

SACAI

SECTION C

GRADE 12

EXAMINATION GUIDELINES

COMPUTER APPLICATIONS TECHNOLOGY

2016

Examination guidelines for Computer Application Technology

INTRODUCTION

The Curriculum and Assessment Policy Statement (CAPS) for CAT outlines the nature and purpose of the subject. This guides the philosophy underlying the teaching and assessment of the subject in Grade 12.

The purpose of these Examination Guidelines is to:

- Provide clarity on the depth and scope of the content to be assessed in the Grade 12 National Senior Certificate (NSC) Examination in CAT.
- Assist teachers to adequately prepare learners for the examinations.
- To provide guidelines to all SACAI examiners as well as internal and external moderators.

This guideline should be read in conjunction with:

A. *The National Curriculum Statement (NCS):*

- *Curriculum and Assessment Policy Statement (CAPS): Computer Application Technology*
- The National Protocol for Assessment Grades R – 12.
- The National Policy pertaining to the programme and promotion requirements of the National Curriculum Statement, Grades R-12

B. *The Revised SACAI/CAPS Subject Guidelines (2015)*

Format of question papers

Computer Application Technology consists of two papers for examination: A practical paper that is paper 1 and a theory paper that is paper 2.

Practical (Paper 1)

This paper will be three hours long and will consist of 180 marks. This is a practical paper and will be done on the computer. The questions in this paper are based on the following main applications packages studied over the 3 year CAT course (Grade 10 – 12):

- Word processing
 - Spreadsheet
 - Database
 - HTML coding (using Notepad ++)
- Integration will also be present by infusing aspects of files and folders and the management thereof.

This paper is normally written as one of the first subjects of the final examination. Learners' answers are marked and moderated by independent subject specialists.

Theory (Paper 2)

This paper will be three hours long and will consist of 150 marks. The paper is based on the theoretical topics and aspects of ICT (Information and communication technologies).

Learners' answering scripts are marked and moderated by independent subject specialists. 10% or less of the question paper will consist of new concepts regarding technology. These new technologies may not specifically be mentioned in the CAPS document. Learners' are expected to have some knowledge of how computers and technology regarding computers are evolving and developing.



Assessment plan for the year

Assessment			
Assessment during the year		End of the year assessment	
25%		75%	
SBA	PAT	End of the year examination (50%)	
25%	25%	25%	25%
4 tests 2 exams(midyear- and prelim exam)	Project – Practical assessment task	Written exam – Theory 3 hours	Practical exam 3 hours

Cognitive levels

Bloom’s Revised Taxonomy will be used to assess different cognitive levels. The learners will be tested on the different levels¹.

For the **practical paper** the levels that will be tested:

Routine procedures 30%

- Basic formatting, basic calculations, basic file actions and specific instructions, such as inserting a table

Multi-step procedures 40%

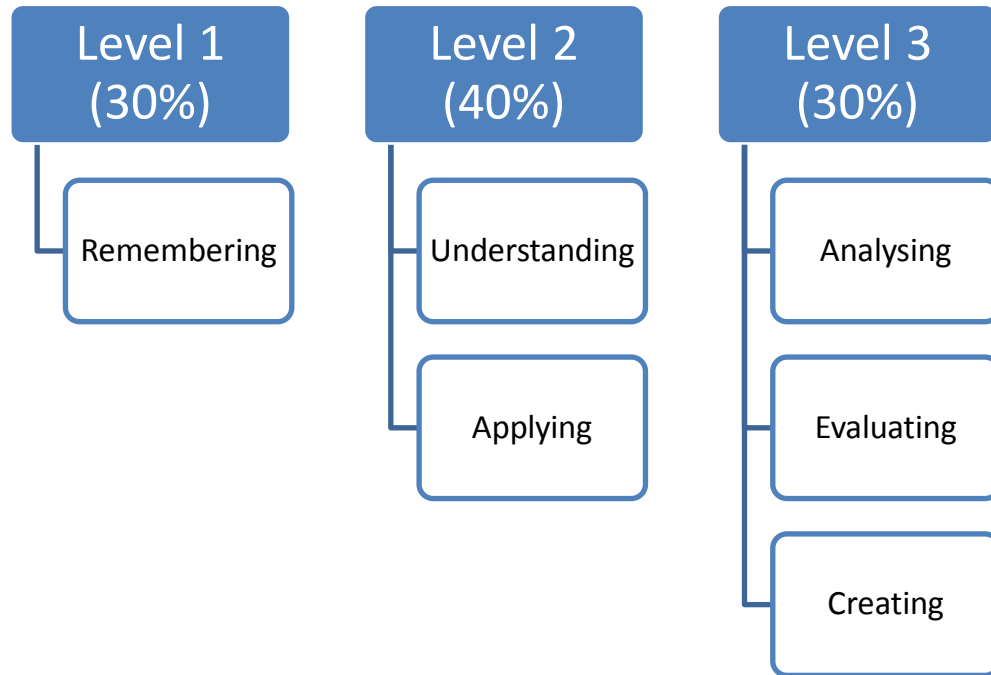
- Reproduction of documents, more complex instructions, longer calculations and multi-step procedures, such as performing a mail merge.

Problem solving 30%

- Analysing documents, advanced file actions, advanced calculations and interpretation and decision-making

¹ Should you require more information on cognitive levels refer to the relevant CAPS documents

For the **theory paper** the levels that will be tested:



Mark allocation per topic as per paper 1

Topic	Mark	Focus	Duration	Weight of questions		
				Level 1	Level 2	Level 3
Word processing	±50	Question(s) containing sub-question(s) with regard to content, terminology, concepts and word processing skills.	3 hours	30%	40%	30%
Spreadsheets	±50	Question(s) containing sub-question(s) with regard to content, terminology, concepts and spreadsheet skills.				
Database	±40	Question(s) containing sub-question(s) with regard to content, terminology, concepts and database skills.				
Web development	±20	Question(s) containing sub-question(s) with regard to content, terminology, concepts and web development skills. An information sheet with HTML tags will be provided ²				
General	±20	Integration and application of skills and knowledge				
Total		180				

Mark allocation per topic as per paper 2

PAPER 2 THEORY		MARK ALLOCATION	FOCUS
SECTION A			
Question 1, 2 and 3	Short questions	± 25	Multiple-choice questions covering all content of all topics. Matching items questions covering all content of all topics. Modified True/False questions covering all content of all topics.
SECTION B			
Question 4	System Technologies	± 25	Content covered in CAPS but it is not limited to the content in the CAPS; Computer hardware, peripherals such as printers; System and application software Networks (hardware and software) Housekeeping and management of computing devices.

² See HTML tag sheet on page 10 of this document

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			Basic troubleshooting, etc Refer to the CAPS document for detailed possibilities of topics that can be asked.
Question 5	Internet and network technologies	± 15	Content covered in CAPS but it is not limited to the content in the CAPS. Definition of network and what it can be used for. Types of networks Internet and Internet services and the www Websites, web technologies and browsers E-communication such as e-mail, instant messaging, etc. Refer to the CAPS document for detailed possibilities of topics that can be asked.
Question 6	Information management	± 10	Content covered in CAPS but it is not limited to the content in the CAPS. Aim is to locate data and direct problem solving will be addressed. Choosing, locating and accessing appropriate data sources. Checking if data is accurate and of good quality. Processing of data Interpretation of data and information Refer to the CAPS document for detailed possibilities of topics that can be asked.
Question 7	Social implications	± 10	Content covered in CAPS but it is not limited to the content in the CAPS. The impact that ICT has on the society Legal, ethical and security issues Educational and ergonomic issues Environmental issues like green computing. Refer to the CAPS document for detailed possibilities of topics that can be asked.
Question 8	Solution Development	± 15	Content covered in CAPS but it is not limited to the content in the CAPS. This question will focus on the knowledge, understanding and development of solutions by using application software. In other word practical application and skills tested theoretically. Refer to the CAPS document for detailed possibilities of topics that can be asked.
SECTION C			
Question 9	Integration	± 50	A real life scenario will be given that will cover all topics that will test the learner's understanding of the different technologies and their ability to make informed decisions when choosing technology, application software, networking, etc
TOTAL			150

VERY IMPORTANT: The content listed in the table is NOT an exhaustive list of what is in the question paper. Please refer to the Revised SACAI CAPS Guidelines 2015 (Section B) that contains a list of all possible content that must be covered before examination takes place.

SOME IMPORTANT ASPECTS WHICH LEARNERS FIND DIFFICULT

Please understand that the following is not guaranteed to be in any one of the final question papers; it is only some problem areas which have hindered learners in the past.

- Knowledge and understanding of newer technologies
- 3D printers
- BYOD (Bring your own device)
- Click-jacking
- Geo-tagging
- LTE
- Micro-USB
- Phablet
- E-reader
- QR code
- 802.11 a/b/g/n
- NFC
- Wireless video display
- Crowd funding
- Bibliography in MS Word (Managing of sources, Style, etc.)
- Citation in MS Word
- Table of content (automatic)
- Mail Merge
- Caption to picture/table/figure
- Comment/track changes
- Page numbers starting from different positions
- MS Access calculations in report and query



Example of HTML tag sheet

Basic Tags	
Tag	Description
<body> </body>	Defines the body of the web page
<body bgcolor='pink'>	Sets the background colour of the web page
<body text='black'>	Sets the colour of the body text
<head> </head>	Contains information about the document
<html> </html>	Creates an HTML document – starts and ends a web page
<title> </title>	Defines a title for the document
<!-- -->	Comment

Text Tags	
Tag	Description
<h1></h1>	Creates the largest heading
<h6></h6>	Creates the smallest heading
	Creates bold text
<i></i>	Creates italic text
 	Sets size of font, from 1 to 7
 	Sets font colour
 	Sets font type

Links	
Tag	Description
 	Creates a hyperlink
 	Creates an image link
 	Creates a target location
 	Links to a target location created somewhere else in the document

Formatting	
Tag	Description
<p></p>	Creates a new paragraph
<p align='left'>	Aligns a paragraph to the left (default), can also be right, or centre
 	Inserts a line break
	Creates a numbered list
	Creates a bulleted list
	Inserted before each list item, and adds a number or symbol depending upon the type of list selected
	Adds an image
	Aligns an image: can be left, right, centre; bottom, top, middle
	Sets size of border around an image

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<code>border='1'></code>	
<code></code>	Sets the height and width of an image
<code></code>	Displays alternative text when the mouse hovers over the image
<code><hr/></code>	Inserts a horizontal line
<code><hr size='3'></code>	Sets size (height) of line
<code><hr width='80%'></code>	Sets width of line, in percentage or absolute value
<code><hr color='ff0000'></code>	Sets the colour of the line
Tables	
Tag	Description
<code><table></table></code>	Creates a table
<code><tr></tr></code>	Creates a row in a table
<code><td></td></code>	Creates a cell in a table
<code><th></th></code>	Creates a table header (a cell with common bold, centred text)
<code><table border='1'></code>	Sets the width of the border around the table cells
<code><table cellspacing='1'></code>	Sets the space between the table cells
<code><table cellpadding='1'></code>	Sets the space between a cell's border and its contents
<code><table width='50'></code>	Sets width of table
<code><tr align='left'></code>	Sets alignment for cell(s) (left, can also be centre, or right)
<code><tr valign='top'></code>	Sets vertical alignment for cell(s) (top, can also be middle, or bottom)
<code><td colspan='2'></code>	Sets number of columns a cell should span
<code><td rowspan='4'></code>	Sets number of rows a cell should span

Important

This Examination Guideline document is meant to be read together with the relevant CAPS documents to ensure clear guidance to educators/tutors.

Please also refer to the **Revised SACAI CAPS Guidelines: CAT** (Section B).