



**education**

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Department:  
Education  
**REPUBLIC OF SOUTH AFRICA**

**COMPUTER APPLICATIONS  
TECHNOLOGY**

**EXAMINATION GUIDELINES**

**GRADE 12  
2009**

**This guideline consists of 5 pages.**

**EXAMINATION GUIDELINES FOR 2009****COMPUTER APPLICATIONS TECHNOLOGY (CAT)****1. GENERAL****1.1 National Department Documents**

The 2009 CAT examinations are based on the following documents:

- The National Curriculum Statement (NCS) for Computer Applications Technology (CAT) (2003)
- The Learning Programme Guidelines (LPG) for CAT (2008)
- The Subject Assessment Guidelines (SAG) for CAT (2008)

**1.2 Official Notices and Circulars**

CAT teachers and invigilators should be familiar with the latest official circulars pertaining to the conduct of a practical computer-based exam and the security procedures that should be in place.

Refer specifically to Annexure G (Practical examination in Computer Applications Technology and Information Technology page 75 in Volume 518 **Government Gazette No. 31337** of 29 August 2008 which can be found on web portal: <http://www.thutong.org.za> or <http://www.education.gov.za> .

**1.3 Teaching and Learning**

- The Content Framework of the LPG should be fully covered.

**1.4 Exemplar Examination Papers**

The 2008 exemplar and examination papers, and March 2009 supplementary papers should be used as a guideline which indicates the structure of the papers as well as the type of questions learners can expect in the final examination papers.

**2. OPTIONAL SPEED TEST**

- Time allocation: 10 minutes keying-in time.
- No marks are allocated for this test.
- Learners must save their Optional Speed Test as a file named according to instructions contained in the question paper.
- On completion of the Optional Speed Test, learners must immediately print and submit printouts of their answers.
- Only learners who are able to achieve a typing accuracy of 20 words per minute (wpm) or more should be encouraged to do the Optional Speed Test.
- Wpm of 19 and less will not be indicated on the candidates' certificates.
- Candidates' achievement will only be endorsed if they manage to attain the 20 wpm limit or more.
- All learner answers must be saved and submitted on a CD together with the printouts.

### 3. PAPER 1 - PRACTICAL EXAMINATION

#### 3.1 Hardware and software requirements

- All questions will be answered using a computer on which the appropriate hardware and software such as an operating system, e.g. Windows and an office suite such as Microsoft Office has been installed.
- The office application package **MUST** be able to fulfil **ALL** the requirements of the LPG for CAT.
- Internet access/connectivity must be **disabled** during the examination session.
- Learners should be allowed to use the Help Menu without being online during an examination.
- All schools must have anti-virus software which must be updated on a regular basis, and especially before a practical examination.
- Schools that submit files that are infected with viruses to a marking centre are in contravention of Annexure G of *Government Gazette No. 31337* and will be open to investigation by the provincial education departments (PEDs).
- School managers/teachers must ensure that the system date and time as well as the regional settings (South Africa) have been set correctly on all computers before the examination.

#### 3.2 Printing

Printing the learner answers of the Practical Examination – Paper 1 is optional according to Annexure G *Government Gazette No. 31337* of 2008. *However, the Practical Examination – Paper 1 may require learners to print and submit certain questions from time to time so printers should be available for learners during an examination.*

#### 3.3 Time and marks

Time allocation: 3 hours

Marks: 200

#### 3.4 Focus and scope

- The focus of this examination will be Learning Outcome 2 (LO) and to a lesser extent may incorporate aspects of LO1 and LO3.
- Learners can expect to find some aspects of Grade 10 and Grade 11 included in this examination.
- The Content Framework of the Learning Programme Guidelines (LPG) of 2008 should be fully covered.
- As specified in the Content Framework of the LPG this examination will cover aspects of:
  - File Management
  - Word processing
  - Spreadsheets
  - Databases
  - Integration including importing and exporting between the above-mentioned applications.
- Learners must be familiar with the tools and features of the package and be able to work efficiently.
- The paper is thematically based – learners should respond to the questions within the context of the scenario.

- Learners will also be required to **solve problems** in this examination.
- Learners must be familiar with common computer application terminology.

### 3.5 Storing learners' answers

- Learners **must save according to the instructions given** in the examination question paper. Teachers/Learners must ensure that proper file management procedures are carried out.
- The learners' work must be **copied correctly** on to CDs before submitting to the District Examinations offices.
- **All CDs should be double checked by schools before submitting** these to District Examinations Offices to ensure that candidates' work is properly saved and that the number of folders equals that of the candidates.
- It is strongly recommended that schools submit one CD per mark sheet. The electronic folder must contain the centre number followed by the mark sheet number in brackets, e.g XXXXXXXX(XXXX). The same information should appear on a sticker on the CD. In addition, schools must submit a single CD containing all the learners' work.
- A back-up copy must to be kept in the school safe for a period of one year.

## 4. PAPER 2 - THEORY/WRITTEN EXAMINATION

### 4.1 Time and marks

Time allocation: 3 hours

Marks: 150

- The examination paper will consist of 2 sections:
  - Section A – short objective type questions, i.e. matching columns, missing words, true/false, multiple-choice etc.  
20 – 40 marks  
1 mark per answer will be allocated
  - Section B – longer type questions requiring one word or longer responses  
110 – 130 marks  
1 mark per fact will be allocated (1 to 10 marks per question/sub-question)  
The number of marks allocated to questions indicates the number of responses or facts required in the answer.

### 4.2 Focus and scope

- The Content Framework of the LPG should be fully covered.
- The focus of this examination will be Learning Outcome 1 (LO1).
- Learners can expect to find some aspects of LO1, LO2 and LO3 of Grade 10 and Grade 11 included in this examination; however the main focus will be on Grade 12 work.
- This examination will be **scenario-based** – learners should respond to the questions within the context of the scenario. Learners should read the scenario carefully.
- This paper must be approached from a computer-based perspective and all answers should relate to computer applications and computer technology.

- This examination will require **problem-solving** and learners must apply knowledge to create a solution, i.e. what must be done to solve the problem. Teachers should encourage learners to identify keywords, i.e. what must be done, and then to answer accordingly. Most questions begin with a verb/doing word – learners should be able to find these key words and answer correctly.
- Learners must use the correct terminology when answering questions. They should not 'muddle' terms which results in confusing answers. Learners must know and be able to explain, for example:
  - The difference between a file server, a computer and a network
  - The difference between memory and storage
  - The difference between e-mail and the Internet
  - The difference between a search engine and a search feature
  - The features of an office suite and proprietary software
  - File extensions and implications thereof
  - Default value
  - Primary key
  - Current date, etc

### 4.3 General

- This examination must **not** be done on computer unless a special concession has been granted by the PEDs, for example in the case of visually impaired or physically challenged learners. Candidates should **not** be able to use the computer to find answers to questions.
- Learners need to have a command of basic vocabulary, for example:
  - Narrow and wide
  - Enlarge and reduce
- Learners:
  - Should write legibly
  - Organise their answers in a logical way
  - Start each new question on a new page
  - Should **not** write in the margins
- Learners need to practise scenario-based problem-solving questions.
- Learners must be encouraged to read their questions carefully so that there is no misinterpretation.
- Learners should be exposed to the use of the Internet so that they are better equipped to answer Internet related questions.

GOOD LUCK!