



Isalathiso: 20210826-5268
Inombolo yefayili: 13/1/1/2
Imibuzo: M Combrink

INGcaciso eMfutshane yeCandelo loLawulo loVavanyo: 0015/2021

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

Isihloko: linkqubo nezikhokelo zeemviwo zokugqibela zepraktikhali ze-Computer Applications Technology (CAT) ne-Information Technology (IT) zeSatifikethi seMatriki sikaZwelonke ngoNovemba 2021

1. ISebe leMfundo esiSiseko (iSebe i-DBE) linqwenela ukuba uthathele ingqalelo iinkqubo nezikhokelo emazithotyelwe xa kuqhutywa iimviwo zokugqibela zepraktikhali ze-Computer Applications Technology (CAT) neze-Information Technology (IT).
2. Le ngcaciso imfutshane mayifundwe kunye nesiHlomelo G se-Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate examination, esipapashwe kwiGazethi kaRhulumente No. 37651 yowe-16 Meyi 2014.
3. Mayigcinwe imimiselo ye-COVID-19 enxulumene neeprothokholi zempilo nokhuseleko ngawo onke amaxesha. Mawugcinwe umgaqo wokuqelelana. Ukuhlanziswa kwezandla nokubulawa kweentsholongwane kwiziko leekhompuyutha nakwizixhobo zekhompuyutha makwenziwe phambi, ngexesha, nasemva kokuba kuqhutywe iimviwo. Abagadi babaviwa, amagcisa ekhompuyutha, nabafundi mabanxibe iimaski zobuso zelaphu ngawo onke amaxesha.
4. Ootitshala nezikolo mabangqinise ukuba izixhobo ze-software abazisebenzisayo ukufundisa i-CAT ne-IT ziyahambelana mbo nekhontenti kunye nezakhono ezidweliswe kwiNkcazelo yoMgaqo-nkqubo weKharithulam noVavanyo (CAPS) ye-CAT ne-IT. Amaphepha emibuzo akasayi kulungelelaniswa ukwenzela izixhobo ze-software ezingayithobeliyo i-CAPS.

5. Uviwo lwe-CAT lwangoSeptemba nolwangoNovemba 2021 lulungiselela ezi phakheji ze-*software* zilandelayo:
- linguqulelo ezintathu zamvanje ze-*Microsoft(MS) Office* ziya kuvumeleka — i-*MS Office 2013*, i-*MS Office 2016* i-*MS Office 2019*, i-*MS Office 365* ne-*MS Office 2021* kunye
 - ne-*HTML editor*, umz. i-*Notepad ++* okanye i-*Notepad* yokwenza amakhasi ewebhu (*web pages*).
6. Uviwo lwe-IT lwangoSeptemba nolwangoNovemba 2021 lulungiselela abafundi iifayili eziya kusetyenziswa nezi phakheji ze-*software* zilandelayo:
- i-*Delphi 2010* okanye i-*Delphi 10.3* kunye
 - ne-*MS Access 2010* nangaphezulu
7. Zonke izikolo ezifundisa i-CAT kunye/okanye i-IT ziya kuhlolwa.
8. Phambi kokuqhubeka koviwo lwepraktikhali utitshala we-CAT kunye/okanye we-IT makaqinisekise ukuba:
- iisethingi zekhompuyutha zengingqi zisetelwe kwezoMzantsi Afrika;
 - iisethingi zomhla namaxesha, iisethingi zamanani neesethingi zekharensi zisetwe ngale ndlela ilandelayo:

<i>Short date:</i>	<i>yyyy/mm/dd</i>
<i>Long date:</i>	<i>dddd, dd/mmmm/yyyy</i>
<i>Short time:</i>	<i>e.g., 10:01AM</i>
<i>Long time:</i>	<i>e.g., 10:01:11AM</i>
<i>First day of week:</i>	<i>Sunday</i>
<i>Decimal symbol:</i>	<i>.(full stop)</i>
<i>Number of digits after decimal:</i>	<i>two</i>
<i>List separator:</i>	<i>, (comma)</i>
<i>Measurement system:</i>	<i>metric</i>
<i>Currency symbol:</i>	<i>R</i>
<i>Decimal symbol:</i>	<i>.(full stop)</i>
 - ulwimi lusetwe lwasisiNgesi (saseMzantsi Afrika), isayizi yephepha ingu-A4 *portrait*, iyunithi yomlinganiselo isetelwe kwiisentimitha yaza i-*developer tab* yenziwe kwi-aplikeyishini ye-*word processing*;
 - i-*Autosave option* isetwe yayimizuzu emihlanu i-*interval*;
 - akuvumelekanga ukuba kubekho unxibelelwano phakathi kwabaviwa kwinethiwekhi/kwiikhompuyutha;
 - zonke iifayili/iifolda/amaxwebhu angaphambili ayasuswa okanye abekelwe bucala;
 - ibrawuza yewebhu ingabonisa imifanekiso; kwaye
 - i-*software* efunekayo ye-CAT neye-IT ifakwe kakuhle yaze yavavanywa ngokugqibeleleyo.

9. Kuvumeleke iiseshoni zoviwo ezimbini ubuninzi ngosuku loviwo. Kucetyiswa la maxesha asikiweyo alandelayo ukwenzela ezi seshoni ngokulandelelanayo:

(a) **ISESHONI ENYE**

INKCAZO	IXESHA ELABIWEYO	IXESHA
Bahleli kwilebhu yeekhompyutha		08:30 – 08:35
Ukukhupha ii-access cards, inkqubo yokuloga kwikhompyutha 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)	Ziyyure ezintathu	09:00 – 12:00
Ukugqibezela ukutshekisha, ukufumana iifolda kwakhona (<i>retrieve folders</i>), ukuseyivela kwii-CD/kwii-DVD	Yimizuzu eyi-120 (ngokuxhomekeke kwini labaviwa)	12:00 – 14:00

(b) **IISESHONI EZIMBINI**

INKCAZO	IXESHA ELABIWEYO	IXESHA: UBUDE BESESHONI YOKUQALA	IXESHA: UBUDE BESESHONI YESIBINI
Bahleli kwilebhu 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)	Ziyyure ezintathu	08:00 – 11:00	13:30 – 16:30
Ukugqibezela ukutshekisha, ukufumana iifolda kwakhona (<i>retrieve folders</i>), ukuseyivela kwii-CD/kwii-DVD	Yimizuzu eyi-120 (ngokuxhomekeke kwini labafundi)	11:00 – 13:00	16:30 – 18:30

10. Apho kukho iiseshoni ezimbini, abaviwa nabazali babo **kufuneka** baziswe ngencwadi ebhaliweyo ngala malungiselelo. Abaviwa beseshoni yesibini mabafike kwiyyure ephambi kokuphela kweseshoni yokuqala (ngo-10:00).
11. **Akuvumelekanga** ukuba abaviwa baphume kwigumbi lokubhalela uviwo kude kube kugqitywe zonke iinkqubo zolawulo ezibhekisele ekuqhutyweni koviwo lwepraktikhali.

12. Ngomhla wokubhalwa koviwo, umgadi wabaviwa oyintloko makaqinisekise ukuba imiyalelo eqhelekileyo ekumaphepha emibuzo e-CAT P1 ne-IT P1 ifundelwa abaviwa **phambi** kokunika abaviwa imizuzu elishumi yabo yexesha lokufunda iphepha lemibuzo.
13. Kukhunjuzwa izikolo iindima nemisebenzi eluxanduva eyile ilandelayo yabagadi babaviwa abaziintloko, ootitshala kunye nabaviwa:
- 13.1 Phambi kokuqala koviwo lwepraktikhali, umgadi wabaviwa oyintloko makaqinisekise ukuba bonke abaviwa:
- (a) bazinikiwe ii-access cards yaye babekwa kwiikhompyutha ngokungacwangciswanga (*randomly*) bakuba bengenile kwigumbi lokubhalela uviwo;
 - (b) bachazelwa inkqubo yokuloga ekhompyutheni nokuzinika elinye igama iifolda zoviwo lwabo;
 - (c) babhala iinombolo zabo zoviwo kwii-access cards aze umgadi wabaviwa asteplishele i-access card ezalisiweyo ngasemva kuxwebhu lweenkcukacha zomviwa (*candidate's information sheet*); yaye
 - (d) bayakhunjuzwa ukuba bawuseyive qho nangokuchanekileyo umsebenzi wabo.
- 13.2 Ngethuba loviwo lwepraktikhali umgadi wabaviwa oyintloko makaqinisekise ukuba:
- (a) ukongeza kumgadi wabaviwa, makubekho utitshala onamava weCAT okanye we-IT ngazo zonke iiseshoni zepraktikhali, ukwenzela ukuba abe nokunika uncedo xa kuyimfuneko;
 - (b) makuthotyelwe zonke iimfuno ezimiseliweyo zokugada abaviwa;
 - (c) zonke iinkqubo zokhuseleko zenziwa phantsi kweliso elibukhali lomgadi wabaviwa oyintloko; kunye
 - (d) nokulandelwa kwemigaqo echanekileyo kwimeko apho kunokwenzeka ukuba umke umbane.
- 13.3 Emva koviwo lwepraktikhali, umgadi wabaviwa oyintloko makaqinisekise ukuba:
- (a) abaviwa batshekisha ukuba ingaba zonke iifayili zabo ziseyiviwe na kwiifolda zoviwo yaye zileyibhelishwe ngeenombolo zoviwo ezichanekileyo zabo;
 - (b) abaviwa bazalisa uxwebhu lwengcaciso kwaye baqinisekise ukuba ingcaciso leyo iyangqinelana neefolda zoviwo lwabo;
 - (c) utitshala we-CAT/we-IT 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
 - (d) 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 kwicandelo lezoviwo (*examination section*);

- 13.4 Utitshala weCAT/we-IT makatshekishe ukuba ngaba zonke iifolda zabaviwa, ezileyibhelishwe ngeenombolo zoviwo zabaviwa abachaphazelekayo, ziseyiviwe kwii-CD/kwii-DVD kwanokuba iifayili neefolda zingavuleka zonke, phambi kokuba ii-CD/ii-DVD zipakishwe zize zinikwe umgadi wabaviwa oyintloko.
- 13.5 Ukuba iifolda okanye iifayili zabaviwa zilahlekile, utitshala we-CAT/we-IT makazame ukuzifumana kwakhona (*recover*) ezo folda okanye iifayili ezilahlekileyo okanye ezonakeleyo phambi kokuba enze ii-CD/ii-DVD.
- 13.6 Inani leefolda zabaviwa eziseyivwe kwii-CD/kwii-DVD malingqinelane nenani labaviwa abadweliswe kwimakhishithi.
- 13.7 Abaviwa be-IT abaprinta ikhowudi yabo mabatshekishe ukuba ikhowudi yawo onke amacandelo iprintiwe kwaza emva koko kwafakwa iiprintawuthi zabo ngolandelelwano oluchanekileyo phambi kokuba zingeniswe ezi zinto kubagadi babaviwa.
- 13.8 Iifayili zabaviwa **akufunekanga** ziseyivwe ngokusisigxina kwii-*flash disks* njengoko umkhulu kakhulu umngcipheko wokuba iifayili zonke zinokucima ngenxa yee-*viruses* nokungathembeki okukhulu kwii-*flash disks*.
- 13.9 Makurekhodwe ingxelo epheleleyo ngazo naziphi na iingxaki zokusebenza kwezixhobo (*technical problems*) okanye izitenxo ekungenzeka ukuba zenzekile ngethuba loviwo kwifom i-*Session Incident Report form* (kubandakanywa nexesha lokuqala nelokuphela kweseshoni nganye) yaye ingeniswe kwiCandelo loLawulo lweeMviwo (*Directorate: Examinations Administration*).
- 13.10 Utitshala we-CAT/we-IT, ekunye nabagadi babaviwa, mabazalise yaye basayine uluhlu lokutshekisha (**isiHlomelo A: Computer Applications Technology and Information Technology 2021 Checklist**) balungenise kwiCandelo loLawulo lweeMviwo.
14. Xa kuthe kwamka umbane ngethuba loviwo, makwenziwe le nkqubo ilandelayo:
- 14.1 ISebe leMfundo leNtshona Koloni (iSebe iWCED) malaziswe ngokukhawuleza malunga nokungabikho kombane.
- 14.2 Umlawuli weziko lokubhalela iimviwo makazise abaphathi bengingqi ngokukhawuleza, kwaye aqinisekise kubo ukuba kunokwenzeka, kuza kuthatha ixesha elingakanani ukungabikho kombane.
- 14.3 Ukwenzela ithuba lokumka kombane elicwangcisiweyo emva kokuba besele kuqaliwe ukubhala uviwo, elinjengokunkinkishwa kombane (*loadshedding*), abaviwa mabahlale kwigumbi leekhompuyutha kude kubuye umbane. Abaviwa abavumelekanga ukuba banxibelelane ngexa belinde ukubuya kombane. Ixesha

abaphulukene nalo ngexesha kumke umbane malivunywe njengexesha elongezelelweyo loviwo.

- 14.4 Ukulungiselela ukungabikho kombane obekungacwangciswanga, ukuba, emva kweyure ezimbini, umbane awubuyanga, uviwo malubekelwe omnye umhla ngokuthethana neCandelo loLawulo lweeMviwo leSebe i-WCED.
- 14.5 Kwiimeko apho kucwangciswe iiseshoni ezimbini zoviwo, ezibizwa ngokuba yiseshoni yakusasa neseshoni yasemvakwemini, le nkqubo ingasentla isebenza kwiseshoni ekwenzeke ngayo ukumka kombane.
15. Xa kuthe kwaphuka ikhompyutha ngethuba loviwo, makwenziwe le nkqubo ilandelayo:
 - 15.1 Abaviwa mabasiwe kwizixhobo zokulalelisa (*back-up equipment*) ngokukhawuleza kwaye banikwe abaviwa ixesha elongezelelweyo leemviwo ngokufanelekileyo.
 - 15.2 Akukho xesha longezelelweyo liya kuvunyelwa kumsebenzi olahlekileyo ongakhange useyivwe ngokuchanekileyo.
 - 15.3 Makwenziwe ingxelo ngohlobo lokwaphuka kwekhompyutha kwakunye nenyathelo elithatyathwe njengongenelelo ngoncedo.
16. Imibuzo ngethuba loviwo lwepraktikhali inokuthunyelwa ngolu hlobo lulandelayo: (iinombolo zefoni zifumaneka kuphela ngethuba leemviwo zepraktikhali)
 - 16.1 Imingeni enxulumene ne-IT: Kwi-Schools IT Service Desk apha 021903 0267
 - 16.2 Imingeni enxulumene nobhaliso: 021 467 2401
 - 16.3 Imingeni enxulumene novavanyo: 021 467 2626
 - 16.4 Imingeni enxulumene namaphepha emibuzo: 021 467 2265
 - 16.5 Imingeni enxulumene nekharityhulam: 021 467 2409 okanye kulo: Ian.Carstens@westerncape.gov.za.
- 17 Kucelwa niqinisekise ukuba ikopi yale ngcaciso imfutshane inikwa bonke ootitshala be-CAT ne-IT kunye nabagadi babaviwa ukuze bayithathele ingqalelo.

ISAYINWE: NGU- H MAHOMED

USEKELA MLAWULI-JIKELELE WEKHARITYHULAM NOLAWULO LOVAVANYO

UMHLA: 2021-09-03