



NATIONAL SENIOR CERTIFICATE

GRADE 12

SEPTEMBER 2025

COMPUTER APPLICATIONS TECHNOLOGY P1 MARKING GUIDELINE

NAME OF CANDIDATE: _____

GRADE: _____

SIGNATURE OF EDUCATOR: _____

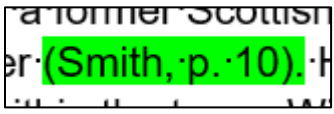
QUESTION	Q1	Q2	Q3	Q4	Q5	Q6	Q7	TOTAL
MARKS	35	10	30	10	35	15	15	150
CANDIDATE MARK								
MODERATED MARK								

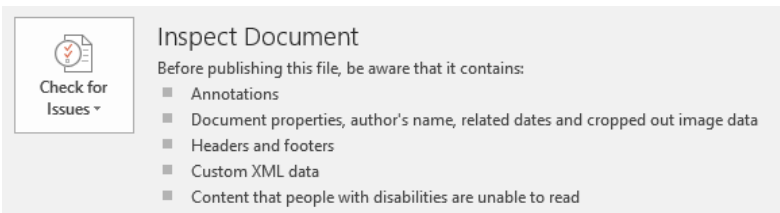
This marking guideline consists of 17 pages.

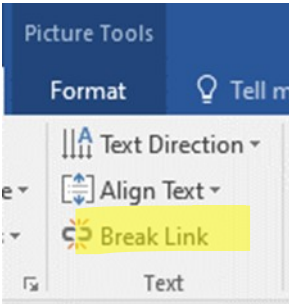
QUESTION 1

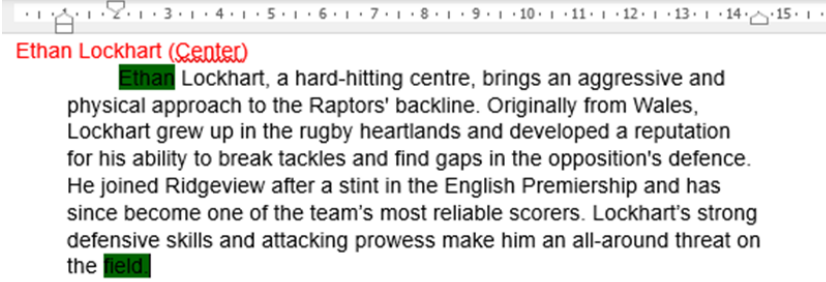
File Name: Q1 Rugby

Total Q1: 35

No	Criteria	Maximum Mark			Candidate Mark
1.1	BoxSmart Heading: Removed the highlighting from the heading Boxsmart on the 2 nd last page. ✓	1		1	
1.2	Table of contents: RR1 Style applied to the legacy heading. ✓ Table of contents updated. ✓	1		2	
1.3	Behavior under the heading The Journey Begins. Spelling setting for the word changed to English (South Africa). ✓ (Original was English United States).	1		1	
1.4	Citation under the heading The Journey Begins.  Text replaced with correct citation (Smith, John). ✓ Reference to page 10 added. ✓ Year suppressed. ✓	1		3	
1.5	Paragraph under the heading Building the Culture. Sorted in descending order. ✓ Building the Culture Toughness and Resilience: The harsh, rugged landscape of Ridgeview became a metaphor for the team's playing style. They embraced the underdog mentality and were known for their physical, never-say-die approach to the game. The Raptors were built around three core principles that defined their culture: Innovation and Growth: Under the direction of Simon Fairbanks, the Raptors became known for their innovative marketing and media presence. Their games were broadcast via livestreams, attracting a global audience. The team also embraced analytics and technology in training, positioning themselves as a forward-thinking franchise in rugby . Community Engagement: The Raptors weren't just a rugby team; they became a symbol of pride for Ridgeview. The team frequently hosted youth clinics, visited schools, and participated in charity events. Their "Raptor Rugby Academy" for young players became a breeding ground for future talent.	1		1	

1.6	Word Stadium under the heading Rapid Expansion and success: Word “stadium” replaced with any synonym listed below: arena, ground, field, ring, pitch. ✓	1		1	
1.7	Hidden text under the heading Rapid Expansion and Success: Hidden text removed. ✓ How to mark: Inspect document for issues. No hidden text detected. 	1		1	
1.8	Style Style created called Ball1. ✓ Based on heading style 1. ✓ Font colour changed to purple. ✓ Style applied to After Math. ✓	1		4	
		1			
		1			
		1			
1.9	Picture under the heading looking Ahead Crop to heart shape. ✓ Saturation 20%. ✓ Drop Cap Added. ✓(Dropped 3 lines)	1		3	
		1			
		1			
1.10	Find and replace. Find non-breaking space (^s). ✓ Replaced with *✓ 3 Replacements made. MacDonald*earned*t the nickname*"The Bull"	1		2	
		1			


1.11	<p>Textbox under the heading Jack Stonebridge (Fly-half).</p> <p>Text moved into the text box. ✓</p> <p>Highlight removed from the text. ✓</p> <p>Link created between two textboxes. ✓</p>  <p>(Note to marker: Click on first text box to see if link has been inserted.)</p>	1		3																																																					
		1																																																							
		1																																																							
1.12	<p>Table under the heading Liam Hawthorne (Scrum-half)</p> <p>Row inserted at the top and Text typed in correctly. ✓</p> <p>Merged cells. ✓</p> <p>Alignment of headings center and middle. ✓</p> <p>Season text direction changed. ✓</p> <p>Tackles column formula: MAX(ABOVE). ✓</p> <table border="1"> <thead> <tr> <th colspan="8">Liam Hawthorne (Scrum-half)</th> </tr> <tr> <th></th> <th></th> <th>Matches Played</th> <th>Tries Scored</th> <th>Assists</th> <th>Tackles</th> <th>Kicking Accuracy (%)</th> <th>M G</th> </tr> </thead> <tbody> <tr> <td rowspan="5">Season</td> <td>2022</td> <td>18</td> <td>7</td> <td>15</td> <td>92</td> <td>82%</td> <td>420</td> </tr> <tr> <td>2025</td> <td>19</td> <td>9</td> <td>16</td> <td>98</td> <td>84%</td> <td>485</td> </tr> <tr> <td>2023</td> <td>20</td> <td>10</td> <td>18</td> <td>101</td> <td>85%</td> <td>510</td> </tr> <tr> <td>2024</td> <td>22</td> <td>12</td> <td>20</td> <td>110</td> <td>87%</td> <td>560</td> </tr> <tr> <td colspan="4">Most tackles made a season</td> <td>110</td> <td></td> <td></td> </tr> </tbody> </table>	Liam Hawthorne (Scrum-half)										Matches Played	Tries Scored	Assists	Tackles	Kicking Accuracy (%)	M G	Season	2022	18	7	15	92	82%	420	2025	19	9	16	98	84%	485	2023	20	10	18	101	85%	510	2024	22	12	20	110	87%	560	Most tackles made a season				110			1		5	
Liam Hawthorne (Scrum-half)																																																									
		Matches Played	Tries Scored	Assists	Tackles	Kicking Accuracy (%)	M G																																																		
Season	2022	18	7	15	92	82%	420																																																		
	2025	19	9	16	98	84%	485																																																		
	2023	20	10	18	101	85%	510																																																		
	2024	22	12	20	110	87%	560																																																		
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		1																																																							
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		1																																																							

1.13	Paragraph under the heading Ethan Lockhart (Center). Indentation Left ± 1 cm. ✓ Indentation Right ± 2 cm. ✓ First line indent ± 1 cm. ✓ <i>(Note to marker: Must be within 0.2 cm)</i> 	1		3	
		1			
		1			
1.14	Header of the document. Q1Logo Picture added. ✓ Field name inserted and uppercase. ✓ (Alt+F9: {FILENAME * Upper * MERGEFORMAT}) Last page header reading Raptors Index. ✓	1		3	
		1			
		1			
1.15	Index on the last page. Run-in type index inserted. ✓ One column. ✓ (NOTE: r indicates run-in index inserted) INDEX { INDEX \c "1" \z "7177" }	1		2	
		1			
	Total for QUESTION 1			[35]	

QUESTION 2

File Name: Q2Song

Total Q2: 10

No	Criteria	Maximum Mark			Candidate Mark
2.1	Page layout. Page size A4. ✓	1		1	
2.2	Page border. Solid line border added ✓ 3 pt solid line ✓ (Note to marker: Must be a solid border around the whole page.)	1		2	
		1			
2.3	Track changes. Accepted change. ✓ (2024 added to “Compiled by Jordan Pieterse”).	1		1	
2.4	Tab stops: ±3cm left. ✓ ±9cm right. ✓ Solid leader. ✓ (Note to marker: No mark awarded if a manual line is inserted.) 	1		3	
		1			
		1			
2.5	Anthem. Line numbering added ✓ to the anthem only. (Not heading or compiled by A Pieterse) ✓ Line numbering restarts on each page. ✓	1		3	
		1			
		1			
	Total for QUESTION 2			[10]	

QUESTION 3

File Name: Q3Games

Total Q3: 30

No	Criteria	Maximum Mark			Candidate Mark
BattleStats Worksheet					
3.1	Cell A1: Vertical alignment changed to Middle. ✓	1		1	
3.2	Column R: Size changed to 10. ✓	1		1	
3.3	Column B: Surname appears in column B. ✓ <i>(Note to Marker: No function allowed)</i>	1		1	
3.4	Cell C2: =COUNTIF(G5:G53,">100") =COUNTIF(G5:G53 ✓ ">100" ✓ <i>(Note to marker: Correct range and criteria one mark)</i> EXPECTED ANS: 43	1		2	
		1			
3.5	Cell C3: =COUNTBLANK(K5:K53) ✓/ ✓COUNTA(A5:A53) ✓ <i>(Note to marker: Cell formatted to Percentage, if a learner also *100. The learner loses the 1st mark).</i> <i>(Check for building blocks)</i> EXPECTED ANS: 75.51%	1		3	
		1			
		1			
3.6	Cell H2: =SMALL(P5:P53,2) ✓ <i>(Note to marker: one mark for correct range and Small).</i> EXPECTED ANS: 2	1		2	
		1			

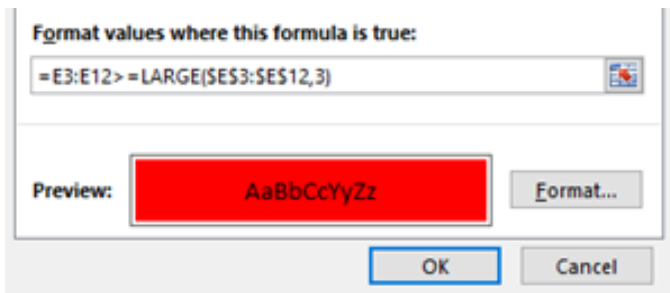
3.7	Cell H3: =SUMIFS(D5:D53,C5:C53,"Canada",J5:J53,">60") Sumifs ✓ Sum range: D5:D53 ✓ Criteria range 1: C5:C53 ✓ Criteria 1: "Canada" ✓ Criteria range 2: J5:J53 ✓ Criteria 2:">60" ✓ (Check for building blocks)	1		6	
		1			
		1			
		1			
		1			
		1			
		EXPECTED ANS: 18			
3.8	Cell Q5: =VLOOKUP(O5,FitnessTable!\$A\$2:\$B\$7,2,TRUE) VLOOKUP ✓ O5 ✓ Correct table ✓ Column index number 2 ✓ FitnessTable!\$A\$2:\$B\$7 (Absolute cell referencing used on table) or named range used correctly ✓ Or nested if =IF(O5>=FitnessTable!A7,FitnessTable!B7,IF(O5>=FitnessTable!A6,FitnessTable!B6,IF(O5>=FitnessTable!A5,FitnessTable!B5,IF(O5>=FitnessTable!A4,FitnessTable!B4,IF(O5>=FitnessTable!A3,FitnessTable!B3,IF(O5>=FitnessTable!A2,FitnessTable!B2)))))) Nested if used. ✓ Correct Logic test used for at least 1 condition. ✓ Correct Logic test used for all conditions. ✓ Correct outcome for at least 1 condition. ✓ Correct outcomes for all 6 conditions. ✓ (Check for building blocks)	1		5	
		1			
		1			
		1			
		1			

3.9	Cell R6: =IF(OR(C6="Canada",C6="South Africa"), IF(L6=0,IF(HOUR(I6)>=3,"Yes","No"),"No"),"No") OR =IF(OR(C6="Canada",C6="South Africa"), IF(L6=0,IF(I6>TIME(3,0,0),"Yes","No"),"No"),"No") OR ✓ Correct use of logic test for 1 st condition. ✓ (C6="South Africa",C6="Canada") Correct use of logic test for 2 nd condition. ✓ L6=0 Correct use of logic test for 3 rd condition. ✓ (I6>TIME(3,0,0)) Function used for 3 hours (Check for building blocks). ✓ Correct output for true ✓ and false. ✓	1		7	
		1			
		1			
		1			
		1			
		1			
		1			
3.10	Double worksheet Freeze Pane: First three rows. ✓ First two columns. ✓	1		2	
		1			
	Total for QUESTION 3			[30]	

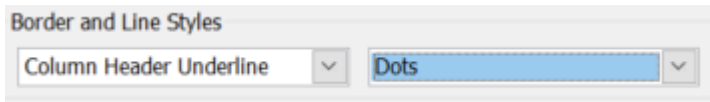
QUESTION 4

File Name: Q4_Detail

Total Q4: 10

No	Criteria	Maximum Mark			Candidate Mark
General worksheet					
4.1	Cell I3: =G3=H3 =H3 ✓ (=G3 was given)	1		1	
4.2	Conditional Formatting: Applied to column A. ✓ Formula: =E3:E12>=LARGE(\$E\$3:\$E\$12,3). ✓ OR =E3>=LARGE(\$E\$3:\$E\$12,3). Red fill applied. ✓ 	1		3	
		1			
		1			
4.3	Cell M3: =UPPER(CONCATENATE(RIGHT(B3,1), LEFT(C3,RANDBETWEEN(1,LEN(C3))),F3)) OR =UPPER(RIGHT(A3,1)&LEFT(C3, RANDBETWEEN(1,LEN(C3))))&F3 UPPER and CONCATENATE or & used. ✓ RIGHT and B3 and 1. ✓ LEFT and C3. ✓ RANDBETWEEN and 1. ✓ Len and C3. ✓ F3. ✓	1		6	
		1			
		1			
		1			
		1			
		1			
Total for QUESTION 4				[10]	

QUESTION 5**File Name: Q5Ridgeview****Total Q5: 35**

No	Criteria	Maximum Mark			Candidate Mark
Tbl5_1 Datasheet view					
5.1.1	Text formatting dialog box of table: Border to column header underline. ✓ dots. ✓ 	1		2	
		1			
5.1.2	Record of Christiano Cubbin: Record Christiano Cubbin deleted. ✓ (3 rd record in original data).	1		1	
5.1.3	Table: Table sorted from smallest to largest according to year joined. ✓	1		1	
5.1.4	Date field: Data type changed to Date/Time. ✓ Format: Short date. ✓	1		2	
		1			
5.1.5	RUGBY Boots (Pair) field: Validation rule: Between 1 and 10 ✓ OR >=1 and <=10 OR >0 and <11	1		1	
5.1.6	Position field: Input mask: 0 ✓9 ✓ OR 90	1		2	
		1			

5.2	Qry5_2: Display First Name field only ✓ Passport: True/Yes/On ✓ Police Clearance: True/Yes/On ✓ Travel Mode: A ✓	1		4	
		1			
		1			
		1			
5.3	Qry5_3: NewDonate: [Donated]+500 New Field called NewDonate. ✓ [Donate] ✓ +500. ✓ Format to display in South Africa rand. ✓ All the forwards <=8 or <9 ✓ OR between 1 and 8	1		5	
		1			
		1			
		1			

Field:	First Name	Passport	Police Clearance	Travel Method
Table:	Open	Open	Open	Open
Sort:				
Show:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:		Yes	Yes	"A"
or:				




Field:	First Name	Passport	Police Clearance	Medical Aid	Travel Method
Table:	Open	Open	Open	Open	Open
Sort:					
Show:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:		True	True		"A"
or:					

(32 Records EXPECTED)

Field:	First Name	Surname	Position	Donated	NewDonate: [Donated]+500
Table:	Open	Open	Open	Open	
Sort:		Descending			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:			<=8		
or:					

Field:	First Name	Surname	Position	Donated	NewDonate: [Donated]+500
Table:	Open	Open	Open	Open	
Sort:		Descending			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:			Between 1 And 8		
or:					

(47 Records EXPECTED)

5.4	<p>Qry5_4:</p> <p>Totals activated in design view. ✓</p> <p>Swopped columns around. (Jersey colour first) ✓</p> <p>Count any field. ✓</p> <div><table><tr><td>Aquamarine</td><td>4</td></tr><tr><td>Blue</td><td>4</td></tr><tr><td>Crimson</td><td>3</td></tr><tr><td>Fuscia</td><td>3</td></tr><tr><td>Goldenrod</td><td>2</td></tr><tr><td>Green</td><td>2</td></tr><tr><td>Indigo</td><td>8</td></tr><tr><td>Khaki</td><td>6</td></tr><tr><td>Maroon</td><td>3</td></tr><tr><td>Mauv</td><td>4</td></tr><tr><td>Orange</td><td>5</td></tr></table><table><tr><td>Field:</td><td>Jersey Colour</td><td>Surname</td></tr><tr><td>Table:</td><td>Open</td><td>Open</td></tr><tr><td>Total:</td><td>Group By</td><td>Count</td></tr><tr><td>Sort:</td><td></td><td></td></tr><tr><td>Show:</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Criteria:</td><td></td><td></td></tr><tr><td>or:</td><td></td><td></td></tr></table></div>	Aquamarine	4	Blue	4	Crimson	3	Fuscia	3	Goldenrod	2	Green	2	Indigo	8	Khaki	6	Maroon	3	Mauv	4	Orange	5	Field:	Jersey Colour	Surname	Table:	Open	Open	Total:	Group By	Count	Sort:			Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Criteria:			or:			1		3	
Aquamarine	4																																															
Blue	4																																															
Crimson	3																																															
Fuscia	3																																															
Goldenrod	2																																															
Green	2																																															
Indigo	8																																															
Khaki	6																																															
Maroon	3																																															
Mauv	4																																															
Orange	5																																															
Field:	Jersey Colour	Surname																																														
Table:	Open	Open																																														
Total:	Group By	Count																																														
Sort:																																																
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																														
Criteria:																																																
or:																																																
		1																																														
		1																																														
5.5	<p>Frm5_5:</p> <p>Both label and field of position moved to the header section. ✓</p> <p>Label renamed to Preferred position. ✓</p> <p>Surname field italics. ✓</p> <p>Text box below line properties changed to visible yes. ✓</p> <p>Salary field widened. ✓</p> <p>Value list inherited from the table ✓</p> <p>Q5Picture picture inserted. ✓</p> <p>With a thick black border. (Mark by inspection) ✓</p> <div><p>Players form</p><table><tr><td>Preferred Position</td><td>14</td><td></td></tr><tr><td>First Name</td><td>Kasper</td><td>Salary</td><td>R798 141,00</td></tr><tr><td>Surname</td><td>Dmitrovic</td><td>How Often Do You Exercise</td><td>Once</td></tr><tr><td></td><td></td><td>Jersey Colour</td><td>Khaki</td></tr></table><p>The best team in the world!!</p></div>	Preferred Position	14		First Name	Kasper	Salary	R798 141,00	Surname	Dmitrovic	How Often Do You Exercise	Once			Jersey Colour	Khaki	1		8																													
Preferred Position	14																																															
First Name	Kasper	Salary	R798 141,00																																													
Surname	Dmitrovic	How Often Do You Exercise	Once																																													
		Jersey Colour	Khaki																																													
		1																																														
		1																																														
		1																																														
		1																																														
		1																																														
		1																																														
5.6	<p>Rpt5_6:</p> <p>New label added New Adjusted Salary. ✓</p> <p>Label inserted in the page header. ✓</p> <p>Label Bold. ✓</p> <p>Textbox moved from the grouped footer to the detail section. ✓ (The textbox is already formatted to currency and no border.)</p> <p>Formula in textbox =[Salary ✓] *1.1 ✓</p>	1		6																																												
		1																																														
		1																																														
		1																																														
		1																																														
		1																																														
	Total for QUESTION 5			[35]																																												

QUESTION 6

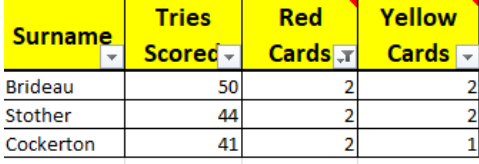

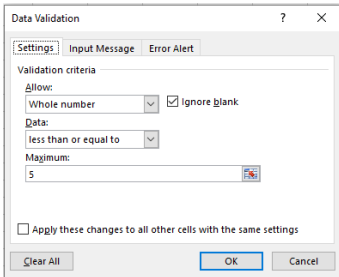
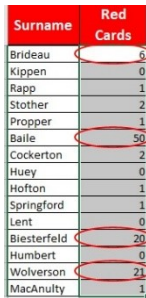
File Name: Q6_1Home, Q6_2Open, Q6_3Info, Q6_4Rugby

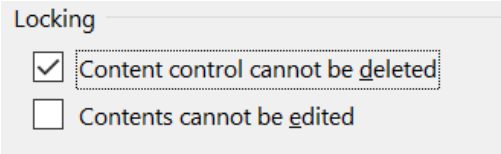
Total Q6: 15

No	Criteria	Maximum Mark			Candidate Mark
6.1.1	Q6_1Home: Two or more ✓ added above the table.	1		1	
6.1.2	<tr bgcolor ✓ = "red" ✓>	1		2	
		1			
6.1.3	Comment added to MainPage <!--MainPage--> ✓	1		1	
6.1.4	About</th> .html added. ✓	1		1	
6.2.1	Q6_2Open: <h2> ✓ Player Spotlight: Jane Doe </h2>	1		1	
6.2.2	<ol style="list-style-type: none"> Blue Team ✓1. Ethan "Lightning" Faulkner Jake "Ironclad" Marlowe ✓2. (Both) Red Team ✓3. Marco "Rock" Mason Mason "Crusher" Reid ✓4. 	1		4	
		1			
		1			
		1			
6.2.3	<th colspan ✓ ="3" ✓>Rugby Club</th>	1		2	
		1			
6.3.1	Q6_3Info: Tab browser: <title>Contact Us Raptors</title> ✓	1		1	

6.3.2	 "Q6_3Pic.jpeg" Added. ✓	1		1	
	Correct use of tags and triangular brackets.	1		1	
	Total for QUESTION 6			[15]	

QUESTION 7 File Name: Q7Red, Q7Graph, Q7Warning, Q7Screenshot, Q7Founders**Total Q7: 15**

No	Criteria	Maximum Mark			Candidate Mark
7.1	Q7Red: Filter applied. ✓ To the Red card = 2. ✓ 	1		2	
7.2	Page layout dialog box sheet. Comments set to display at end of sheet. ✓ 	1		1	
7.3	Q7Graph: Paste the pie chart yellow card in the Q7Graph document. ✓ As a link. ✓ Alt F9: { LINK Excel.Sheet.12 "C:\Official\\Data\\Q7Red.xls"	1		2	
7.4	Q7Warning: Less than equal to ✓ 5 ✓ OR Less than 6  Q7ScreenShot: Circle invalid data selected. ✓ Screenshot taken and pasted in Q7ScreenShot. ✓ 	1		4	
7.5	Q7Warning: Author: Name and surname added as the author. ✓	1		1	

7.6	Q7Founders: Cover Page: <ul style="list-style-type: none"> Ridgeview raptors added to document title. ✓ Content control cannot be deleted ticked. ✓ 	1		2	
		1			
7.7	Q7Founders: Caption under founding members: Caption founder used. ✓ Founder 4 (Move anchor element down to create 4). ✓ Text Simon Fairbanks. ✓	1		3	
		1			
		1			
	Total for QUESTION 7			[15]	
	TOTAL:			[150]	