ASSESSMENT INSTRUCTION 35 of 2008

TO: **DEPUTY DIRECTORS-GENERAL**
CHIEF DIRECTORS
DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
DEPUTY-CHIEF EDUCATION SPECIALISTS AND SENIOR
EDUCATION SPECIALISTS
PRINCIPALS OF SCHOOLS WITH GRADE 12
TEACHER ORGANISATIONS

DATE: 13 OCTOBER 2008

PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE SPEED ENDORSEMENT TEST AND COMPUTER APPLICATIONS TECHNOLOGY PAPER 2 2008 NATIONAL SENIOR CERTIFICATE GRADE 12

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1. Assessment Instruction 29 of 2008, dated 18 August 2008, indicated the guidelines for the conduct of the final practical examinations in selected subjects, including Computer Applications Technology (CAT).

2. The Department of Education, in the attached Circular E16 of 2008, draws your attention to further procedures that should be adhered to during the conduct of the Speed Endorsement Test for Computer Applications Technology (CAT).

3. The Speed Endorsement Test is an **optional** timed accuracy test which should be written on the same day as Computer Applications Technology (CAT) P2 and not Computer Applications Technology (CAT) P1. This means that the Speed Endorsement Test will be written on Monday 03 November 2008, in the afternoon.

4. The question paper for the Speed Endorsement Test is packaged separately and distributed with Computer Applications Technology (CAT) Paper 2.

5. The Speed Endorsement Test should be conducted an hour prior to the examination of Computer Applications Technology (CAT) Paper 2. This test should commence at 12h00.

6. Candidates for the Speed Endorsement Test must be allowed into the examination room at least 15 minutes before the examination in order to practice on their computers and to get the computers ready for the examination.

7. Immediately after the Speed Endorsement Test has been completed, the answers must be printed and the invigilator must sign after the last printed word on each page.

8. The following is a summary of how time should be allocated during the conduct of the speed test:

A	15 minutes practice time
B	10 minutes Speed Endorsement examination
C	25 minutes for retrieval, print-outs, the signing of examination answer scripts and the completion of mark schedules.

9. After the **optional** Speed Endorsement Test ALL candidates shall write the Computer Applications Technology (CAT) Paper 2 that commences at 14h00.

10. The Computer Applications Technology (CAT) teacher or the Information Technology teacher must be present during the optional Speed Endorsement Test to manage the time of the session according to keyboard rules.

Kindly disseminate this information to all teachers, Grades 12 Computer Application Technology (CAT) learners and their parents, as well as invigilators, Subject Advisors and other relevant officials as soon as possible.

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S. P. GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT