



Isalathiso: 20190913-9224
Inombolo yefayili: 13/1/1/2
Imibuzo: M Combrink

INGcaciso eMfutshane yeCandelo loLawulo loVavanyo: 0013/2019

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kumaSekela Balawuli, kwiiNgcali zeMfundo eziziiNtloko, kwiiNtloko zokuNika iNkxaso kwiKharithulam, kuBaphathi beeSekethe, kwiiNtloko zoLawulo noKuphathwa kwamaZiko, kumaSekela eeNgcali zeMfundo eziziiNtloko, kuBacebisi ngeZifundo, nakwiiNtloko zamaziko alungiselela abafundi iimviwo zeSatifikethi seMatriki sikaZwelonke

Isihloko: linkqubo nesikhokelo seemviwo zokugqibela zepraktikhali ze-Computer Applications Technology (CAT) ne-Information Technology (IT) zeSatifikethi seMatriki sikaZwelonke ngoNovemba 2019

1. ISebe leMfundo esiSiseko likazwelonke (iDBE) liqwenela ukutsalela ingqwalaselo yakho kwiinkqubo nakwisikhokelo emasithotyelwe xa kuqhutywa iimviwo zokugqibela zepraktikhali ze-Computer Applications Technology (CAT) neze-Information Technology (IT).
2. Le ngcaciso imfutshane mayifundwe kunye ne-Annexure G of the Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate examination, epapashwe kwiGazethi kaRhulumente No. 37651 yowe-16 Meyi 2014.
3. Ootitshala nezikolo mabangqinise ukuba ii-*software tools* abazisebenzisayo ukufundisa i-CAT ne-IT ziyahambelana mbo nekhontenti kunye nezakhono ezidweliswe kwiNkcazelo yoMgaqo-nkqubo weKharithulam noVavanyo (CAPS) ye-CAT ne-IT. Akasayi kulungelelaniswa pha napha amaphepha emibuzo ukuze angqinelane nezixhobo ze-*software* ezingayithobeliyo i-CAPS.
4. Uviwo lweCAT lwangoNovemba 2019 lunika ezi phakheji ze-*software* zilandelayo:
 - (a) linguqulelo ezintathu zamvanje ze-*Microsoft Office* ziya kuvumeleka — i-MS Office 2013, i-MS Office 2016 kwane-MS Office 2019 (nekwaziwa ngokuba yi-MS Office 365)
 - (b) I-HTML editor, umz. i-Notepad ++ okanye i-Notepad ukwenza amakhasi ewebhu

5. Uviwo lwe-IT lwangoNovemba 2019 lunika abafundi iifayili eziya kusetyenziswa nezi phakheji ze-*software* zilandelayo:
 - (a) *i-Delphi 2010* nangaphezulu
 - (b) *i-MS Access 2010* nangaphezulu

6. Zonke izikolo ezifundisa i-CAT kunye/okanye i-IT ziya kwenziwa uphicotho-zincwadi ngabasebisi ngezifundo.

7. Phambi kokuqhubeka koviwo lwepraktikhali utitshala we-CAT kunye/okanye we-IT makaqinisekise ukuba:
 - (a) iisethingi zekhomyutha zeengingqi zisetwa eMzantsi Afrika;
 - (b) umhla namaxesha eseethingi, inani leesethingi neesethingi zekharentsi zisetwe kakuhle;
 - (c) ulwimi lusetwe lwasisiNgesi (saseMzantsi Afrika), isayizi yephepha ingu-A4 *portrait*, iyunithi yomlinganiselo isetelwe kwiisentimitha yaza yona *i-developer tab* yenziwe kwi-aplikeyishini ye-*word processing*;
 - (d) *i-autosave option* isetwe yayimizuzu eyi-5 *i-interval*;
 - (e) akuvumelekile ukuba kubekho unxibelelwano phakathi kwabaviwa kwinethiwekhi/kwiikhomyutha;
 - (f) zonke iifayili/iifolda/amaxwebhu ayasuswa okanye abekelwe bucala;
 - (g) ibrawuza yewebhu ingabonisa imifanekiso; yaye
 - (h) *i-software* efunekayo ye-CAT neye-IT zifakwe kakuhle yaye zavavanywa.

8. Ubuninzi ziiseshoni ezimbini ezivumelekileyo ngosuku loviwo. Kucetyiswa la maxesha asikiweyo alandelayo ukwenzela ezi seshoni ngokulandelayo:

(a) **ISESHONI ENYE**

INKCAZO	IXESHA ELABIWEYO	IXESHA
Bahleli kwilabhoretri yeekhomyutha		08:30–08:35
Ukukhupha ii- <i>access cards</i> , inkqubo yokuloga kwikhomyutha nokunika elinye igama ifolda yoviwo	Yimizuzu elishumi elinesihlanu	08:35–08:50
Ixesha lokufunda iphepha lemibuzo	Yimizuzu elishumi	08:50–09:00
IPhepha 1 (Ipraktikhali)	Ziinyure ezintathu	09:00–12:00
Ukugqibezela ukutshakisha, ukufumana iifolda kwakhona (<i>retrieve folders</i>), ukuseyivela kwii-CD/kwii-DVD	Yimizuzu eyi-120 (koxhomekeka kwinani labaviwa)	12:00–14:00

(b) IISESHONI EZIMBINI

INKCAZO	IXESHA ELABIWEYO	IXESHA: UBUDE BESESHONI YOKUQALA	IXESHA: UBUDE BESESHONI YESIBINI
Bahleli kwilabhoretri yeekhompyutha		07:30–07:35	13:00–13:05
Ukukhupha ii-access cards, inkqubo yokuloga kwikhompyutha nokunika elinye igama ifolda yoviwo	Yimizuzu elishumi elinesihlanu	07:35–07:50	13:05–13:20
Lixesha lokufunda iphepha lemibuzo	Yimizuzu elishumi	07:50–08:00	13:20–13:30
IPhepha 1 (iPraktikhali)	Ziinyure ezintathu	08:00–11:00	13:30–16:30
Ukugqibezela ukutshakisha, ukufumana iifolda kwakhona (<i>retrieve folders</i>), ukuseyivela kwii-CD/kwii-DVD	Yimizuzu eyi-120 (koxhomekeka kwini labafundi)	11:00–13:00	16:30–18:30

9. Apho kukho iiseshoni ezimbini, abaviwa nabazali babo **kufuneka** baziswe ngencwadi ebhaliweyo ngala malungiselelo. Abaviwa beseshoni yesibini mabaripote kwiinyure phambi kokuphela kweseshoni yokuqala.
10. **Akuvumelekanga** ukuba abaviwa baphume kwigumbi lokubhalela uviwo kude kube kugqitywe zonke iinkqubo zolawulo ezibhekisele ekuqhutyweni koviwo lwepraktikhali.
11. Ngomhla wokubhalwa koviwo, umgadi wabaviwa oyintloko makaqinisekise ukuba imiyalelo ngokubanzi ekumaphepha emibuzo e-CAT P1 ne-IT P1 ifundelwa abaviwa **phambi** kokunika abaviwa imizuzu elishumi yabo yexesha lokufunda iphepha lemibuzo.
12. Kukhunjuzwa izikolo ngezi ndima nangemisebenzi eluxanduva ngokubanzi yabagadi babaviwa abaziintloko, oofitshala kunye nabaviwa:
- 12.1 Phambi kokuqala koviwo lwepraktikhali, umgadi wabaviwa oyintloko makaqinisekise ukuba bonke abaviwa:
- (a) bazinikiwe ii-access cards yaye babekwa kwiikhompyutha ngokungacwangciswa (*randomly*) bakuba bengeniile kwigumbi lokubhalela uviwo;
 - (b) bachazelwa inkqubo yokuloga ekhompyutheni nokunika elinye igama iifolda zoviwo zabo;
 - (c) babhala iinombolo zabo zoviwo kwii-access cards aze umgadi wabaviwa asteplishele i-access card kwicala elingentla langasekhohlo kuxwebhu lweenkcukacha zomviwa (*candidate's information sheet*); yaye
 - (d) bayakhunjuzwa ukuba bawuseyive qho nangokuchanekileyo umsebenzi wabo.

- 12.2 Ngethuba loviwo lwepraktikhali umgadi wabaviwa oyintloko makaqinisekise ukuba:
- ukongeza kumgadi wabaviwa, makubekho utitshala onamava weCAT okanye we-IT ngazo zonke iiseshoni zepraktikhali, ukwenzela ukuba abe nokunika uncedo xa kuyimfuneko;
 - makuthotyelwe zonke iimfuno ezimiselweyo zokugada abaviwa;
 - zonke iinkqubo zokhuseleko zenziwa phantsi kweliso elibukhali lomgadi wabaviwa oyintloko; kunye
 - nokulandelwa kwemigaqo echanekileyo kwimeko apho kunokwenzeka ukuba umke umbane.
- 12.3 Emva koviwo lwepraktikhali, umgadi wabaviwa oyintloko makaqinisekise ukuba:
- abaviwa batshekisha ukuba ingaba zonke iifayili zabo ziseyiviwe na kwiifolda zoviwo yaye zileyibhelishwe ngeenombolo zoviwo achanekileyo azo;
 - abaviwa bazalisa uxwebhu lwengcaciso baqinisekise ukuba ingcaciso leyo iyangqinelana neefolda zoviwo zabo;
 - utitshala ufumana kwakhona (*retrieves*) zonke iifolda zabaviwa ngokusebenzisa i-network okanye i-flash drive ukukhuphela zonke iifolda zabaviwa kwikhompyutha enguvimba (*central computer*) okanye kwiserver enye, atshekisha ukuba iifayili zomviwa ngamnye ezikwifolda yabo ziyangqinelana nengcaciso ekuxwebhu lwengcaciso yabo; yaye
 - utitshala useyiva zonke iifolda zabaviwa kwii-CD/kwii-DVD eziya kungeniselwa ukuba zimakishwe yaye enze ii-CD/ii-DVD ezimbini zokulalelisa (*back-up*) ngaxeshanye, enye yazo mayigcinwe ngokunqatyisiweyo kwiziko lokubhalela uviwo enye ingeniswe kwiziko loviwo (*examination centre*);
- 12.4 Utitshala weCAT/IT makatshekisha ukuba zonke iifolda zabaviwa, ezileyibhelishwe ngeenombolo zoviwo wabaviwa abachaphazelekayo, ziseyiviwe kwii-CD/kwii-DVD kwanokuba iifayili neefolda zingavuleka zonke, phambi kokuba ii-CD/ii-DVD zipakishwe zize zinikwe umgadi wabaviwa oyintloko.
- 12.5 Ukuba iifolda okanye iifayili zabaviwa zilahlekile, utitshala makazame ukufumana kwakhona (*recover*) ezo folda okanye iifayili ezilahlekileyo phambi kokuba enze ii-CD/ii-DVD.
- 12.6 Inani leefolda zabaviwa eziseyivwe kwii-CD/kwii-DVD malingqinelane nenani labaviwa abadweliswe kwimakhishithi.
- 12.7 Abaviwa be-IT abaprinta ikhowudi yabo mabatshekisha ukuba ikhowudi yawo onke amacandelo iprintiwe kwaza emva koko kwafakwa iiprintawuthi zabo ngolandelwano oluchanekileyo phambi kokuba zingeniswe ezi zinto kubagadi babaviwa.
- 12.8 Iifayili zabaviwa **akufunekanga** ziseyivwe kwii-flash disks njengoko umkhulu kakhulu umngcipheko wokuba iifayili zonke zinokucima ngenxa yee-viruses ezikwii-flash disks.

- 12.9 Makungeniswe ingxelo epholeleyo ngazo naziphi na iingxaki zobugcisa (*technical problems*) okanye izitenxo ekungenzeka ukuba zenzekile ngethuba loviwo kwiCandelo loLawulo lweeMviwo (*Directorate: Examinations Administration*).
- 12.10 Utitshala we-CAT/we-IT, ekunye nabagadi babaviwa, mabazalise yaye basayine uluhlu lokutshekisha (**Annexure A: Computer Applications Technology and Information Technology 2019 Checklist**) balungenise kwiCandelo loLawulo lweeMviwo.
13. Nayiphi na imibuzo engeenkqubo zoviwo lwepraktikhali okanye ezingxamisekileyo mazithunyelwe kuMnu I Francis ngefoni 021 467 2549 okanye ngedilesi ye-imeyili Ighsaan.Francis@westerncape.gov.za.
14. Kucelwa uqinisekise ukuba ikopi yale ngcaciso imfutshane inikwa bonke ootitshala be-CAT ne-IT kunye nabagadi babaviwa ukuze bayithathele ingqalelo.

ISAYINWE: NGU-PAD BEETS

USEKELA MLAWULI-JIKELELE WOLAWULO LWEKHARITYHULAM NOVAVANYO

UMHLA: 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