



Province of the  
**EASTERN CAPE**  
EDUCATION

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**ASSESSMENT & EXAMINATIONS**

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**ASSESSMENT INSTRUCTION 39 OF 2016**

**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:** 30 SEPTEMBER 2016

**PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL  
PRACTICAL EXAMINATIONS IN COMPUTER APPLICATIONS  
TECHNOLOGY AND INFORMATION TECHNOLOGY - NATIONAL SENIOR  
CERTIFICATE EXAMINATIONS: NOVEMBER 2016**

1. The Provincial Department of Education received Circular E25 of 2016 from the Department of basic Education (DBE).
2. The procedure that should be adhered to during the conduct of the final Practical examinations for Computer Applications Technology (CAT) and Information Technology (IT) is hereby brought to your attention.
3. Teachers and schools must verify that the software tools used to implement CAT or IT, comply with all the content and skills as listed in the Curriculum and Assessment Policy Statement (CAPS) for CAT and IT. Question papers will not be adapted to provide for tools that do not comply with the CAPS.



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 2016 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 2016, this will be MS Office 2010, MS Office 2013 and MS Office 2016.
  - HTML editor e.g. Notepad ++ for the development of web pages.
6. The November 2016 Information Technology (IT) examination makes provision for learner files to be used with the following software packages:
  - Java:
    - Netbeans 7.3.1
    - Java JDK 1.7 for 32 bit computer systems (Updates 7 to 25 all have the correct version of Java dB)
    - Java dB 10.8.2.2 (supplied with JDK 1.7 and must also be installed)
  - Delphi:
    - Delphi 7 and upwards
    - MS Access 2007 and upwards
7. The Districts are expected to audit all schools offering CAT and IT two weeks prior to the examination. The checklist for this process is attached as **(Annexure A)**.
8. After the consolidation of the audit reports, the Provincial office must 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:
  - An experienced CAT or IT teacher is present during all practical sessions, so that he or she can provide the necessary assistance if computers are faulty;
  - The invigilation requirements are adhered to;
  - All security processes must be carried out under the supervision of the chief invigilator; and
  - The correct procedures are followed in the cause of a power failure.



10. After the practical examination is completed, the chief invigilator must ensure that:

- 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. Office 2010, web browser used, e.g. Internet Explorer and the file names attempted, completed and to be marked for each question) and ensure that the information matches that in their examination folders;
  - The teacher retrieves all candidates' folders via the network or uses a flash disk 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 CDs must be written at the same time, one set of which must be safely stored at the examination centre and the other set submitted to examination section of the Province. This must be done under the supervision of the chief invigilator; and
  - 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, 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 onto 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. 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**).
15. 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.



16.A full report on any technical glitches 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).

17.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

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

19.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.

### 20. Electricity Supply

- Eskom has been informed of the examination dates and times and requested to ensure that there is uninterrupted electricity supply during the writing of the CAT and IT examinations across the country.
- In the event that electricity supply is interrupted, candidate should be quarantined for a maximum of 2 hours. Thereafter, candidates should be dismissed and allowed to write a back-up paper.



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.

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**R. TYWAKADI**

**DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL OPERATIONS MANAGEMENT**



COMMENTS:

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Supported / Not Supported



30/08/16

N. LEHLAKANE

(A) DIRECTOR: ASSESSMENT & EXAMINATIONS

DATE

COMMENTS:

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Supported / Not Supported



2016-10-03

E. M. MABONA

(A) CHIEF DIRECTOR: CURRICULUM MANAGEMENT

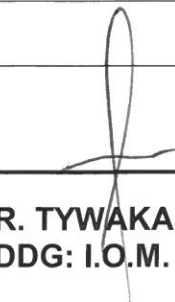
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COMMENTS:

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Approved / ~~Not~~ Approved



05/10/2016

R. TYWAKADI  
DDG: I.O.M.

DATE





## 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 2016

(To be completed by the PED at least one month 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 2016?		
2	How many Grade 12 learners will be writing IT in 2016?		
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 does your school have?		
7	How many examination sittings will be required, one or two?		
8	Will your centres be writing at a venue other than your own examination centre? If so, please state the venue _____		
9	What other 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 7		
13	Which software application suite is used? E.g. Microsoft Office 2010		
14	Indicate with a tick <input checked="" type="checkbox"/> or a cross <input type="checkbox"/> whether each of the following programs have been properly installed on the computers in the examination centre Word processor <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Presentations <input type="checkbox"/>		
15	Have the latest 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	Has the recycle bin on every computer been emptied/Will it be emptied one day before the examinations?		
22	Is there a plan in place for emptying the recycle bin on every computer before the 2 <sup>nd</sup> sitting?		
23	Has every computer been cleared of all other files/folders/documents not needed for the examination? (The work of other classes must be isolated)		
24	Has the school installed CD/DVD writers?		
25	Has the feature to use flash/memory disks been disabled on all computers?		
26	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.		

27	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)	
28	What printers are available for printing during the IT examination? E.g. laser.	
29	Are security systems in place to prevent the computers being stolen or accessed?	
30	Does the school have a maintenance plan/budget in place for the computer centre?	

<p>CAT TEACHER</p> <p>NAME _____</p> <p>SIGNATURE _____</p> <p>DATE _____</p>	<p>IT TEACHER</p> <p>NAME _____</p> <p>SIGNATURE _____</p> <p>DATE _____</p>
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<p>SCHOOL PRINCIPAL</p> <p>NAME _____</p> <p>SIGNATURE _____</p> <p>DATE _____</p>	<p>IT TECHNICIAN</p> <p>NAME _____</p> <p>SIGNATURE _____</p> <p>DATE _____</p>
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School stamp

*Verified by*

<p>WARD MANAGER/SUBJECT ADVISOR/DISTRICT EXAMINATIONS &amp; ASSESSMENT SERVICES/ DISTRICT ICT SERVICES</p> <p>NAME _____</p> <p>SIGNATURE _____</p> <p>DATE _____</p>	<p>Comments, if any</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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## 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 2016

(To be 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 2016 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 2016 examination?		

\_\_\_\_\_  
HEAD OF PROVINCIAL EXAMINATIONS

\_\_\_\_\_  
DATE

## ANNEXURE C

Checklist to be signed and submitted with CDs and Information Sheets after the CAT/IT practical examinations

	Action/Instruction	Yes	No
<b>Learners</b>			
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 examination folder.		
3	All learners checked that the files submitted for marking can open (no short cuts, no damaged or missing files etc.).		
4	All learners completed and submitted the <b>Information Sheet</b> provided.		
<b>CAT/IT Teachers</b>			
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 short cuts, damaged/missing files).		
9	CD, corresponding with mark sheet, was written and contained all the learners' folders and files.		
10	After the CD was written, it had to be checked for folders or files that could not open		
11	Two back-up CDs must be 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.		
<b>Chief Invigilator</b>			
12	CDs 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

\_\_\_\_\_  
INVIGILATOR 3

\_\_\_\_\_  
INVIGILATOR 4

\_\_\_\_\_  
DATE

A completed and signed copy of this checklist must be sent together with the CDs/DVDs, Information Sheets and hard copies (if applicable) to the examination section of the assessment body.