1.   GENERAL COMMENTS ON THE QUESTION PAPER

There was a problem with the **duration** of the question paper. This was due to the fact that candidates spent too much time on Question 2, testing the same type of desk-top publishing concepts. The result was that most of the candidates did not get to Question 7 and left out 24 marks.

A tendency amongst the Afrikaans-speaking candidates is to read the Afrikaans paper and often turn to the English to verify the question. It would be a lot easier if the two languages could appear side by side. There would then be no necessity for the candidate to turn the exam paper around to verify the English.

2.   COMMENTS ON THE QUESTIONS

Question 1

The **Thumbs.dll** file emerged from nowhere and the candidates saw it as part of the folder. They did include this file as part of their answers, e.g. looking for the smallest file.

It would be a good idea if the marking of the questions could be done in a specific order. The markers found it difficult to jump from one folder to another and back again.

The candidates were instructed to provide answers in the 1Poster file. Some of them did it in the Poster file, which was also in the Konnextions folder. Examiners must refrain from having files with the same name, or more or less the same name, in the same environment. This confuses the candidates.

Question 1.3   Two marks should be awarded for creating a shortcut and putting it into a certain folder, or NO marks should be awarded if the shortcut is created somewhere else. From a marking perspective, it is time-consuming to try and find the shortcut anywhere in the folder of a candidate.

Question 1.11   All files had the same date.

Question 2

Generally speaking, Question 2 was a problem. Too many desktop publishing skills were tested. Also, the same skills were tested more than once and to complete the different skills took too much time.

The memorandum used two pages (back and front) for the marking of this question. Calculating errors emerged at the marking centre. The memorandum must have one page for every question with a total at the bottom of the page.

The question was also difficult to mark, because one had to move up and down in the file to find the various answers.

Question 2.2.8   We suggest that the bookmark and the hyperlink should be asked as two separate questions. In this exam it confused the candidates.

Question 3

Question 3.1.5   The placing of a border around the text caused confusion, because the example on the paper showed a page border. Candidates struggled to get the talking head to the left of the text as per the example. No marks were awarded for this action. It again took a lot of time to get it as per the example.

Question 3.2   The original file did have some tabs set on the line above the check boxes. It confused both the markers and the   candidates.

Question 4

This question was much easier to mark than those above because of the order of the answers in the file – from top to bottom.

Question 4.1.2   Some candidates merged cells A1 to L1, instead of I1.

Question 4.1.3   The English and Afrikaans in one merged cell confused the candidates – some of them just deleted either the Afrikaans or the English part. The use of either English or Afrikaans is recommended. The alternative is to have both an English and an Afrikaans file.

Question 4.4.3   Candidates did not answer this question, because the cell was not highlighted, as was the case with the other cells that had to be changed.

Question 5

Questions 5.1
and 5.2   These tested the same skill. The application in real life would ask for a Vlookup.

Question 5.4   The Vlookup function should be dragged down to serve a purpose. A mark should be awarded for this action.

Question 5.7   Is it really necessary to test the using of a function or formula? If there is a function to perform an action, why is it necessary to use a formula? Instead, the question could have required a calculation where there is no function available.

Question 6

Question 6.1.1   The question was spoilt because of the answers provided in the data files.

Question 6.1.4   Afrikaans and English files did not have the same number of records.

Questions 6.1.5

and 6.1.6   No marks were awarded for creating the form and the report.

Question 7

Question 7.2   Mail merge always creates tremendous marking problems. In path making the connection is lost when writing the data to a CD. The marker needs to make the connection again and he might not choose the same data table or query – which could be there. He needs to copy the candidate's data source file to his desktop and make the connection to see the actions of the candidate.

Question 7.3   A few candidates attempted this question