ANNEXURE B:
COMPUTER APPLICATIONS TECHNOLOGY (CAT) AND INFORMATION TECHNOLOGY (IT)
2023 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

	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 identity documents (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	Checked that zipped folder is in candidate's exam folder **(Do not unzip yet – wait for password).**		
4	Examination papers issued **only** when all candidates had completed the log-on process.		
5	Correct exam paper verified, papers handed out and checked that everybody had a complete exam paper ("walk-through").		
6	Password on the instruction pages of the examination paper used to unzip folder.		
	Do not open any files before points 7 to 9 have been completed in order.		
7	Candidates instructed to rename the **unzipped** folder to their respective **examination** numbers (**not** centre number).		
8	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 **unzipped** folders checked against the contents indicated on the question paper. Educator read contents from examination paper to verify that all files were correctly unzipped.		
10	Files checked for accessibility.		
11	Candidates reminded to place a bar-coded sticker on the information sheet when the paper was received.		
12	Candidates filled in exam numbers on access cards and the invigilator stapled the completed access card to the back of the information sheet. (No school detail or candidate information on the cards/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 before instructed to do so at the end of the examination session.		

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 was 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	Examination papers issued **only** when all candidates had completed the log-on process and Delphi had loaded.		
6	Correct exam paper verified, papers handed out and checked that everybody had a complete exam paper ("walk-through").		
7	Password on the instruction pages of the examination paper used to unzip folder.		
	Do not open any files before points 8 to 10 have been completed in order.		
8	Candidates instructed to rename the *unzipped folder* with their respective **examination** numbers (**not** centre number).		
9	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).		
10	Contents of candidate folders checked against the contents indicated on the question paper. Educator read contents from examination paper to verify that all files were correctly unzipped.		
11	Files checked to see if they can open in Delphi. Delphi and any other open folders on the desktop were minimised.		
12	Candidates reminded to place a bar-coded sticker on the information sheet when the paper was received.		
13	Candidates filled in exam numbers on access cards and the invigilator stapled the completed access card to the back of the information sheet. (No school detail or candidate information on the cards/information sheet.)		
14	Candidates reminded to save their work frequently and correctly.		
15	Candidates reminded not to log off or shut down their respective workstations before instructed to do so at the end of the examination session.		
16	At the start of the 10 minutes of reading time, invigilators checked that candidates did not open any files or start programming (emptied desktop, everything minimised).		

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 were not allowed to have cell phones 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.		
9		**Log-on process procedures followed**.		

END OF SESSION (CAT and IT)

		Action/Instruction	Yes	No
		Candidates		
1		All candidates checked that their examination folder had been renamed to their examination numbers.		
2		All candidates checked that all their files submitted for marking were stored in their examination folder.		
3		All candidates checked that the files submitted for marking could open (no shortcuts, damaged or missing files, etc.).		
4		All candidates completed and submitted the information sheet provided **(bar-coded sticker in front and access card attached to the back)**.		
		CAT/IT educators/invigilators		
5		CAT/IT educator checked that all the electronic candidate folders had been retrieved/collected from central computer.		
6		Invigilator(s) collected all information sheets from candidates after they were completed in full.		
7		CAT/IT educator checked that the contents of each electronic folder or file corresponded with the information on the candidate's information sheet.		
8		CAT/IT educator checked that all candidate folders or files could open from a central computer/folder (no shortcuts, damaged or missing files).		

9	CD with all the candidate folders and files, corresponding to the mark sheet, created. **File structure – One session:** ▫ 🗁 1320000 　　🗀 1111111111111 　　🗀 2222222222222 **File structure – Two sessions:** ▫ 🗁 1321111 　▫ 🗀 Session 1 　　🗀 1111111111111 　　🗀 2222222222222 　▫ 🗀 Session 2 　　🗀 3333333333333 　　🗀 4444444444444 **The file structure for part-time candidates must be in a separate folder:** ▫ 🗁 1320000 ⟵ **Full-time** 　　🗀 1111111111111 　　🗀 2222222222222 ▫ 🗀 13xxxx ⟵ **Part-time** 　　🗀 5555555555555 　　🗀 6666666666666		
10	After the CD was created, the data was checked/verified that all files and folders could open.		
11	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.		
12	CDs, attendance registers (Script Control Register), mark sheets, information sheets, seating plan and reports, session incident reports packaged as per instructions.		
13	Checklist signed and submitted.		

_____
PRINCIPAL

_____
CHIEF INVIGILATOR

_____
CAT/IT EDUCATOR

_____
INVIGILATOR

_____
DATE