Province of the EASTERN CAPE EDUCATION

CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries**: Mrs PE Japhta. Tel: 040 602 7031 . Fax: 040 602 7295. E-mail:** Penelope.Japhta@ecdoe.gov.za
Website: www.ecdoe.gov.za

Ref. no.	13/P	Tel.:	(040) 602 7031/082 523 7689
Enquire:	Mrs PE Japhta	Fax:	040 602 7295

ASSESSMENT INSTRUCTION 44 OF 2023

TO: **DEPUTY DIRECTORS-GENERAL**
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
DISTRICT CURRICULUM COORDINATORS
DISTRICT ASSESSMENT OFFICIALS (DAOs
DISTRICT SUBJECT ADVISORS (DSAs)
PROVINCIAL SUBJECT COORDINATORS
CIRCUIT MANAGERS
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADE 12)
TEACHER UNIONS/ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 17 OCTOBER 2023

PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL PRACTICAL EXAMINATIONS IN COMPUTER APPLICATIONS TECHNOLOGY AND INFORMATION TECHNOLOGY – NATIONAL SENIOR CERTIFICATE EXAMINATION: GRADE 12 OCTOBER/NOVEMBER 2023

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1.   The procedures that must be adhered to during the conduct of the final practical examinations for Computer Applications Technology (CAT) and Information Technology (IT), are brought to the attention of all concerned.

2.   Teachers and schools must ensure that they have the necessary **hardware resources** required to offer Computer Applications Technology (refer to Curriculum and Assessment policy Statement (CAPS), no 2.4 in particular.

3.   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 6 and 7 in this circular).

4.. 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.

5.   <u>Prior to the examination districts must:</u>

   - 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.

6.   The Grade 12 NSC Oct/November 2023 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 2023 this will be, MS Office 2021 (also known as MS Office 365), MS Office 2019 and MS Office 2016.
   - Notepad ++ or Notepad and a web browser (example internet explorer or Microsoft edge) for the development of web pages. **NOTE: No internet access is required or allowed during the practical computer examination.**

7.   The November 2023 Computer Applications Technology examination will provide the learner data folder as a password-protected executable file. Once learners have successfully extracted the data files, the learners will then have access to all the data files in the data folder.
   - Learners will be required to extract the data folder using the password provided in the question paper as part of the instructions.
   - The process of extracting the data files should take place after learners are seated and <u>before</u> the start of reading time.
   - Learners need to open at least one of the files to view the file content and then close the file without any modifications (Invigilators must be vigilant during this process).
   - After a learner has verified and is satisfied that the data was successfully extracted, the learner must close the question paper and wait for the reading time to commence.
   - **Should a learner be unsuccessful in extracting the data, the CAT/IT teacher/technician must assist the learner with the extraction.**
   - Ensure that learners rename the data folder with their examination number.

8. The Grade 12 NSC Oct/November 2023 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 (OR a later version of Delphi that is compatible with Delphi 2010)
    - MS Access 2010 and upwards.

9. Districts must ensure that all schools offering CAT and IT have been audited prior to the examinations.

10. 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 **(Refer to Annexure A no16)**;
    - 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 (MS office 2021 also known as MS office 365), or MS Office 2019 and MS office 2016, Notepad ++ or Notepad).

11. <u>During the practical examination the Chief Invigilator must ensure that</u>:

    - 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.
    - Internet network connections and internet connectivity is disabled.
    - The correct procedures are followed in the case of a power failure or a computer malfunction

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

- Candidates check whether all their files are stored within their examination folders and labelled with their correct examination numbers.
- Candidates 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 candidate'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. 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 examination section of the district. 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.
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13 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 learner's 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.

14. Should candidates' folders or files be missing, the invigilator should try to recover the missing or damaged folders or files before the CD/DVD is written and submitted to the district officials.

15. The number of candidates' folders stored/copied to each CD/DVD must correlate with the number of candidates listed on the mark sheet(s) received. For example, if there are 40 candidates listed on a mark sheet, the accompanying CD/DVD must have the folders for all 40 candidates 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 mark sheet(s)

16. IT candidates 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 examination numbers.

17. 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 B).**

18. 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. 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.

19. 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 load shedding/power outages/faulty equipment, deviation from instructions, etc.).

20. 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	TIME ALLOCATED	DURATION	
		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

21. 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.

22. Candidates sitting for the second session must report an hour before the end of the first sitting to be accompanied 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.

23. 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.

24. The application of the prescribed protocols serves as guidelines 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.

20/10/2023

MR R. TYWAKADI   **DATE**
DDG: CURRICULUM MANAGEMENT AND DELIVERY

ANNEXURE A – 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: OCTOBER/NOVEMBER 2023

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?	

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7	How many examination sittings will be required, one or two? If two, have you applied for a second session?	
8	Will your centre be writing at a venue other than your own examination centre? If so, please state the venue _____	
9.	What plans are in place in 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 used at your school? E.g. Windows 11	
13	Which software application suite is used? E.g. Microsoft Office 2019	
14	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 ☐ Spreadsheet ☐ Database ☐ Web browser ☐ Notepad ++ ☐ PDF reader ☐ Delphi 2010 ☐	
15	Have the latest updates/service packs been installed?	
16	Have the regional settings on the computers been set as follows?	
	16.1	**Region:** South Africa	
	16.2	**Format:** English (South Africa)	
	16.3	**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	

	16.4	**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	
	16.5	**Additional Settings > Customise Format > Currency Tab**	
		Currency symbol: R	
		Decimal symbol: . (full stop)	
17	Has the units of measurement in the word processing application been set to centimetres?		
18	Has the Developer Tab in the word processing application been activated?		
19	Has the Ruler in the word processing application been activated?		
20	Have computers been set to save at 5-minute intervals for every application?		
21	Have accessories such as Paint been installed to be available to the candidates?		
22	Which anti-virus program has been installed?		
23	At what intervals is the anti-virus program updated?		
24	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.)		
25	Have printers been installed for printing during the IT examination?		
26	Has the Recycle Bin on every computer been emptied/Will it be emptied one day before the examinations?		
27	Is there a plan in place for emptying the recycle bin on every computer before the 2nd sitting?		
28	Has every computer been cleared of all other files/folders/documents not needed for the examination? (The work of other classes must be isolated.)		
29	Has the school installed CD/DVD writers?		
30	Has the feature to use flash/memory disks been disabled on all computers for the duration of the practical examination?		
31	Will access to the internet be blocked/disabled for the duration of the practical examination?		
32	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.		

33	Are security systems in place to prevent the computers being stolen or accessed?	
34	Does the school have a maintenance plan/budget in place for the computer centre?	

Centre number:

Date

CHIEF INVILIGATOR

CAT/IT TEACHER

INVILIGATOR 1

INVILIGATOR 2

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Checklist to be signed and submitted to the examination section of the assessment body with CDs and Information Sheets immediately after the CAT/IT practical examinations

	Action/Instruction	Yes	No
Learners			
1	All learners labelled their electronic examination folder using their examination numbers		
2	All learners checked that all their files submitted for marking are stored within their electronic examination folder		
3	All learners checked that the files submitted for marking can open (no shortcuts, no damaged or missing files, etc.)		
4	All learners completed and submitted the Information Sheet provided		
CAT/IT teachers			
5	CAT/IT teacher checked that all the electronic folders of learners have been retrieved/collected from a central computer or individual computers		
6	Invigilator(s) collected all the Information Sheets from learners after they were completed in full		
7	CAT/IT teacher checked that the contents of each electronic folder or file corresponded with the information on the learner's Information Sheet		
8	CAT/IT teacher checked that all the learners' electronic folders or files can open from a central computer/folder (no shortcuts, damaged/missing files)		
9	CD/DVD, corresponding with mark sheet, was written and contains all the learners' folders and files		
10	After the CD/DVD was written, it was checked on a different computer to ensure that ALL folders or files submitted could open		
11	Two back-up CDs were written, one to be sent together with the original to the PED and the second one to be retained in a safe at the examination centre		
Chief Invigilator			
12	CDs/DVDs and Information Sheets have been packed according to instructions		
13	A report regarding any technical glitches/irregularities or deviation from instructions has been completed and submitted (if applicable)		
14	Checklist has been signed and submitted		

Centre number: _____

_____
Date

_____
CHIEF INVILIGATOR

_____
CAT/IT TEACHER

_____
INVILIGATOR 1

_____
INVILIGATOR 2

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