

CERTIFICATION (State of Examination Readiness)

**PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL PRACTICAL EXAMINATIONS IN
COMPUTER APPLICATIONS TECHNOLOGY AND INFORMATION TECHNOLOGY – NATIONAL SENIOR
CERTIFICATE: NOVEMBER 2023**

(To be completed by the centres and/or PED at least one month before the examination.)

Centres must ensure that all items on this checklist are revisited and are in place **TWO** days before the examination)

School name		Tel. No	
District		Fax No.	
EMIS No.		Cell No.	
Examination centre No.			
E-mail address			
Name of chief invigilator		Cell No.	
Name of IT teacher (s)	1	2	
Name of CAT teacher (s)	1	2	
Name of IT technician who will be on standby during the examination		Cell No.	
1	How many Grade 12 learners will be writing CAT in 2023?		
2	How many Grade 12 learners will be writing IT in 2023?		
3	How many operational computers are available for one examination sitting?		
4	How many Grade 12 CAT class units does your school have?		
5	How many Grade 12 IT class units does your school have?		
6	How many computer centres at your school will be used for the practical examination?		
7	How many examination sittings will be required, one or two? If two, have you applied for a second session? _____		
8	Will your centre be writing at a venue other than your own examination centre? If so, please state the venue _____		
9	What plans are in place in case of a power failure?		
10	Is the computer centre networked?		
11	If the centre is networked, what type of network environment is installed? E.g. peer-to-peer; client-server.		
12	Which operating system is used at your school? E.g. Windows 11		
13	Which software application suite is used? E.g. Microsoft Office 2019		
14	Indicate with a tick ✓ whether each of the following programs have been properly installed on the computers in the examination centre Word processor <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Notepad ++ <input type="checkbox"/> Web browser <input type="checkbox"/> Delphi 2010 <input type="checkbox"/>		
15	Have the latest updates/service packs been installed?		
16	Have the regional settings on the computers been set as follows?		

16.1	Region: South Africa	
16.2	Format: English (South Africa)	
16.3	Language preferences: Short date: yyyy/MM/dd Long date: dddd, dd MMMM yyyy Short time: e.g. 10:01 AM Long time: e.g. 10:01:11 AM First day of week: Sunday	
16.4	Additional settings: Customise Format: <u>Numbers</u> Tab Decimal symbol: . (full stop) . No. of digits after decimal: 2 List separator: , (comma) Measurement system: Metric	
16.5	Additional Settings > Customise Format > <u>Currency</u> Tab Currency symbol: R Decimal symbol: . (full stop)	
17	Has the units of measurement in the word processing application been set to centimetres?	
18	Has the Developer Tab in the word processing application been activated?	
19	Has the Ruler in the word processing application been activated?	
20	Have computers been set to save at 5-minute intervals for every application?	
21	Have accessories such as Paint been installed to be available to the candidates?	
22	Which anti-virus program has been installed?	
23	At what intervals is the anti-virus program updated?	
24	Have printer drivers been installed on each computer used for the CAT examination? (It is necessary to install and test printers on each computer, even though printing may not take place.)	
25	Have printers been installed for printing during the IT examination?	
26	Has the Recycle Bin on every computer been emptied/Will it be emptied one day before the examination?	
27	Is there a plan in place for emptying the Recycle Bin on every computer before the 2 nd sitting?	
28	Has every computer been cleared of all other files/folders/documents not needed for the examination? (The work of other classes must be isolated.)	
29	Has the school installed CD/DVD writers/arranged for access to external CD/DVD writers?	
30	Has the feature to use flash/memory disks been disabled on all computers for the duration of the practical examination?	
31	Will access to the internet be blocked/disabled for the duration of the practical examination?	
32	What option will be used to transfer the candidates' work to the final DVD/CD to be submitted for marking? E.g. flash/memory disk; network.	
33	Are security systems in place to prevent the computers being stolen or accessed?	
34	Does the school have a maintenance plan/budget in place for the computer centre?	

CERTIFICATION (State of Examination Readiness) - continued

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All items on ANNEXURE A have been checked.

(Centres must ensure that all items on this checklist are revisited and are in place TWO days before the examination)

CAT TEACHER _____ NAME _____ DATE _____ SIGNATURE	IT TEACHER _____ NAME _____ DATE _____ SIGNATURE
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SCHOOL PRINCIPAL _____ NAME _____ DATE _____ SIGNATURE	IT TECHNICIAN _____ NAME _____ DATE _____ SIGNATURE
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School stamp

Verified by

WARD MANAGER/SUBJECT ADVISOR/DISTRICT EXAMINATIONS & ASSESSMENT SERVICES/DISTRICT ICT SERVICES _____ NAME _____ DATE _____ SIGNATURE	Comments, if any _____ _____ _____
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