Province of the
EASTERN CAPE
EDUCATION

ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 38 OF 2018

TO: **DEPUTY DIRECTORS-GENERAL**
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS
(GRADES 10-12)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: **17 SEPTEMBER 2018**

PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL PRACTICAL EXAMINATIONS IN COMPUTER APPLICATIONS TECHNOLOGY AND INFORMATION TECHNOLOGY - NATIONAL SENIOR CERTIFICATE EXAMINATIONS: NOVEMBER 2018

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1. The Provincial Department of Education received Circular E26 of 2018 from the Department of basic Education (DBE).

2. The procedure that must be adhered to during the conduct of the final Practical examinations for Computer Applications Technology (CAT) and Information Technology (IT) is hereby brought to the attention of all concerned.

3. Teachers and schools must verify that the software tools used to implement CAT and/or IT, comply with all the content and skills as listed in the NOT cater for or be adapted to provide for tools that do not comply with the CAPS or Examination Guidelines. (*Also refer to point 5 and 6 in this Assessment Instruction*)

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4. Schools are reminded to refer to the procedures stipulated in **Annexure G** of the *Regulations pertaining to the Conduct, Administration and Management of the National Senior Certificate Examination*.

5. The November 2018 Computer Applications Technology (CAT) examination makes provision for the following software packages:

   - The latest three versions of Microsoft Office will be allowed for examination purposes. For 2018, this will be MS Office 2010, MS Office 2013 and MS Office 2016 (also known MS Office 365).
   - HTML editor e.g. Notepad ++ for the development of web pages.

6. The November 2018 Information Technology (IT) examination provides for learner files which are compulsory to be used by candidates when they do their practical examination. The learner files were prepared and are to be used by candidates with the following software packages:

   - Delphi:
     - Delphi 2010 and upwards
     - MS Access 2010 and upwards

7. The Districts must ensure that all schools offering CAT and IT are audited a month prior to the examination. The checklist for this process is attached as **(Annexure A)**. All Districts must have the audit completed and reports submitted to the Provincial office not later than **28 September 2018**.

8. After the consolidation of the audit reports, the Provincial office will submit a declaration to the DBE indicating the outcomes of the audit. The declaration form **(Annexure B)** is attached.

9. During the Practical Examination, the Chief Invigilator must ensure that:

   - The general instructions contained in the CAT/IT P1 question paper are read out to the candidates BEFORE giving the candidates their own 10-minute reading time;
   - In addition to the invigilator, an experienced Computer Applications Technology or Information Technology teacher is present during all practical sessions, so that he or she can provide the assistance, where necessary;
   - All invigilation requirements are strictly adhered to;
   - All security processes are carried out under the supervision of the chief invigilator; and
   - The correct procedures are followed in the case of a power failure.

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10. <u>After the practical examination is completed, the chief invigilator must ensure that:</u>

- Candidates check whether all their files are stored within their examination folders and labelled with their correct examination numbers;

- Candidates complete the Information Sheet (centre number, examination number, application package used, e.g. MS Office, version, e.g. internet Explorer and the file names to be marked for each question are completed) and ensure that the information matches their examination folders.

- The teacher retrieves all candidates' folders via the network or uses a flash disk to copy all folders to one central computer or server, and checks that every candidates' file in the folder corresponds with the information on the Information Sheet;

- The teacher writes all the candidates' folders to compact disks (CD) or digital versatile disks (DVD) to be submitted for marking. **Note that** Two back up CDs must be written at the same time, one of which must be safely stored at the examination centre and the other submitted together with the original one to examination section of the Province. This must be done under the supervision of the chief invigilator;

- No candidate leaves the examination room until all administrative processes regarding the conduct of the practical examination have been completed.

11. The CAT/IT teacher must check that every candidate's folder, labelled with the candidate's examination number, has been saved onto the CD or DVD and that the files in the folders can all open on a computer other than the one on which copying process took place, before the CD/DVD is packed and handed over to the Chief Invigilator.

12. Should candidate's folders or files be missing, the teacher should try to recover the missing or damaged folders or files before the CD/DVD is written and submitted to the District Officials.

13. The number of candidates' folders stored/copied to each CD/DVD must correlate with the number of candidates listed on the attached mark sheet(s). For example, if there are 40 candidates listed on a mark sheet, the accompanying CD/DVD must have the folders for all 40 candidates. If more than one CD/DVD has been used, all the CDs/DVDs must be packed together with the relevant mark sheet(s).

14. IT candidates who are printing their code must check that the code of all units have been printed and then place their printouts in the correct order before handing in to the invigilator.

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15. The CAT/IT teacher, together with the invigilators should complete and sign the checklist provided by the Provincial Examination Directorate. A sample of the checklist is attached (**Annexure C**).

16. Candidates' files may not be saved on flash disks as the potential of having entire files deleted due to viruses is greater with flash disks. Districts are requested to ensure that schools have access to CD/DVD writers and the CAT/IT teacher knows how to write to a CD/DVD before the examinations.

17. A full report on any technical problems or irregularities that might have occurred during the examination must be submitted to the District Examination Office (e.g. missing/damaged files, time lost due to power outages/faulty equipment, deviation from instructions, etc).

18. The following time frames are suggested for one and two examination sittings, respectively:

ONE SITTING

	TIME ALLOCATED	DURATION
Seated in computer laboratory		08.30
Reading time	10 Minutes	08.50-09.00
Paper 1 (Practical)	3 hours	09.00-12.00
Print (if applicable) and finalise answers, collect folders, write CDs/DVDs	120 minutes (will depend on number of candidates)	12.00-14.00

TWO SITTINGS

	TIME ALLOCATED	DURATION	
		FIRST SITTING	SECOND SITTING
Seated in computer laboratory		7.30	13.00
Reading time	10 minutes	7.50-08.00	13.20-13.30
Paper 1 (Practical)	3 hours	08.00-11.00	13.30-16.30
Print (if applicable) and finalise answers, collect folders, write CDs/DVDs, clean computers etc	120 minutes	11.00-13.00	16.30-18.30

19. Candidates must not leave the examination venue until all printing is complete (if applicable) and all candidates' answers have been submitted and written to CD/DVDs.

20. Candidates sitting for the second session must report an hour before the end of the first sitting, so that they will be escorted to the computer room before the start of the second sitting. This will be done after all the candidates from the first sitting have left the computer room.

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21. If there are any queries regarding the procedures for the conduct of Practical examinations, these should be directed to the District Examination Office.

In ensuring that a successful examination in CAT and IT is conducted, the Heads of all Education Institutions should ensure that the contents of this Assessment Instruction are distributed to all Grade 12 schools offering CAT and/or IT as well as Subject Advisors.

P. VINJEVOLD
(A) DDG: EDUCATION PLANNING, EVALUATION AND MONITORING

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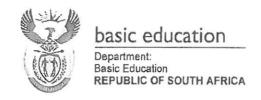
CERTIFICATION (State of Examination Readiness)

PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL PRACTICAL EXAMINATIONS IN COMPUTER APPLICATIONS TECHNOLOGY AND INFORMATION TECHNOLOGY – NATIONAL SENIOR CERTIFICATE: NOVEMBER 2018

(To be completed by the PED <u>at least one month</u> 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 examination officer		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 2018?	
2	How many Grade 12 learners will be writing IT in 2018?	
3	How many operational computers are available for one examination sitting?	
4	How many Grade 12 CAT classes does your school have?	
5	How many Grade 12 IT classes 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?	
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 10	
13	Which software application suite is used? E.g. Microsoft Office 2016	
14	Indicate with a tick ✓ or a cross × whether each of the following programs have been properly installed on the computers in the examination centre Word processor ☐ Spreadsheet ☐ Database ☐ Presentations ☐ Notepad ++ ☐ Delphi 2010 ☐	

15	Have the latest updates/service packs been installed?	
16	Have the regional settings been set to South Africa, e.g. date and time-AND the units of measurement in the word processing application have been set to centimetres?	
17	Have computers been set to save at 5-minute intervals for every application?	
18	Have accessories such as Paint been installed to be available to the candidates?	
19	Which anti-virus program has been installed?	
20	At what intervals is the anti-virus program updated?	
21	Have printers 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 or may not take place.)	
22	Have printers been installed for printing during the IT examination?	
23	Has the Recycle Bin on every computer been emptied/Will it be emptied one day before the examinations?	
24	Is there a plan in place for emptying the recycle bin on every computer before the 2nd sitting?	
25	Has every computer been cleared of all other files/folders/documents not needed for the examination? (The work of other classes must be isolated.)	
26	Has the school installed CD/DVD writers?	
27	Has the feature to use flash/memory disks been disabled on all computers for the duration of the practical examination?	
28	Will access to the internet be blocked/disabled for the duration of the practical examination?	
29	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.	
30	Are security systems in place to prevent the computers being stolen or accessed?	
31	Does the school have a maintenance plan/budget in place for the computer centre?	

CAT TEACHER	IT TEACHER
NAME	NAME
DATE	DATE
SIGNATURE	SIGNATURE

SCHOOL PRINCIPAL	IT TECHNICIAN
NAME	NAME
DATE	DATE
SIGNATURE	SIGNATURE

School stamp

Verified by

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

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL PRACTICAL EXAMINATIONS IN COMPUTER APPLICATIONS TECHNOLOGY AND INFORMATION TECHNOLOGY – NATIONAL SENIOR CERTIFICATE: NOVEMBER 2018

(To be completed by the PEDs submitted to the DBE at least three weeks before the examination)

NAME OF THE PROVINCE: _____

NAME OF THE HEAD OF PROVINCIAL EXAMINATIONS: _____

	Yes		No	
1. All examination centres where CAT and IT for the November 2018 NSC examinations will be examined have been audited.				
2. How many examination centres were audited?				
3. Were there any challenges and how were they resolved?				
Challenge(s):				
Solution:				
4. Do all the examination centres have the necessary software for the conduct of the November 2018 examination?				

_____   _____
HEAD OF PROVINCIALEXAMINATIONS   DATE

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Checklist to be signed and submitted to the examination section of the assessment body with CDs and Information Sheets after the CAT/IT practical examinations

	Action/Instruction	Yes	No
Learners			
1	All learners labelled their electronic examination folder using their examination numbers		
2	All learners checked that all their files submitted for marking are stored within their electronic examination folder		
3	All learners checked that the files submitted for marking can open (no shortcuts, no damaged or missing files, etc.)		
4	All learners completed and submitted the *Information Sheet* provided.		
CAT/IT teachers			
5	CAT/IT teacher checked that all the electronic folders of learners have been retrieved/collected from a central computer		
6	Invigilator(s) collected all the Information Sheets from learners after they were completed in full		
7	CAT/IT teacher checked that the contents of each electronic folder or file corresponded with the information on the learner's Information Sheet		
8	CAT/IT teacher checked that all the learners' electronic folders or files can open from a central computer/folder (no shortcuts, damaged/missing files)		
9	CD/DVD, corresponding with mark sheet, was written and contains all the learners' folders and files		
10	After the CD/DVD was written, it was checked for folders or files that could not open		
11	Two back-up CDs were written, one to be sent together with the original to the PED and the second one to be retained in a safe at the examination centre		
Chief Invigilator			
12	CDs/DVDs and Information Sheets have been packed according to instructions		
13	A report regarding any technical glitches/irregularities or deviation from instructions has been completed and submitted (if applicable)		
14	Checklist has been signed and submitted		

Centre Number: _____

_____   _____
CHIEF INVIGILATOR   CAT/IT TEACHER

_____   _____
INVIGILATOR 1   INVIGILATOR 2

_____
DATE