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To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Heads: Management and Governance, Circuit Managers, 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 2021 National Senior Certificate final practical examinations for Computer Applications Technology (CAT) and Information Technology (IT)

1. The Department of Basic Education 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. COVID-19 regulations relating to health and safety protocols must be observed at all times. Social distancing should be maintained. Hand sanitising and disinfection of the computer centre and computer equipment must take place before, during and after the conduct of the examination. Invigilators, computer technicians and learners must wear cloth face masks at all times.
4. 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.

5. The September and November 2021 CAT examination makes provision for the following software packages:
 - (a) The latest three versions of Microsoft (MS) Office will be allowed — MS Office 2013, MS Office 2016, MS Office 2019, MS Office 365 and MS Office 2021, and
 - (b) HTML editor, e.g. Notepad ++ or Notepad for the development of web pages.

6. The September and November 2021 IT examination makes provision for learner files to be used with the following software packages:
 - (a) Delphi 2010 or Delphi 10.3, and
 - (b) MS Access 2010 and upwards.

7. All schools offering CAT and/or IT will be audited.

8. 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 as follows:

Short date:	yyyy/mm/dd
Long date:	dddd, dd/mmmm/yyyy
Short time:	e.g., 10:01AM
Long time:	e.g., 10:01:11AM
First day of week:	Sunday
Decimal symbol:	. (full stop)
Number of digits after decimal:	two
List separator:	, (comma)
Measurement system:	metric
Currency symbol:	R
Decimal symbol:	. (full stop)
 - (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 five-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 thoroughly tested.

9. A maximum of two examination sessions are 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 (depending 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

10. 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 (at 10:00).
11. Candidates **may not** leave the examination venue until all administrative processes regarding the conduct of the practical examination have been completed.
12. 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.
13. Schools are reminded of the following general roles and responsibilities of the chief invigilators, teachers and candidates:

- 13.1 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 back of the candidate's information sheet; and
 - (d) are reminded to save their work frequently and correctly.
- 13.2 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.
- 13.3 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 CAT/IT 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.
- 13.4 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.
- 13.5 Should candidates' folders or files be missing, the CAT/IT teacher must try to recover the missing or damaged folders or files before creating the CDs/DVDs.
- 13.6 The number of candidate folders saved to CDs/DVDs must correlate with the number of candidates listed on the mark sheet.

- 13.7 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.
- 13.8 Candidates' files **may not** be saved permanently on flash disks as the potential of having entire files deleted due to viruses or unreliability is greater with flash disks.
- 13.9 A full report on any technical problems or irregularities that may have occurred during the examination must be recorded on the Session Incident Report form (including the starting and ending times of each session) and submitted to the Directorate: Examinations Administration.
- 13.10 The CAT/IT teacher, together with the invigilators, must complete and sign the checklist (**Annexure A: Computer Applications Technology and Information Technology 2021 Checklist**) and submit it to the Directorate: Examinations Administration.
14. In the event of a power failure during the examination, the following procedure must be followed:
- 14.1 The Western Cape Education Department (WCED) must be informed immediately of the power failure.
- 14.2 The centre manager must inform the local authorities immediately and ascertain from them, if possible, how long the power failure is likely to last.
- 14.3 For a scheduled power outage after the examination has already started, such as loadshedding, candidates must remain in their seats in the computer room until the power supply is restored. Candidates may not communicate with each other while waiting for the power supply to be restored. The time lost during the power failure must be allowed as additional examination time.
- 14.4 For an unscheduled power outage, if, after two hours, the power supply has not been restored, the examination must be rescheduled in consultation with the WCED's Directorate: Examinations Administration.
- 14.5 In cases where two examination sessions are scheduled during an examination, namely in the morning and afternoon, the above procedure applies to the session during which the power failure occurs.
15. In the event of computer breakdowns during the examination, the following procedure must be followed:
- 15.1 Candidates must immediately be moved to back-up equipment and appropriate additional time must be provided to the candidates.

- 15.2 No additional time will be allowed for work lost that was not correctly saved.
- 15.3 The nature of the computer breakdown as well as the action taken as intervention must be reported.
16. Queries during the practical examination can be directed as follows: (numbers only available during the practical examinations)
- 16.1 IT related challenges: Schools IT Service Desk at 021 903 0267
- 16.2 Registration related challenges: 021 467 2401
- 16.3 Assessment related challenges: 021 467 2626
- 16.4 Question paper challenges: 021 467 2265
- 16.5 Curriculum related challenges: 021 467 2409 or Ian.Carstens@westerncape.gov.za.
17. Kindly ensure that a copy of this minute is provided to all CAT and IT teachers and invigilators.

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2021-09-03