NATIONAL SENIOR CERTIFICATE EXAMINATION
MAY 2023

COMPUTER APPLICATIONS TECHNOLOGY: PAPER I
INSTRUCTIONS TO TEACHERS

TO THE TEACHER RESPONSIBLE FOR CANDIDATES OFFERING THE COMPUTER APPLICATIONS TECHNOLOGY PRACTICAL EXAMINATION

INSTRUCTIONS CONCERNING DATA FILES SUPPLIED IN THE IEB ELECTRONIC POSTBOX: ASSESSMENT MATERIAL

Teachers need to ensure that the full package (word processor, spreadsheet and database), including wizards and help, is installed and available on the computers used by learners taking this examination. Learners will require the use of a Text Editor, e.g. Notepad, WordPad, or Notepad ++ for the HTML coding. Learners writing in Afrikaans must have an Afrikaans spell check installed. If you are using Microsoft software, Microsoft Office 365 (desktop) is the minimum software requirement.

Data Files

The Computer Applications Technology Practical Examination Data Files together with the *Instructions to Teachers* have been placed in the IEB ELECTRONIC POSTBOX: ASSESSMENT MATERIAL. These Data Files are to be checked against ANNEXURE A on page 3 and copied onto the disk space that will be used exclusively by each candidate on the examination date.

Submission of the practical examinations for marking

The Computer Applications Technology: Paper I (Practical Examination) is scheduled for Thursday, 11 May 2023, from 9:00 to 12:00. On completion of the examination:

- It is the CAT teachers' responsibility to ensure that all the candidates' data is placed on the flash drive that was provided by the IEB.
- Each candidate must have their own folder on the flash drive, with their examination number as the name of the folder and all files contained within.
- A backup must also be made and kept at the school on relevant storage media until 11 August 2023 when the re-marking process will have been completed.
- The flash drive needs to be placed in the padded envelope, then in the grey bag and then in the RAM courier bag supplied by the IEB by no later than 17:00 on Thursday, 11 May 2023.
- **A completed and signed copy of the attached PRACTICAL EXAMINATION DECLARATION IN GRADE 12 must be included in the padded envelope.**

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LETTER FROM THE HIGH SCHOOL HEAD AND CAT TEACHER(S)

Name of School	
Centre Number	
Completed by	
Designation	

The IEB
P O Box 875
Highlands North
2037

Dear IEB

RE: PRACTICAL EXAMINATION DECLARATION IN GRADE 12, 2023

COMPUTER APPLICATIONS TECHNOLOGY

We certify that we have ensured that:	**Cross your response**	
All the work in each candidate's folder has been copied from the examination location and saved on the flash drive provided by the IEB, without any modification whatsoever.	YES	NO
All the work in each candidate's folder is the work of that candidate only.	YES	NO
A copy of each candidate's folder has been sent to the IEB on the flash drive provided by the IEB.	YES	NO
NO CANDIDATE HAD ACCESS TO THE INTERNET DURING THE EXAMINATION.	**YES**	**NO**
No help or assistance at all was given to or allowed to be given to any candidate other than that of a technical nature; either a computer malfunction or a power failure.	YES	NO
A comprehensive incident report describing the computer malfunction and/or the power failure has been sent to the IEB.	YES	NO
A copy of each candidate's work has been saved on the school system and will be kept at the school on relevant storage media until 11 August 2023 when the re-marking process will have been completed.	YES	NO

_____ _____

CAT EDUCATOR/S **HEAD**

_____ _____

DATE **DATE**

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ANNEXURE A

FILES FOR LEARNERS

The following pages contain the hard-copy printouts of the data supplied to each of the candidates.

Data Files	QUESTION 1	QUESTION 2
QUESTION 1 QUESTION 2 QUESTION 3 QUESTION 4 QUESTION 5 QUESTION 6 QUESTION 7 Student_Screenshots.docx	Agenda ← Empty _Q1Answers.docx CarHire.zip Castle.webp FlagOfScotland.jpg History.rtf MapofScotland.jpg PrivateDetails.docx RailRoutes.jpg ReviewFormat.docx Reviews.docx Scotland-national-anthem.mp3	DocumentSources.txt Q2_AboutScotland.docx Q2_TripPlanner.docx Travel.jpg
QUESTION 3	**QUESTION 4**	**QUESTION 5**
Food.jpg Q3_Food.docx Q3_Itinerary.docx	Flight.jpg Q4_Flights.xlsx	Q5_Weather.xlsm
QUESTION 6	**QUESTION 7**	**QUESTION 7 images**
Q6_Accommodation.accdb Q6_Screenshot.docx ScotlandAccommodationData.xlsx	images index.html	EdinburghCastle.jpg ScotFlag.jpg

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