that the contents of each electronic folder or file corresponds with the information on the learners' Information Sheet		
8	CAT/IT Teacher checked that all learners' electronic folders or files can open from central computer/folder (no short cuts, damaged/missing files)		
9	CD as per mark sheet is written and contains all learners' folders and files		
10	After the CD is written, it must be checked for folders or files that cannot open		
11	Two backup CDs must be written. One to be sent together with the original to the PED and the second one to be retained in a safe in the examination centre.		
Chief Invigilator			
12	CDs and Information Sheets are packaged according to instructions		
13	A report regarding any technical glitches/irregularities or deviation from instructions is completed and submitted (if applicable)		
14	Checklist is signed and submitted		

Centre Number: _____

_____   _____
CHIEF INVIGILATOR   CAT/IT TEACHER

_____   _____
INVIGILATOR 1   INVIGILATOR 2

_____   _____
INVIGILATOR 3   INVIGILATOR 4

_____
DATE

A completed and signed copy of this checklist must be sent together with the Compact disks, Information Sheets and hard copies (if applicable) to the Examination section of the Assessment body.