



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

MAY/JUNE 2025

MARKING GUIDELINES

MARKS: 150

CENTRE- NUMBER							
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FINAL MARK

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EXAMINATION NUMBER													
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	27	18	16	24	35	15	15	150
CANDIDATE'S MARK								
MARKER'S CODE/ SIGNATURE								
MODERATED MARK								

These marking guidelines consists of 14 pages.

EXAMINATION NUMBER																			
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Check the accuracy and skill required before awarding a mark throughout.

QUESTION 1

File name: 1eSports

Total Q1: 27

No.	Criteria	Maximum Mark			Candidate Mark
1.1	File properties • Status: eSports ✓	1		1	
1.2	Drop caps: e... • Position: Dropped ✓ • Lines to drop: 5 ✓	1 1		2	
1.3	Style: Win • Text effect: Preset: Glow: 8 point; Orange ... ✓ • Font: Character spacing ○ Scale: 150% ✓ ○ Spacing: Expanded ✓	1 1 1		3	
1.4	Find and Replace: games • Text: 'games' replaced ✓ • Format: Styles: Win Char ✓ • 11 occurrences (Match case & Whole words) ✓	1 1 1		3	
1.5	Image: How eSports Competitions ... • Picture Style: Rotated, White ✓ • Border colour: Light Blue ✓ • Artistic Effects: Paint Strokes ✓	1 1 1		3	
1.6	Footnote/Endnote • Format: Footnote/Endnote symbol: ☞ Webdings character code 185 ✓ (<i>symbol changed in text and endnote/footnote</i>) • Footnote converted to Endnote ✓	1 1		2	
1.7	Bookmark: Sponsor • Bookmark: Organiser changed to Sponsor ✓ • Link to: Riot Games ✓	1 1		2	
1.8	SmartArt • Layouts: Vertical arrow list ✓ • Shapes added after 2000s: Rise of ... ✓ • All text is in correct shape ✓	1 1 1		3	
1.9	Page layout: SmartArt page • Section breaks inserted ✓ (<i>last two pages only</i>) • Orientation: Landscape ✓	1 1		2	

EXAMINATION NUMBER																			
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Check the accuracy and skill required before awarding a mark throughout.

QUESTION 2

File name: 2Stats

Total Q2: 18

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Cover page <ul style="list-style-type: none"> Built-in: Slice (Dark) ✓ Document Title: Statistics ✓ 	1		2	
		1			
2.2	Columns: 'Viewer Demographics ... and sponsorship opportunities.' <ul style="list-style-type: none"> Converted to 2 columns ✓ Spacing: 1.5 cm ✓ Line between: selected/checked ✓ Column break inserted before: 'The relationship between' ✓ 	1		4	
		1			
		1			
		1			
2.3	Bullet list: below text 'The following list ...' <ul style="list-style-type: none"> Bullets (♦) applied to the complete list ✓ 	1		1	
2.4	Image AND WordArt <ul style="list-style-type: none"> Cropped to Star: 10 points ✓ WordArt text appears on top of image ✓ All text and image grouped ✓ 	1		3	
		1			
		1			
2.5	Linked table <ul style="list-style-type: none"> 2Team: Object (Data) inserted ✓ Linked object ✓ Displays contents of 2Team ✓ Alt+F9: { LINK Excel.Sheet.12 ... }	1		3	
		1			
		1			
2.6	Page border <ul style="list-style-type: none"> Any 3-line page border inserted ✓ Position: Left and right side only ✓ 	1		2	
		1			
2.7	Text Field <ul style="list-style-type: none"> Field: NumWords inserted ✓ Format: First, Second, Third, ... ✓ Text Direction feature: Horizontal ✓ Alt+F9: { NUMWORDS * OrdText * MERGEFORMAT }	1		3	
		1			
		1			
Total for QUESTION 2				[18]	

EXAMINATION NUMBER																			
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QUESTION 3**File name: 3Rank****Total Q3: 16**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work (Cell references may differ, depending on the candidate's response).
- Candidates may use multiple formulae, cells or 'building blocks' to reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if changes are made to the existing data.

No.	Criteria	Maximum Mark			Candidate Mark
(Sheet 1) Medals worksheet					
3.1	Sheet 1: Rename <ul style="list-style-type: none">Renamed: Medals ✓Worksheet moved to be the last sheet ✓	1		2	
		1			
Players worksheet					
3.2	Row 5: Format cells <ul style="list-style-type: none">Alignment: Text control: Wrap text selected ✓Alignment: Horizontal: Centre ✓	1		2	
		1			
3.3	Cell D3: =LARGE(D6:D59,4) <ul style="list-style-type: none">Function: LARGE(D6:D59, ...) ✓Number: 4 ✓			2	
		1			
3.4	Cell F6: =D6/E6 <ul style="list-style-type: none">D6/E6 ✓			1	
		1			
Tournament worksheet					
3.5	Cell C3: =COUNTA(A7:A52) (Accept column A - G) OR =COUNT(B7:B52) (Accept column B, C, G) <ul style="list-style-type: none">Function: COUNTA(A7:A52) ✓	1		1	

EXAMINATION NUMBER																			
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QUESTION 4**File name: 4Shop****Total Q4: 24**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work (Cell references may differ, depending on the candidate's response).
- Candidates may use multiple formulae, cells or 'building blocks' to reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if changes are made to the existing data.

No.	Criteria	Maximum Mark			Candidate Mark
September worksheet					
4.1.1	Cell D3: =COUNTBLANK(G6:G46) • Function: COUNTBLANK(G6:G46) ✓	1		1	
4.1.2	Cell H10: =(F10+ G10)/24 • (F10+ ✓G10) ✓ /24 ✓	3		3	
4.2	Column A: Conditional formatting • Applied to: =A6:A46 ✓ • Formula: =D6 ✓ >=3 ✓ OR \$D6:\$D46>=3 OR >2 (no absolute cell reference applied to row number) • Format: Fill colour: Green ✓	1 2 1		4	
4.3	Cell I6: =IF(G6>0,"Notice", "") OR =IF(G6="", "", "Notice") OR =IF(COUNT(G6)=1,"Notice", "") OR =IF(COUNTBLANK(G6)=0,"Notice", "") • Function: IF(...) ✓ (correct syntax used) • Logical test: ○ Determine if the extra amount per month: G6 ✓ OR H6 ○ is more than 0: >0 ✓ OR "" • True output: "Notice" ✓ • False output: "" ✓	1 1 1 1 1		5	

EXAMINATION NUMBER																			
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Games worksheet					
4.4	Cell C3: =COUNTIFS(E6:E19,">=60%",E6:E19,"<=75%") OR =COUNTIFS(E6:E19,"<=75%",E6:E19,">=60%") <ul style="list-style-type: none"> Function: COUNTIFS(...) ✓ Criteria 1: <ul style="list-style-type: none"> Criteria 1 range: E6:E19 ✓ count the cells if the criterion is 60% or more (>=60%) ✓ OR >59 AND Criteria 2: <ul style="list-style-type: none"> Criteria 2 range: E6:E19 ✓ count the cells if the criterion is 75% or less (<=75%) ✓ OR <76 	1		5	
		1			
		1			
		1			
		1			
		1			
(Price) worksheet					
4.5	Chart/Graph: <ul style="list-style-type: none"> Column graph created: Data range: =Games!\$A\$13:\$A\$19,Games!\$D\$13:\$D\$19 ✓ OR =Games!A13:A19,Games!D13:D19 Chart area: Fill: 4Screen image ✓ Gridlines: Primary Major Horizontal: removed ✓ Data labels: Label position: Outside End ✓ Trendline: Moving Average ✓ Chart moved to a new sheet called: Price ✓ 	1		6	
		1			
		1			
		1			
		1			
		1			
		1			
	Total for QUESTION 4			[24]	

EXAMINATION NUMBER																			
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QUESTION 5**File name: 5Games****Total Q5: 35**

No	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	Field: Tournament <ul style="list-style-type: none">Field size: 15 ✓	1		1	
5.1.2	Field: Date <ul style="list-style-type: none">Format: Short date ✓ OR yyyy/mm/ddShow date picker: For dates ✓	1 1		2	
5.1.3	Field: Location <ul style="list-style-type: none">Display control: Combo Box ✓Row Source: SELECT [tblCountry].[Country] FROM tblCountry ✓Sort: ORDER BY [Country] ✓	1 1 1		3	
5.1.4	Field: Prize <ul style="list-style-type: none">Validation rule: >15000 ✓Validation Text: Any appropriate text that refers to the rule ✓	1 1		2	
Form: frm5_2					
5.2	Image: <ul style="list-style-type: none">Image moved to form header ✓ (<i>appears below heading</i>)Size mode: Clip ✓ Discount fee: =([Fee]*0.9,0) <ul style="list-style-type: none">([Fee]- ✓ ([Fee] *10/100) ✓ OR ([Fee]*0.9)Format: Currency ✓	1 1 2 1		5	
Query: qry5_3					
5.3	<ul style="list-style-type: none">Query created: <i>Game</i>, <i>Fee</i> and <i>GameDate</i> fields ✓<i>GameDate</i> field criteria:<ul style="list-style-type: none">Between #2025/01/01# ✓ OR >=#2025/01/01# OR >#2024/12/31#And ✓#2025/04/30# ✓ OR <=#2025/04/30# OR <#2025/05/01#Sorted: <i>Game</i> field in ascending order ✓ <p>(Expected records: 19)</p>	1 1 1 1 1		5	

EXAMINATION
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Query: qry5_4

5.4

- Genre criteria: "Classic" ✓
- Genre criteria: NOT "Action" **OR** <> "Action" ✓
- Rating criteria: >8 **OR** >=9 ✓
- <>"Action" AND >"8" OR "Classic" logic used ✓

Field:	Game	Genre	Rating
Table:	tblGames	tblGames	tblGames
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		"Classic"	
or:		<>"Action"	>"8"

(Expected records: 17)

1		4
1		
1		
1		

Query: qry5_5

5.5	<ul style="list-style-type: none"> Genre field: Group by ✓ Rating field: AVG ✓ Rating field: Format: Standard ✓ OR Fixed 	1		3	
		1			
		1			

Query: qry5_6

5.6	New field: Code: Left([Game],3)&Month([GameDate]) <ul style="list-style-type: none"> New field: Code ✓ Left([Game],3) <ul style="list-style-type: none"> Function: Left([Game], ...) ✓ Number of characters: 3 ✓ Function: & ✓ 			4	
		1			
		1			
		1			

Report: rpt5_7

5.7	<ul style="list-style-type: none">Report rpt5_7 created with <i>Genre</i>, <i>Rating</i>, <i>Game</i> and <i>Fee</i> fields ✓Grouped according to <i>Genre</i> ✓ then according to <i>Rating</i> ✓Function inserted in <i>Genre</i> group footer ✓Function: Min([<i>Fee</i>]) ✓Label: Lowest Fee ✓	1		6	
		1			
		1			
		1			
		1			
		1			
		(Note to marker: Ignore currency)			
	Total for QUESTION 5				[35]

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QUESTION 6**File name: 6_1Tournament, 6_2Entry****Total Q6: 15**

- This question should be marked from the HTML code.
- Numerical attribute values and single words do not need to be in inverted commas.

No	Criteria	Maximum Mark			Candidate Mark
6_1Tournament					
6.1.1	Alignment tag <body align="center"> • Attribute: align="Center" ✓	1		1	
6.1.2	Image • File extension of the image: .png ✓ • Attribute: alt ="Logo" ✓	1 1		2	
6.1.3	Heading <h2>Welcome to the Tournament!</h2> • <h2> </h2> tags inserted ✓	1		1	
6.1.4	Table data <td>Date: 25 November 2025</td> • <td>...</td> tags inserted ✓	1		1	
6.1.5	Horizontal line <hr width="50%" size="10%" color ="Gold"/> • <hr> tag inserted ✓ • Attribute: size="10%" ✓ • Attribute: color="Gold" ✓	1 1 1		3	
6.1.6	Hyperlink Register Now • href inserted ✓ • <a> Closing tag moved to end of line ✓	1 1		2	

EXAMINATION
NUMBER

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6_2Entry

<p>.....</p> <p>^① <body bgcolor="lightyellow"></p> <p><p> Please complete the form in full.</p></p> <p>^② <table></p> <p><tr></p> <p>^③ <th colspan="2">ESports Event Entry</th></p> <p></tr></p> <p><table></p> <p>^④ <p> Please note standard rules and regulations apply.</p></p> <p></body> </html></p> <p>① Attribute: bgcolor="lightyellow" ✓ ② Table: border removed ✓ OR border = "0" ③ Colspan="2" ✓ ④ Bold Tag: ... ✓</p>			4	
	1			
	1			
	1			
	1			
Closing tag(s) or triangular brackets and nesting correctly used. ✓	1		1	
Total for QUESTION 6			[15]	

EXAMINATION NUMBER																			
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QUESTION 7**File names: 7Report, 7Staff, 7Export, 7Results****Total Q7: 15**

No	Criteria	Maximum Mark			Candidate Mark
7Report					
7.1.1	Table of contents <ul style="list-style-type: none">Table of content inserted ✓Level 1: Gaming style ✓Level 2: Heading 3 style ✓ ALT+F9: { TOC \h \z \t "Heading 3,2,Gaming,1" }	1 1 1	<div></div> <div></div> <div></div>	3	
7.1.2	Hyperlink <ul style="list-style-type: none">Link added: On QR code to 7Results.html ✓ScreenTip: 'Viewing' ✓	1 1	<div></div> <div></div>	2	
7Staff					
7.2	Cell H5: =AND(B5<>"Yes",F5<>"Host",G5<>"Host") OR =AND(B5="No",F5<>"Host",G5<>"Host") <ul style="list-style-type: none">Operator: <> ✓B5<>"Yes" ✓ OR B5="No"F5<>"Host" ✓G5<>"Host" ✓	1 1 1 1	<div></div> <div></div> <div></div> <div></div>	4	
7Export					
7.3	Exporting: tblSA <ul style="list-style-type: none">Records exported: Player 1 – Player 20 ✓Export data with formatting & layout ✓File name: 7Export.xlsx ✓	1 1 1	<div></div> <div></div> <div></div>	3	

EXAMINATION
NUMBER

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7Results

7.4	<p>..... ①</p> <p><code><ol type = "I" ></code></p> <p><code><img src="7Podium.png" alt="First Place Winner"</code></p> <p>② <code>border = "3"></code></p> <p><code><h2>Johan Sundstein</h2> </code></p> <p><code><p>Prize: R37 425.00</p></code></p> <p>③</p> <p><code><h2>Kuro Takhasomi</h2></code></p> <p><code><p>Prize: R30 357.00</p></code></p> <p><code><h2>Saahil Arora</h2></code></p> <p><code><p>Prize: R21 257.00</p></code></p> <p><code></code></p> <p>① List: Attribute: type = 'I' ✓</p> <p>② Image border: 3 pt ✓</p> <p>③ 2nd Place winner displays as list item: <code> </code> ✓</p>			3	
	TOTAL FOR QUESTION 7			[15]	
	TOTAL			150	