

CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: **Mr H. West.** Tel: 040 602 7031 . Fax: 040 602 7295. E-mail: Hadley.West@ecdoe.gov.za

Website: www.ecdoe.gov.za

Ref. no. 13/P
Enquire: Mr H. West

Tel.: (040) 602 7031/082 083 5502
Fax: 040 602 7295

ASSESSMENT INSTRUCTION 33 OF 2021

TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
CIRCUIT MANAGERS
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADE 12)
TEACHER UNIONS/ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 20 AUGUST 2021

**PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE PRACTICAL
EXAMINATIONS IN COMPUTER APPLICATIONS TECHNOLOGY (CAT) AND
INFORMATION TECHNOLOGY (IT) – NATIONAL SENIOR CERTIFICATE
(NSC) 2021 PREPARATORY EXAMINATION**

1. The procedures that must be adhered to during the conduct of the practical examinations for Computer Applications Technology (CAT) and Information Technology (IT) are brought to the attention of all concerned.
2. Teachers and schools must verify that the software tools they use to implement CAT and/or IT, comply with all the content and skills as listed in the Curriculum and Assessment Policy Statement (CAPS) and latest Examination Guidelines for CAT and IT. Examination papers will NOT cater for or be adapted to provide for tools that do not comply with the CAPS or Examination Guidelines. (Also refer to point numbers 7 and 8 in this Assessment Instruction).
3. Districts are also kindly requested to support schools offering CAT and IT to acquire software licenses where applicable, as these are viewed as core Learning and Teaching Support Material (LTSM) for CAT and IT.

4. **COVID-19 regulations relating to health and safety protocols must be observed at all times.** The social distancing rule, where candidates must be seated 1,0 metres apart, must be applied. To this end, examination centres may have to apply to the Head of Examinations in the province for **permission to conduct two sessions** or more, if necessary. Hand sanitisation and disinfection of the computer centre and computer equipment must take place before, during and after the conduct of the examination. Invigilators, computer technicians and learners must wear face masks at all times.
5. You are reminded to refer to the procedures stipulated in Annexure G, Government Gazette 37651 of 2014, of the *Regulations pertaining to the Conduct, Administration and Management of the National Senior Certificate Examination*.
6. **Prior to the examination districts must:**
 - Ensure that all schools offering CAT and IT have been audited and are ready to conduct the practical examinations. Where schools do not have the resources to conduct the examination, districts must ensure that adequate arrangements have been made for candidates to write at an alternative venue.
 - Have plans in place to provide data files and organise computer laboratories in preparation for the examinations.
 - Ensure that they have received data files from Provincial Examination Directorate, in all the formats compatible to the programs used by all their schools.
7. The Grade 12 Preparatory September 2021 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 2021 this will be, MS Office 2019 (also known as MS Office 365), MS Office 2016 and MS Office 2013.
 - Notepad ++ or Notepad for the development of web pages.
8. The Grade 12 Preparatory September 2021 Information Technology examinations provides learner files which are compulsory for use by candidates when they do their practical exam. The learner files were prepared and are to be used by candidates with the following software packages:
 - Delphi 2010 and upwards
 - MS Access 2010 and upwards
9. Districts must ensure that all schools offering CAT and IT are audited prior to the examinations. The checklist for this process (**Annexure A**) is attached. All districts must have the audit completed and reports available before 24 August 2021.
10. Districts must consolidate the audit reports to determine the readiness of all centres offering CAT and IT to write the 2021 Preparatory NSC Examination.
11. After the consolidation of the audit reports districts must submit a declaration to the Provincial Examination Directorate indicating the outcomes of the audit. The declaration form (**Annexure B**) is attached and should be forwarded to the Examinations and Examination Chief Directorate by 25 August 2021 for the attention of Mr F. Ntsangani, telephone 040 602 7099, E-mail: Fezeka.Ntsangani@ecdoe.gov.za.

12. Prior to the practical examination the CAT/IT educator must refer to **ANNEXURE A** and ensure that:
- the regional settings are set to South Africa;
 - the date and time settings, number settings and currency settings are set correctly;
 - the language is set to English (South Africa), the paper size is set to A4 Portrait and the units of measurement is set to centimetres in the word processing application; the Developer tab is activated in the word processor application;
 - the Autosave option is set to 5-minute intervals;
 - no communication can take place between candidates on the network/computers;
 - all previous files/folders/documents are removed or isolated;
 - the web browser displays images;
 - the required software for IT (Delphi 2010) is properly installed and tested;
 - the required software for CAT is properly installed and tested. (i.e. Office 2019 also known as MS Office 365), or MS Office 2016 or MS Office 2013, Notepad ++ or Notepad)
13. On the day of the practical examination the Invigilator must ensure that:
The general instructions contained in the CAT P1 and IT P1 question paper are read out to the candidates before giving the candidates their own 10-minute reading time.
14. During the practical examination the Chief Invigilator must ensure that:
- In addition to the invigilator, an experienced CAT or IT teacher is present during all practical sessions, so that he or she can provide assistance ONLY in the event of a technical malfunction.
 - All invigilation requirements are strictly adhered to.
 - All security processes are carried out under the supervision of the invigilator.
 - The correct procedures are followed in the case of a power failure or a computer malfunction.
15. After the practical examination is completed, the invigilator must ensure that:
- Learners check whether all their files are stored within their examination folders and labelled with their correct examination numbers.
 - Learners complete the Information Sheet (centre number, examination number, application package used, e.g. MS Office, version, e.g. Office 2019, web browser used, e.g. Internet Explorer and the file names to be marked for each question are completed) and ensure that the information matches their examination folders.
 - The teacher retrieves all learners' folders via the network or uses a flash disk to copy all folders to one central computer or server and checks that every learner's file in the folder corresponds with the information on the Information Sheet.
 - The teacher writes all the learners' folders to compact disks (CD) or digital versatile disks (DVD) to be submitted for marking to the teacher. Two back-up disks (CDs/DVDs) must be written at the same time, one of which must be safely stored at the examination centre and the other submitted together with the original to the subject teacher. This must be done under the supervision of the invigilator.
 - No candidate leaves the examination room until all administrative processes regarding the conduct of the practical examinations have been completed.

16. The CAT/IT teacher must check the following with regards to the folders saved onto the CD/DVD.
 - The name/label of each learners' folder must be the full name of the candidate.
 - The learners' folder is checked to ensure that all files in the folder match the files listed on the cover/information sheet.
 - The full names numbers of learners appear in a sorted numeric order on the CD/DVD.
 - The files in the folders for every learner must be tested at another computer other than the computer used for the copying process. This test is to ensure that the files open successfully.
17. Should learners' folders or files be missing, the invigilator should try to recover the missing or damaged folders or files before the CD/DVD is written.
18. The number of learners folders stored/copied to each CD/DVD must correlate with the number of candidates. For example, if there are 40 learners, the accompanying CD/DVD must have the folders for all 40 learners in the same order. If more than one CD/DVD has been used, then all the CDs/DVDs must be packed together with the relevant list of names of learners.
19. IT learners must check that the code of all units have been printed and then place their printouts in the correct order before handing in to the invigilator. Ensure that all pages contain their names.
20. 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**).
21. Learners' files may not be saved on flash disks as the potential of having entire files deleted due to viruses is greater with flash disks. Districts are requested to ensure that schools have access to CD/DVD writers and the CAT/IT teacher knows how to write data to a CD/DVD before the examinations.
22. A full report on any technical problems or irregularities that might have occurred during the examinations 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.).
23. The following timeframes are suggested for ONLY 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/DVDs	120 minutes (will depend on number of candidates)	12:00–14:00

TWO SITTINGS		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 CD/DVDs, clean computers etc.	120 minutes	11:00–13:00	16:30–18:30

24. Candidates may not leave the examination venue until all printing has been completed (applicable to IT) and all candidates' folders and files have been submitted and written to CD/DVDs.
25. Candidates sitting for the second session must report an hour before the end of the first sitting to be escorted to the computer room before the start of the second sitting. This will be done after all the candidates from the first sitting have left the computer room.
26. If there are any queries regarding the procedures for the conduct of practical examinations, these should be directed to the directorate responsible for examinations in the province.
27. The CAT and IT disks were delivered to districts on the 18–19 August 2021 and must be provided to schools no later than Monday, 23 August 2021.
28. The application of the prescribed protocols serves as preparation for the final examination and every effort must be made to comply with it. Your co-operation in ensuring successful examinations in these subjects is greatly appreciated.



MR R TYWAKADI
DDG: CURRICULUM MANAGEMENT AND DELIVERY

22 August 2021
DATE

CERTIFICATION (State of Examination Readiness)**PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL PRACTICAL EXAMINATIONS IN COMPUTER APPLICATIONS TECHNOLOGY AND INFORMATION TECHNOLOGY – NATIONAL SENIOR CERTIFICATE: SEPTEMBER 2021**

Centres must ensure that all items on this checklist are revisited and are in place TWO days before the examination)

School name		Tel. no	
District		Fax no.	
EMIS no.		Cell no.	
Examination centre no.			
E-mail address			
Name of chief invigilator		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 2021?		
2	How many Grade 12 learners will be writing IT in 2021?		
3	How many operational computers are available for one examination sitting?		
4	How many Grade 12 CAT class units does your school have?		
5	How many Grade 12 IT class units does your school have?		
6	How many computer centres at your school will be used for the practical examination?		
7	Will the COVID-19 regulations, health and safety protocols be observed? i.e. disinfection of the computer centre <input type="checkbox"/> computer equipment hand sanitisation <input type="checkbox"/> wearing of cloth face masks and <input type="checkbox"/> social distancing <input type="checkbox"/>		
8	How many examination sittings will be required, one or two? If two, have you applied for a second session?		
9	Will your centre be writing at a venue other than your own examination centre? If so, please state the venue _____		
10	What plans are in place in case of a power failure?		

11	Is the computer centre networked?	
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- 12 If the centre is networked, what type of network environment is installed? E.g. peer-to-peer; client-server.
- 13 Which operating system is used at your school? E.g. Windows 10
- 14 Which software application suite is used? E.g. Microsoft Office 2019
- 15 Indicate with a tick ☐ or a cross ☐ whether each of the following programs have been properly installed on the computers in the examination centre
- | | | | |
|----------------|--------------------------|---------------|--------------------------|
| Word processor | <input type="checkbox"/> | Spreadsheet | <input type="checkbox"/> |
| Database | <input type="checkbox"/> | Presentations | <input type="checkbox"/> |
| Notepad ++ | <input type="checkbox"/> | PDF reader | <input type="checkbox"/> |
| Delphi 2010 | <input type="checkbox"/> | | |
- 16 Have the latest updates/service packs been installed?
- 17 Have the regional settings on the computers been set as follows?
- 17.1 **Region:** South Africa
- 17.2 **Format:** English (South Africa)
- 17.3 **Language preferences:**
- Short date: yyyy/MM/dd
- Long date: dddd, dd MMMM yyyy
- Short time: e.g. 10:01 AM
- Long time: e.g. 10:01:11 AM
- First day of week: Sunday
- 17.4 **Additional settings: Customise Format: Numbers Tab**
- Decimal symbol: . (full stop) . (full stop)
- No. of digits after decimal: 2
- List separator: , (comma) , (comma)
- Measurement system: Metric
- 17.5 **Additional Settings > Customise Format > Currency Tab**
- Currency symbol: R
- Decimal symbol: . (full stop)
- 18 Has the units of measurement in the word processing application been set to centimetres?
- 19 Has the Developer Tab in the word processing application been activated?
- 20 Has the Ruler in the word processing application been activated?
- 21 Have computers been set to save at 5-minute intervals for every application?
- 22 Have accessories such as Paint been installed to be available to the candidates?

- 23 Which anti-virus program has been installed?
- 24 At what intervals is the anti-virus program updated?
- 25 Have printer drivers been installed on each computer 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.)
- 26 Have printers been installed for printing during the IT examination?
- 27 Has the Recycle Bin on every computer been emptied/Will it be emptied one day before the examinations?
- 28 Is there a plan in place for emptying the recycle bin on every computer before the 2nd sitting?
- 29 Has every computer been cleared of all other files/folders/documents not needed for the examination? (The work of other classes must be isolated.)
- 30 Has the school installed CD/DVD writers?
- 31 Has the feature to use flash/memory disks been disabled on all computers for the duration of the practical examination?
- 32 Will access to the internet be blocked/disabled for the duration of the practical examination?
- 33 What option will be used to transfer the candidates' work to the final DVD/CD to be submitted for marking? E.g. flash/memory disk; network.
- 34 Are security systems in place to prevent the computers being stolen or accessed?
- 35 Does the school have a maintenance plan/budget in place for the computer centre?

Centre Number: _____

DATE _____

CHIEF INVIGILATOR CAT/IT TEACHER

INVIGILATOR 1 INVIGILATOR 2