



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY

OPTIONAL SPEED/ACCURACY QUESTION

NOVEMBER 2013

MEMORANDUM AND SPEED COUNT

MARKS: Not applicable

This memorandum consists of 5 pages.

OPTIONAL QUESTION: SPEED/ACCURACY

The maximum key depressions for this question = 3 500 key depressions for 70 wpm in 10 minutes.

It is strongly recommended that the Edutrap Speed Marking software be used to mark the Speed/Accuracy question.

Where the Edutrap Speed Marking software is not used, use the information below.

To determine a speed, mark according to the following mark schedule:

The same example is on page 36 of the *Subject Assessment Guidelines* (January 2008):

Number of key depressions in ten minutes	= 2 125
Gross number of words (number of key depressions, divided by 5) (5 key depressions = one word)	= $2\,125 \div 5 = 425$
Less number of words with errors (e.g. 7 words with errors)	= -7 from 425
Equals net number of words without errors	= 418
Divided by the time (ten minutes)	= $\div 10$
Equals net number of correct words per minute	= 41,8 wpm


Additional notes:

If any words are omitted or inserted, then every 5 key depressions of the omission or insertion count as one word, e.g. if the following words were omitted it would be counted as:

The |quick| brow|n fox| jump|s
1 | 2 | 3 | 4 | 5 | words

A capital letter counts as two key depressions.

NOTE: The optional speed/accuracy question should only be marked in cases where the candidate could reach 20 wpm or more (1 000 key depressions or more).

CONTENT						Upper case/ line spaces	Key depressions	Total key depressions
Social networking websites such as MySpace and Facebook are useful Internet tools to keep in touch with friends and family. These sites can be used to meet new people with similar interests. Social networks have become very popular among teenagers today as they seek to explore or define who they are by connecting with others like themselves.						4	60	64
						1	56	121
						1	57	179
						1	61	241
							60	301
							51	352
						2		354
						1	53	408
						1	62	471
							50	521
If used responsibly, these sites can be positive and beneficial for young people. Too often, however, adolescents include too much personal information and discuss inappropriate behaviour that could get them into trouble. Otherwise, they place themselves at risk by what they share in their online profiles. We have heard a number of stories of young people who have been victims of cyberbullying because others use the information they placed on social networking websites.							59	580
						1	63	644
						1	61	706
							60	766
							60	826
							9	835
						2		837
						1	62	900
							62	962
						2		964
<div style="border: 1px solid black; padding: 2px; display: inline-block;">20 wpm</div>  <p>You need to assume that everyone has access to your profile; that includes parents, teachers, future employers and law enforcement officers. Even if you have your profile restricted to 'friends only', do not discuss anything you would not want them to know. Do not use any language that you would not use in front of your parents or teachers. It is a very good idea to set your profile to private so that you can control who has easy access to your information.</p>						1	62	1027
							58	1085
						1	53	1139
							58	1197
						1	63	1261
						1	61	1323
							62	1385
							48	1433
						2		1435
						1	59	1495
Use discretion when putting photos or any other content on your profile. Your friends might think that a photo of you acting silly at the party last night is funny, but think about						1	60	1556
							63	1619

CONTENT						Upper case/ line spaces	Key depressions	Total key depressions
how your parents or a potential employer will react. Also remember that when your friend, or a stranger, takes your photo it may end up on their profiles for all to see.						1	59	1679
							58	1737
							53	1790
You should assume that people will use the information on your profile to cause harm. Do not put anything online you would not want your worst enemy to know. Think about who you add as friends. Do not add people unless you know them in real life. Be sceptical, even if you think you know them well. Teenagers often think it is cool to accumulate and have thousands of friends. Just remember that these people have open access to all your posted content and information.						2		1792
						1	63	1856
						1	61	1918
						1	63	1982
						1	64	2047
						2	63	2112
							59	2171
						1	62	2234
							40	2274
						2		2276
Assume there are predators out there trying to find you, based on the information you provide in your profile. Think like a predator. Think about what information identifies who you are, where you hang out and where you live. Never post this kind of information anywhere online. Your friends will know how and where to find you.						1	63	2340
						1	62	2403
						1	59	2463
						1	61	2525
						1	61	2587
							26	2613
You can be held responsible for inappropriate content on your profile that is in violation of the terms of service or Acceptable Use Policies of the Internet Service Provider or websites you use. More than this, school districts across the country are revising their policies to allow them to discipline learners for online behaviour that can be linked to a disruption in the classroom environment. You should know that you can be disciplined for misconduct, even if you wrote or posted the content at home from your own computer.						2		2615
						1	62	2678
							56	2734
						6	60	2800
						1	63	2864
							53	2917
							63	2980
						1	60	3041
							62	3103
							53	3156
Finally, parents need to encourage the responsible use of technology among their children. Parents should do their best						2		3158
						1	58	3217
						1	63	3281

CONTENT							Upper case/ line spaces	Key depressions	Total key depressions
to keep up	with the	online behaviour	of their children	and				59	3340
have regular	conversations	with them	about the importance	of				61	3401
using technology	responsibly.	They can	monitor the online				1	59	3461
activities of their	children	when their						39	3500