



Reference: 20190913-9224
File no.: 13/1/1/2
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Assessment Management Minute: 0013/2019

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Subject Advisers, and Heads of institutions which prepare candidates for the National Senior Certificate examinations

Subject: Procedures and guidelines for the November 2019 National Senior Certificate final practical examinations for Computer Applications Technology (CAT) and Information Technology (IT)

1. The Department of Basic Education (DBE) wishes to draw your attention to the procedures and guidelines that must be adhered to during the conduct of the final practical examinations for Computer Applications Technology (CAT) and Information Technology (IT).
2. This minute must be read in conjunction with Annexure G of the *Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate examination*, published in *Government Gazette* No. 37651 of 16 May 2014.
3. Teachers and schools must verify that the software tools they use to implement CAT and IT comply with the content and skills listed in the Curriculum and Assessment Policy Statement (CAPS) for CAT and IT. Question papers will not be adapted for software tools that do not comply with CAPS.
4. The November 2019 CAT examination makes provision for the following software packages:
 - (a) The latest three versions of Microsoft Office will be allowed — MS Office 2013, MS Office 2016 and MS Office 2019 (also known as MS Office 365)
 - (b) HTML editor, e.g. Notepad ++ or Notepad for the development of web pages

5. The November 2019 IT examination makes provision for learner files to be used with the following software packages:
 - (a) Delphi 2010 and upwards
 - (b) MS Access 2010 and upwards

6. All schools offering CAT and/or IT will be audited by subject advisers.

7. Prior to the practical examination the CAT and/or IT teacher must ensure that:
 - (a) the regional settings are set to South Africa;
 - (b) the date and time settings, number settings and currency settings are set correctly;
 - (c) the language is set to English (South Africa), the paper size is set to A4 portrait, the unit of measurement is set to centimetres and the developer tab is activated in the word processing application;
 - (d) the autosave option is set to 5-minute intervals;
 - (e) no communication can take place between candidates on the network/computers;
 - (f) all previous files/folders/documents are removed or isolated;
 - (g) the web browser can display images; and
 - (h) the required software for CAT and IT is properly installed and tested.

8. A maximum of two examination sessions is allowed on the day of the examination. The following timeframes are suggested for the sessions respectively:

(a) **ONE SESSION**

DESCRIPTION	DURATION	TIME
Seated in computer laboratory		08:30–08:35
Handing out access cards, log-on process and the renaming of examination folder	Fifteen minutes	08:35–08:50
Reading time	Ten minutes	08:50–09:00
Paper 1 (Practical)	Three hours	09:00–12:00
Finalise checking, retrieve folders, save to CDs/DVDs	120 minutes (will depend on the number of candidates)	12:00–14:00

(b) **TWO SESSIONS**

DESCRIPTION	DURATION	TIME: FIRST SESSION	TIME: SECOND SESSION
Seated in computer laboratory		07:30–07:35	13:00–13:05
Handing out access cards, log-on process and the renaming of examination folder	Fifteen minutes	07:35–07:50	13:05–13:20
Reading time	Ten minutes	07:50–08:00	13:20–13:30
Paper 1 (Practical)	Three hours	08:00–11:00	13:30–16:30
Finalise checking, retrieve folders, save to CDs/DVDs	120 minutes (will depend on the number of candidates)	11:00–13:00	16:30–18:30

9. Where there are two sessions, candidates and their parents **must** be informed in writing of the arrangements. Candidates for the second session must report an hour before the end of the first session.
10. Candidates **may not** leave the examination venue until all administrative processes regarding the conduct of the practical examination have been completed.
11. On the day of the examination, the chief invigilator must ensure that the general instructions contained in the CAT P1 and IT P1 question papers are read out to the candidates **before** giving the candidates their own ten minutes of reading time.
12. Schools are reminded of the following general roles and responsibilities of the chief invigilators, teachers and candidates:
 - 12.1 Before the commencement of the practical examination, the chief invigilator must ensure that all candidates:
 - (a) are issued with their access cards and randomly placed at computers upon entering the examination room;
 - (b) are taken through the log-on process and the renaming of their examination folder;
 - (c) write their examination numbers on the access cards and the invigilator staples the completed access card to the upper left-hand corner of the candidate's information sheet; and
 - (d) are reminded to save their work frequently and correctly.

- 12.2 During the practical examination, the chief invigilator must ensure that:
- (a) 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 when necessary;
 - (b) all invigilation requirements are strictly adhered to;
 - (c) all security processes are carried out under the supervision of the chief invigilator; and
 - (d) the correct procedures are followed in the case of a power failure.
- 12.3 After the practical examination, the chief invigilator must ensure that:
- (a) candidates check whether all their files are saved in their examination folders and labelled with their correct examination numbers;
 - (b) candidates complete the information sheet and ensure that the information matches their examination folders;
 - (c) the teacher retrieves all candidate folders via the network or uses a flash drive to copy all the candidate folders onto one central computer or server, and checks that each candidate's files in their folder corresponds with the information on their information sheet; and
 - (d) the teacher saves all candidate folders to CDs/DVDs to be submitted for marking and creates two back-up CDs/DVDs at the same time, one of which must be safely stored at the examination centre and the other submitted to the examination section.
- 12.4 The CAT/IT teacher must check that all candidate folders, labelled with the respective candidates' examination numbers, have been saved onto the CDs/DVDs and that the files and folders can all open, before the CDs/DVDs are packed and handed over to the chief invigilator.
- 12.5 Should candidate folders or files be missing, the teacher must try to recover the missing or damaged folders or files before creating the CDs/DVDs.
- 12.6 The number of candidate folders saved to CDs/DVDs must correlate with the number of candidates listed on the mark sheet.
- 12.7 IT candidates who are printing their code must check that the code of all units have been printed and then place their printouts in the correct order before handing these to the invigilator.
- 12.8 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.
- 12.9 A full report on any technical problems or irregularities that may have occurred during the examination must be submitted to the Directorate: Examinations Administration.

- 12.10 The CAT/IT teacher, together with the invigilators, must complete and sign the checklist (**Annexure A: Computer Applications Technology and Information Technology 2019 Checklist**) and submit it to the Directorate: Examinations Administration.
13. Any queries regarding the procedures for the practical examination or emergencies must be directed to Mr I Francis on tel. no. 021 467 2549 or email address Ighsaan.Francis@westerncape.gov.za.
14. Kindly ensure that a copy of this minute is provided to all CAT and IT teachers and invigilators.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2019-10-09



**COMPUTER APPLICATIONS TECHNOLOGY AND INFORMATION TECHNOLOGY
2019 CHECKLIST**

CENTRE NAME: _____ **CENTRE NUMBER:** _____

Checklist to be signed and submitted to the examination section of the assessment body along with CDs/DVDs and information sheets after the CAT/IT practical examination.

To ensure the integrity of the national examinations, the instructions listed below for the preparation of computer laboratories and the retrieval of candidate files **MUST** be followed:

BEFORE THE EXAMINATION (CAT and IT)

	Action/Instruction	Yes	No
1	Local authorities informed of the examination dates and times.		
2	Workstations prepared in stand-alone mode.		
3	Separate and unique IDs and passwords created for candidates (must differ from those used during normal class work).		
4	Parents and candidates informed in writing about the respective times of their session, where two sessions will take place.		
5	Anti-virus software updated and installed on all workstations on the network.		
6	Internet and email messaging systems deactivated.		
7	CD received from the Directorate: Examinations Administration and file accessibility checked.		
8	Read-only attributes removed from files, where applicable.		
9	At least two blank CDs received from the Directorate: Examinations Administration (if stand-alone workstations are used, schools are to provide flash drives to transfer data).		
10	Peer-to-peer networks disconnected.		
11	Backup computers (at least two) and printer made available (for each session).		
12	Examination folders created for each candidate and files copied to candidate folders on hard disk/server and stand-alone workstations.		
13	Dividers placed between workstations where there is visible access to adjacent workstations.		

ON THE DAY OF THE EXAMINATION:

COMPUTER APPLICATIONS TECHNOLOGY (Log-on process)

	Action/Instruction	Yes	No
1	Candidates issued with access cards and randomly placed at computers.		
2	Candidates taken through entering their user IDs and passwords (log-on process).		
3	Contents of candidate folders verified against that indicated on the question paper (teacher to read contents from examination paper).		
4	Files checked for accessibility.		
5	Candidates instructed to rename their folders as their respective EXAMINATION numbers (NOT centre number). The folder name MUST ONLY reflect the candidate's examination number.		
6	Candidates reminded to place a bar-coded sticker on the information sheet when the paper is received.		
7	Candidates filled in exam numbers on access cards and the invigilator stapled the completed access card to the upper left-hand side of the information sheet.		
8	Candidates reminded to save their work frequently and correctly.		
9	Candidates reminded not to log off or shut down their respective workstations.		
10	Examination papers ONLY issued once all candidates have completed the log-on process.		

ON THE DAY OF THE EXAMINATION:

INFORMATION TECHNOLOGY (Log-on process)

	Action/Instruction	Yes	No
1	Candidates issued with access cards and randomly placed at computers.		
2	Candidates taken through entering their user IDs and passwords (log-on process).		
3	Checked that zipped folder is in candidate's exam folder (DO NOT unzip yet – wait for password).		
4	Loading of Delphi environment. (Candidates not handed papers yet – in case of problems with logging on, Delphi or missing zipped files.)		
5	Issue examination papers ONLY when all candidates have completed the log-on process and Delphi has loaded.		
6	Correct exam paper verified, papers handed out and checked that everybody has a complete exam paper ("walk-through").		
7	Password on page 3 of the examination paper used to unzip folder.		
8	Candidates instructed to rename the <i>unzipped folder</i> as their respective EXAMINATION numbers (NOT centre number). The folder name MUST ONLY reflect the candidate's examination number. No other folders must be created (zipped folder can be used as a backup).		
9	Contents of candidate folders checked against the contents indicated on the question paper. Teacher reads contents from examination paper to verify that all files are correctly unzipped.		
10	Files checked to see if they can open in Delphi. Delphi and any other open folders on the desktop are minimised.		
11	Candidates reminded to place a bar-coded sticker on the information sheet when the paper is received.		
12	Candidates filled in exam numbers on access cards and the invigilator stapled the completed access card to the upper left-hand corner of the information sheet.		
13	Candidates reminded to save their work frequently and correctly.		
14	Candidates reminded not to log off or shut down their respective workstations.		
15	Started ten minutes of reading time. Invigilators checked that candidates do not open any files or start programming (empty desktop, everything minimised).		
16	Ten minutes later – official exam started, candidates start programming.		

PREPARATIONS FOR SECOND SESSION (WHERE NECESSARY) (CAT and IT)

	Action/Instruction	Yes	No
1	Candidates writing the first session kept in the examination room for the FULL DURATION of the session.		
2	Candidates for the second session invigilated in a secure place ONE HOUR BEFORE THE END of the first session.		
3	Candidates for the second session are not allowed to have cellphones or other communication tools (such as Internet) in the room.		
4	All candidate folders and files from first session retrieved to one central point.		
5	All candidate folders and files from first session checked for completeness and accessibility.		
6	Folders and files from first session removed or accounts disabled. Computers "cleaned" if used in stand-alone mode after the first session as well as Recycle Bin emptied on each computer.		
7	Exam folders for each candidate for the second session created.		
8	Files copied to candidate folders for second session.		

END OF SESSION (CAT and IT)

	Action/Instruction	Yes	No
Candidates			
1	All candidates labelled their electronic examination folder using their examination numbers.		
2	All candidates checked that all their files submitted for marking are stored in their examination folder.		
3	All candidates checked that the files submitted for marking can open (no shortcuts, damaged or missing files, etc.).		
4	All candidates completed and submitted the information sheet provided (bar-coded sticker and access card attached).		
CAT/IT teachers/Invigilators			
5	CAT/IT teacher checked that all the electronic candidate folders have been retrieved/collected from central computer.		
6	Invigilator(s) collected all information sheets from candidates after they were completed in full.		
7	CAT/IT teacher checked that the contents of each electronic folder or file correspond with the information on the candidate's information sheet.		
8	CAT/IT teacher checked that all candidate folders or files can open from a central computer/folder (no shortcuts, damaged or missing files).		
9	Exam Scanner program run on the central folder to check for any irregularities. In the event of two sessions, two separate folders marked		

	"Session 1" and "Session 2" must be created and scanned separately in the central folder on the hard drive.		
10	Irregularities shown in the Exam Scanner report rectified.		
11	CD with all the candidate folders and files, corresponding to the mark sheet, created.		
12	After the CD was created, it was checked for folders or files that could not open.		
13	Two CDs created, one to be sent to the Directorate: Examinations Administration and the other to be retained in a safe at the examination centre.		
14	CDs, attendance registers, mark sheets, information sheets, seating plan and reports packaged as per instructions.		
15	A report regarding any technical glitches/irregularities or deviations from instructions completed and submitted (if applicable).		
16	Checklist signed and submitted.		

PRINCIPAL

CHIEF INVIGILATOR

CAT/IT TEACHER

INVIGILATOR

DATE