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basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

APPROVED MARKING GUIDELINE
 2024-05-22
 JVA/BE/EA/6 X/896, PRETORIA 0001
 DEPARTMENT OF BASIC EDUCATION

APPROVED

Dr Cl. Schlebusch
 Dr Cl. Schlebusch
 Umatuzi External Moderator
 22 May 2024

SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

Approved
Frankumar
 Internal moderators
 2024-05-22

COMPUTER APPLICATIONS TECHNOLOGY P1

MAY/JUNE 2024

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	26	19	19	21	35	15	15	150
CANDIDATE'S MARK								
MARKER'S CODE/ SIGNATURE								
MODERATED MARK								

These marking guidelines consists of 15 pages.



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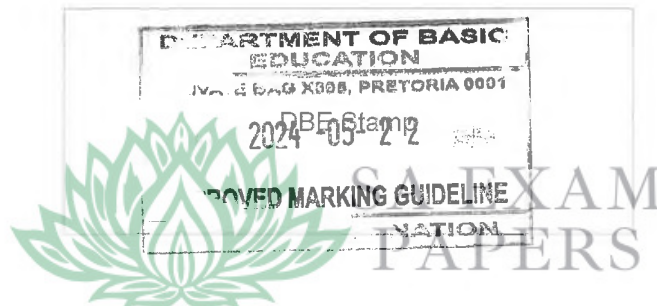
Check the accuracy and skill required before awarding a mark throughout.

QUESTION 1

File name: 1Zoo

Total Q1: 26

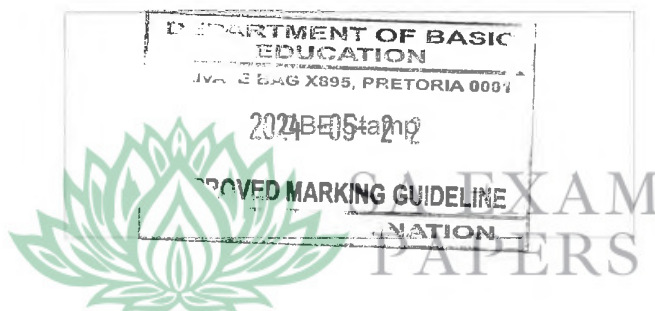
No.	Criteria	Maximum Mark			Candidate Mark
1.1	Hyphenation <ul style="list-style-type: none"> Automatic hyphenation applied ✓ 	1		1	
1.2	Cover Page <ul style="list-style-type: none"> Cover page inserted: Slice (Light) ✓ Only Title and Subtitle controls display AND other controls removed ✓ 	1		2	
		1			
1.3	Heading 1: Text effect and Character spacing <ul style="list-style-type: none"> Character spacing: Expanded by 3 pt ✓ Text effect: 3-D format: Top bevel: ✓ 5 pt height ✓ 	1		3	
		2			
1.4	Header: Date field <ul style="list-style-type: none"> Date field inserted in the header ✓ Header: Year right aligned ✓ Format: YYYY ✓ (Accept yyyy) <p>Alt+F9: { DATE \@ "YYYY" * MERGEFORMAT }</p>	1		3	
		1			
		1			
1.5	Footnote <ul style="list-style-type: none"> Layout: 3 columns ✓ Numbering format: i, ii, iii, ... ✓ 	1		2	
		1			
1.6	Paragraph setting: Pagination Page Break: Did you know? <ul style="list-style-type: none"> Pagination: Page break before ✓ <p>(Note to marker: Do NOT accept a forced Page Break)</p>	1		1	
1.7	Table: Below Prices start from <ul style="list-style-type: none"> Text modified to display in one table ✓ Appear as the example ✓ Last row merged with correct text ✓ Cell spacing: 1 cm ✓ 	1		4	
		1			
		1			
		1			
		1			



88

EXAMINATION NUMBER																				
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1.8	<p>Track changes: Above Emergency contact info</p> <ul style="list-style-type: none"> Track changes: Accepted ✓ <p>(Note to marker: No text appears between the table, ending with '...', first served basis' and the heading 'Emergency contact info')</p>	1		1									
1.9	<p>Tab settings: All life threatening ... 2000 ext. 230</p> <ul style="list-style-type: none"> Tab stop position: 7 cm ✓ Alignment: Bar ✓ Tabs applied to text as shown below ✓ <p>Emergency numbers:</p> <table border="0"> <tr> <td>All life-threatening emergencies:</td> <td>011 375 5911</td> </tr> <tr> <td>Ambulance:</td> <td>082 911 or 10177</td> </tr> <tr> <td>Police Parkview:</td> <td>011 486 5000</td> </tr> <tr> <td>Zoo Security:</td> <td>011 646 2000 ext. 230</td> </tr> </table>	All life-threatening emergencies:	011 375 5911	Ambulance:	082 911 or 10177	Police Parkview:	011 486 5000	Zoo Security:	011 646 2000 ext. 230	1 1 1		3	
All life-threatening emergencies:	011 375 5911												
Ambulance:	082 911 or 10177												
Police Parkview:	011 486 5000												
Zoo Security:	011 646 2000 ext. 230												
1.10	<p>Table of Figures</p> <ul style="list-style-type: none"> Table of Figures inserted ✓ No page numbers ✓ <p>Alt+F9: { TOC \n \h \z \c "Figure" }</p>	1 1		2									
1.11	<p>Find and Replace: 'Johannesburg Zoo' replaced with 'JHB' ✓</p> <ul style="list-style-type: none"> Replacement text: 'JHB' ✓ Red ✓ Webdings symbol: 246 (✓) ✓ Only Johannesburg Zoo replaced ✓ <p>(Note to marker: 6 occurrences)</p>	1 2 1		4									
Total for QUESTION 1				[26]									



88

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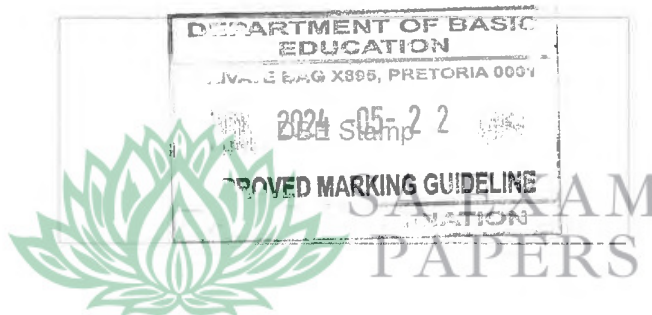
Check the accuracy and skill required before awarding a mark throughout.

QUESTION 2

File name: 2Adoption

Total Q2: 19

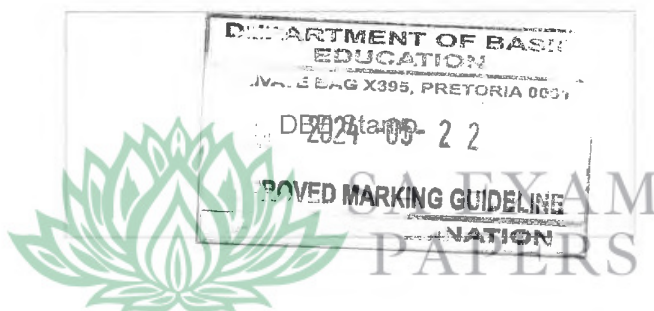
No.	Criteria	Maximum Mark		Candidate Mark
2.1	Page layout: Margins <ul style="list-style-type: none"> • Top margin: 2 cm ✓ • Gutter position: Left ✓ 	1 1	2	
2.2	Page Numbering in footer <ul style="list-style-type: none"> • Format: Outline circle ✓ • 'Different Odd & Even Pages' selected ✓ • Position of even page numbers: Right side ✓ 	1 1 1	3	
2.3	Synonym: <i>Endangered</i> <ul style="list-style-type: none"> • Endangered changed a <u>one-word synonym</u> to: rare ✓ /scarce/threatened/vanishing/imperilled 	1	1	
2.4	Drop Cap: <i>List</i> <ul style="list-style-type: none"> • Drop cap applied: In margin ✓ • Distance from text: 0.5 cm ✓ 	1 1	2	
2.5	Multi-level list: Below <i>Type of adoption ...</i> <ul style="list-style-type: none"> • First level <ul style="list-style-type: none"> • Numbering Style: 1st, 2nd, 3rd, ... ✓ • Text indent at: 1 cm ✓ • Second level <ul style="list-style-type: none"> • Numbering: 1, 2, 3, ... ✓ 	1 1 1	3	
2.6	Hyperlink: E-mail address <ul style="list-style-type: none"> • Linked to e-mail address: mailto:anna@cityzoo.org.za ✓ 	1	1	



SC/NSC – Marking Guidelines

EXAMINATION NUMBER																				
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2.7	Tiger Picture and Callout Shape <ul style="list-style-type: none"> • Callout shape appears (modified and white fill) ✓ • Text 'Adopt Me!' inserted ✓ (and visible) • Callout shape and image grouped ✓ as one object 			3	
		1			
		1			
		1			
2.8	Form Controls <ul style="list-style-type: none"> • Drop down item added: Blank option ✓ • Blank option appears as the first item in option list ✓ • <i>Payment Amount</i> field: Number format: R ✓ • <i>Cellphone Number</i> field: Default: +27 ✓ 			4	
		1			
		1			
		1			
	Total for QUESTION 2			[19]	



88

EXAMINATION NUMBER																				
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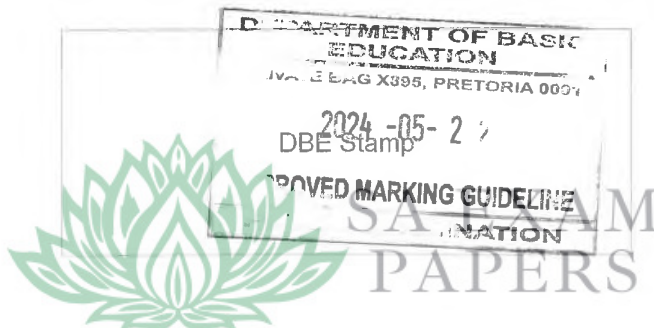
QUESTION 3

File name: 3Budget

Total Q3: 19

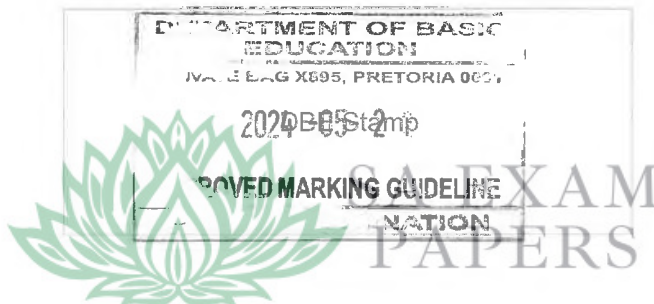
- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work (Cell references may differ, depending on the candidate's response).
- Candidate may use multiple formulae, cells or 'building blocks' to reach answers.
- Named ranges can be used instead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

No.	Criteria	Maximum Mark			Candidate Mark
Budget worksheet					
3.1	Tab colour • Tab colour: Any orange colour ✓	1		1	
3.2	Page Setup: Page and Sheet • Correct area: A1:I59 ✓ • Scaling: Fit to: 1 page wide by 1 page tall ✓	1		2	
3.3	Cell E3: =SUMIFS(G7:G59,D7:D59,"Mammals",F7:F59,">=2016/01/01") OR =SUMIFS(G7:G59, F7:F59,">=2016/01/01", D7:D59,"Mammals") OR =SUMIFS(G7:G59,D7:D59,"Mammals",F7:F59,">2015/12/31") OR =SUMIFS(G7:G59, F7:F59,">2015/12/31", D7:D59,"Mammals") • SUM range: G7:G59 ✓ • Criteria range 1: D7:D59 ✓ • Criteria 1: "Mammals" ✓ • Criteria range 2: F7:F59 ✓ • Criteria 2: ">=2016/01/01" ✓ OR ">2015/12/31"	1		5	



EXAMINATION NUMBER																				
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<p>3.4</p>	<p>Column H: Conditional formatting</p> <ul style="list-style-type: none"> • Icon: Flag order: Red, Yellow, Green ✓ • Second condition value: ≥ 10000 ✓ • Second condition type: Number ✓ 	<p>1 1 1</p>		<p>3</p>	
<p>3.5</p>	<p>Cell I7: $=SUM(G7*12,H7)*0.0225+SUM(G7*12,H7)$ OR $=SUM(G7*12,H7)*2.25/100+SUM(G7*12,H7)$ OR $=SUM(G7*12,H7)*1.0225$ OR $=(((G7*12)+H7)*2.25/100)+(G7*12)+H7$ OR $=SUM(G7*12,H7)*2.25\%+SUM(G7*12,H7)$</p> <ul style="list-style-type: none"> • Determine annual amount of Food budget (G7*12) ✓ • Add Grooming budget to Food budget (H7) ✓ • Calculate 2.25% of existing amount ✓ • Add percentage to existing amount ✓ 	<p>1 1 1 1</p>		<p>4</p>	
<p>Totals worksheet</p>					
<p>3.6</p>	<ul style="list-style-type: none"> • Data labels: <ul style="list-style-type: none"> • Percentage ✓ • Separator: (space) ✓ • Grass/Hay slice: <ul style="list-style-type: none"> • Angle of first slice: $\pm 80^\circ$ ✓ ($70^\circ - 90^\circ$) • Explosion ✓ (accept any %) 	<p>1 1 1 1</p>		<p>4</p>	
<p>Total for QUESTION 3</p>				<p>[19]</p>	



88

EXAMINATION NUMBER																			
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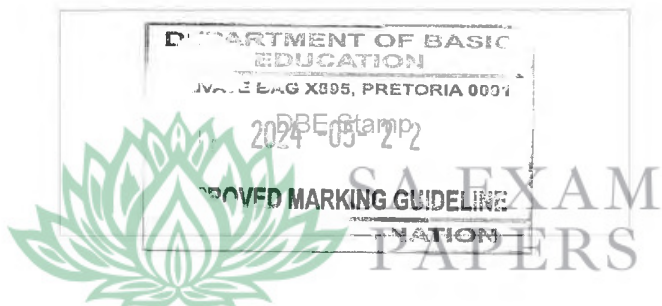
QUESTION 4

File name: 4Excursions

Total Q4: 21

- 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).
- Candidate 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 values are changed in the existing data.

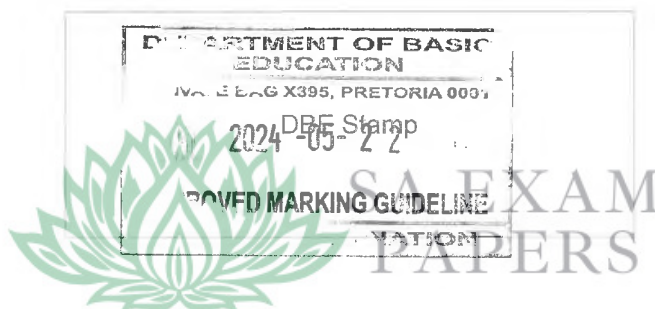
No.	Criteria	Maximum Mark			Candidate Mark
4.1	Worksheet moved • Trip worksheet appears before Q4_6 worksheet ✓	1		1	
Trip worksheet					
4.2	Cell C3: =COUNTIF(E7:E153,"EC") • Function: COUNTIF ✓ • Cell range: E7:E153 ✓ • Criteria: "EC" ✓	1		3	
		1			
		1			
4.3	Cell G3: =MODE(H7:H153) • Function and cell range: MODE(H7:H153) ✓	1		1	
4.4	Cell D7: =CONCATENATE("+27 ",RIGHT(C7,9)) OR =CONCATENATE("+27"," ",RIGHT(C7,9)) OR ="+27 "&(RIGHT(C7,9)) OR ="+27"&" "&MID(C7,2,LEN(C7)) OR =CONCATENATE("+27 ",VALUE(C7)) • Strings combined: CONCATENATE OR & ✓ • Text: "+27" ✓ • Two spaces added: " " OR "+27 " ✓ • Text copied from column C using MID and LEN OR the RIGHT OR VALUE function ✓ • All characters copied from character 2 ✓	1		5	
		1			
		1			
		1			
		1			
		1			



8/8

EXAMINATION NUMBER																				
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4.5	<p>Cell F13: =ROUNDUP(G13/30,0)</p> <ul style="list-style-type: none"> • Function: ROUNDUP(...,0) ✓ • G13 ✓ • /30 ✓ 	1		3	
4.6	<p>Column H: Data Validation</p> <ul style="list-style-type: none"> • Data validation setting: Start Date: 2023/12/01 ✓ • Screenshot of cells H5:H30 pasted in worksheet Q4_6 ✓ • Circle invalid data feature applied ✓ 	1		3	
4.7	<p>Cell I12: =IF(OR(Day(H12)=9, DAY(H12)=16), "Badge", "") OR =IF(OR(H12=DATE(2023,12,9), H12=DATE(2023,12,16)), "Badge", "")</p> <ul style="list-style-type: none"> • Correct syntax/logic used: =IF(OR(...), ... , ...) ✓ • Criteria 1: H12=DATE(2023,12,9) ✓ • Criteria 2: H12=DATE(2023,12,16) ✓ • Output if Date is TRUE: "Badge" ✓ • Output if both criteria is FALSE: "" ✓ 	1		5	
Total for QUESTION 4				[21]	



Handwritten initials/signature

EXAMINATION NUMBER																			
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QUESTION 5

File name: 5Animals

Total Q5: 35

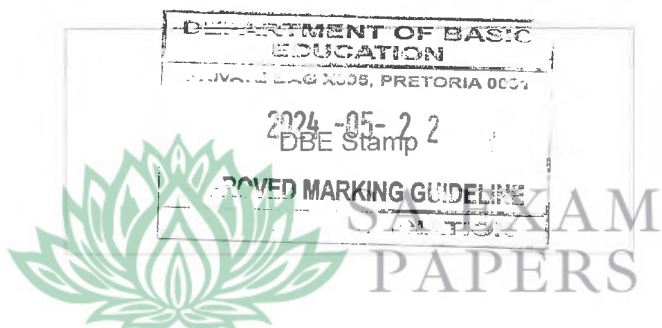
No.	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	Field: KeeperName <ul style="list-style-type: none"> Required: Yes ✓ 	1		1	
5.1.2	Field: Time <ul style="list-style-type: none"> Data type: Date/Time ✓ Format: Short Time/00:00 ✓ 	1 1		2	
5.1.3	Field: Enclosure: Validation Rule AND Text <ul style="list-style-type: none"> Validation Rule: "Habitat" Or "Exhibit" <ul style="list-style-type: none"> Habitat ✓ Or Exhibit ✓ Validation Text: Only Habitat or Exhibit ✓ 	1 1 1		3	
5.1.4	Field: AccessCode: Input mask L"@0000C OR L@0000C <ul style="list-style-type: none"> L ✓ @ ✓ 0000 ✓ C ✓ 	1 1 1 1		4	
5.1.5	Field: NextFeed <ul style="list-style-type: none"> Field deleted ✓ 	1		1	
Form: frm5_2					
5.2.1	Field: Group <ul style="list-style-type: none"> Row Source: "Carnivore", "Herbivore", "Omnivore" ✓ Row Source Type: Value list ✓ 	1 1		5	
5.2.2	Calculation <ul style="list-style-type: none"> Formula: =[Lifespan] ✓ >25 ✓ Format: Yes/No ✓ 	2 1			



58

EXAMINATION NUMBER																				
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Query: qry5_3																																		
5.3	<ul style="list-style-type: none"> Only <i>Animal</i> and <i>Status</i> fields display ✓ <i>Origin</i> criteria: Africa ✓ <i>Group</i> criteria: Carnivore ✓ <p>(Expected number of records: 8)</p>	1 1 1		3																														
Query: qry5_4																																		
5.4	<ul style="list-style-type: none"> <i>Status</i> criteria: 'Endangered' ✓ / '*Endangered' <i>Lifespan</i> criteria: <20 ✓ OR <=19 <i>Population</i> criteria: Is Null ✓ OR+AND logic correctly used ✓ <table border="1" data-bbox="300 724 1006 871"> <tr> <td>Field:</td> <td>Animal</td> <td>Status</td> <td>Lifespan</td> <td>Population</td> </tr> <tr> <td>Table:</td> <td>tblAnimals</td> <td>tblAnimals</td> <td>tblAnimals</td> <td>tblAnimals</td> </tr> <tr> <td>Sort:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Show:</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Criteria:</td> <td></td> <td>'Endangered'</td> <td><20</td> <td>Is Null</td> </tr> <tr> <td>or:</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>(Expected number of records: 38)</p>	Field:	Animal	Status	Lifespan	Population	Table:	tblAnimals	tblAnimals	tblAnimals	tblAnimals	Sort:					Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Criteria:		'Endangered'	<20	Is Null	or:					1 1 1 1		4
Field:	Animal	Status	Lifespan	Population																														
Table:	tblAnimals	tblAnimals	tblAnimals	tblAnimals																														
Sort:																																		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																														
Criteria:		'Endangered'	<20	Is Null																														
or:																																		
Query: qry5_5																																		
5.5	<ul style="list-style-type: none"> Fields: <i>Lifespan</i> and <i>Group</i> ONLY ✓ <i>Group</i> field Totals row: Group by ✓ <i>Lifespan</i> field Totals Row: Avg ✓ Format: Standard ✓ / Fixed (<i>Property Sheet</i>) Decimal Places: 1 ✓ (<i>Property Sheet</i>) 	1 1 1 1 1		5																														
Report: rpt5_6																																		
5.6	<ul style="list-style-type: none"> Report named rpt5_6 created ✓ Fields: <i>Animal</i>, <i>Origin</i>, <i>Status</i>, <i>Behaviour</i>, <i>Adapt</i>, <i>Group</i> ✓ Layout: Columnar ✓ <i>Group</i> field: <ul style="list-style-type: none"> Label removed ✓ Textbox moved ✓ and border added ✓ 5ZooLogo image inserted in Details section ✓ 	1 1 1 1 2 1		7																														
Total for QUESTION 5				[35]																														



80

EXAMINATION NUMBER														
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6_2Fees			
<p>Table</p> <pre> <head> <title>Membership</title> </head> <body> <center> ❶

 <p>Membership Fees</p> <table border="3">❷ <tr> <th colspan="2">❸ Prises</th> </tr> <tr> <td>Adult</td> <td>R820</td> </tr> <tr> <td>Child:4 years and older</td> <td>❹ R300</td> </tr> <tr> <td>Child:3 years and younger</td> <td>FREE</td> </tr> <tr> <td>❺ Pensioner</td> <td>R500</td> </tr> </table> </center> </body> </pre> <p>❶ Contents centred: <center> ... </center> OR <p align="center" ... > and <table align="center" ... > ✓</p> <p>❷ Border size: "3" ✓ (Accept "4" or "5")</p> <p>❸ Colspan="2" ✓</p> <p>❹ Text: R300 inserted ✓</p> <p>❺ Open and close cell tags: <td> ... </td> ✓</p>			5
<p>Closing tag(s) or triangular brackets and nesting correctly used. ✓</p>	1		1
<p>Total for QUESTION 6</p>			[15]



88

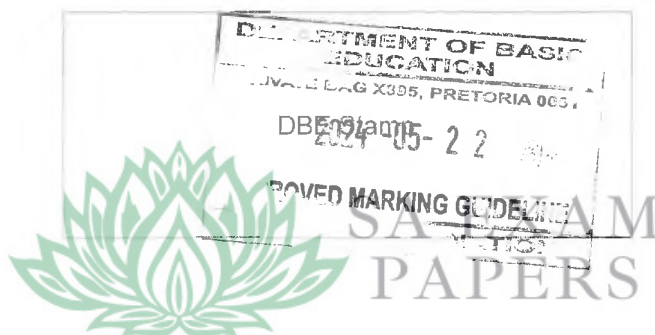
EXAMINATION NUMBER																				
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QUESTION 7

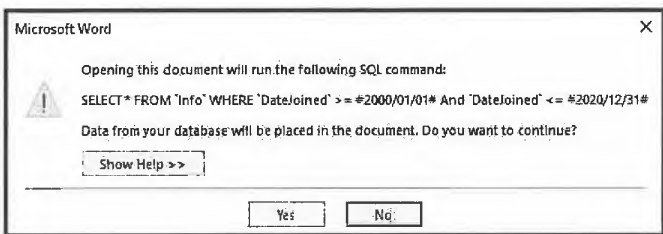
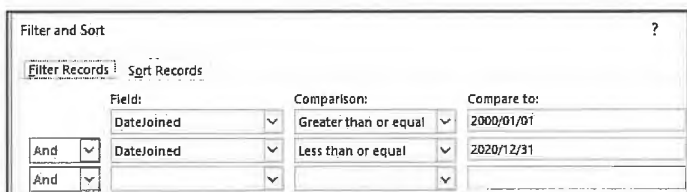
**File names: 7Reproduction, 7AccessCard, 7Merged
7Pics (folder)**

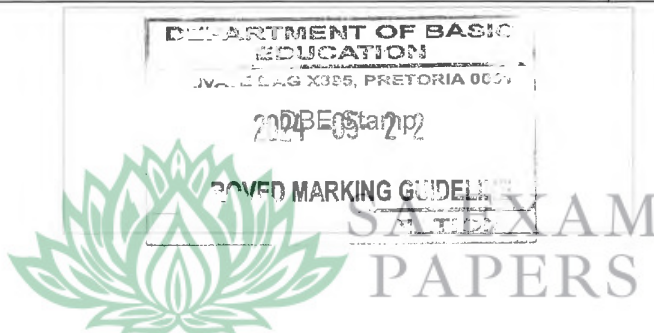
Total Q7: 15

No.	Criteria	Maximum Mark		Candidate Mark												
7Pics																
7.1	File management <ul style="list-style-type: none"> Q7_1 file renamed to Lions ✓ Folder compressed ✓ 	1	1	2												
7Reproduction: Q7_2																
7.2	Filter: Filter according to different criteria <ul style="list-style-type: none"> Species: Text Filter: Contains: bear ✓ Reproduction in Captivity: Filter: Very Easy ✓ <p>(Expected number of results: 2)</p>	1	1	2												
7Reproduction: Q7_3																
7.3	Unique values display <ul style="list-style-type: none"> Remove Duplicates applied ✓ <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Mating System</th> </tr> <tr> <th>Paringsstelsel</th> </tr> </thead> <tbody> <tr><td>Polygynous</td></tr> <tr><td>Promiscuous</td></tr> <tr><td>Polygynous (M), Monogamous (F)</td></tr> <tr><td>Monogamous (Alphas Only)</td></tr> <tr><td>Monogamous</td></tr> <tr><td>Polyandrous</td></tr> <tr><td>Unknown</td></tr> <tr><td>Promiscuous (Hermaphroditic)</td></tr> <tr><td>Monogamous & Polygynous</td></tr> <tr><td>Monogamy (Seasonal)</td></tr> </tbody> </table> <p>(Expected results: 10 unique mating systems)</p>	Mating System	Paringsstelsel	Polygynous	Promiscuous	Polygynous (M), Monogamous (F)	Monogamous (Alphas Only)	Monogamous	Polyandrous	Unknown	Promiscuous (Hermaphroditic)	Monogamous & Polygynous	Monogamy (Seasonal)	1		1
Mating System																
Paringsstelsel																
Polygynous																
Promiscuous																
Polygynous (M), Monogamous (F)																
Monogamous (Alphas Only)																
Monogamous																
Polyandrous																
Unknown																
Promiscuous (Hermaphroditic)																
Monogamous & Polygynous																
Monogamy (Seasonal)																
7Reproduction: Q7_4																
7.4	Subtotal <ul style="list-style-type: none"> Reproduction in captivity: Sorted alphabetically ✓ At each change in: Reproduction in captivity Voorplanting in aanhouding ✓ Function used: Max ✓ Subtotal added to: Max.Maks. ✓ 	1	1	4												



EXAMINATION NUMBER																				
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7 AccessCard, 7MemAccess and 7Merged			
7.5.1	<p>Mail merge</p> <p>SELECT * FROM "Info" WHERE "DateJoined">=#2000/01/01# And "DateJoined"<=#2020/12/31# OR >#2019/12/31# And <#2021/01/01</p> <ul style="list-style-type: none"> 7AccessCard linked to data source 7MemAccess ✓  <ul style="list-style-type: none"> Data source DateJoined Greater than or equal to: 2000/01/01 ✓ (Greater than 2019/12/31) AND ✓ DateJoined Less than or equal to: 2020/12/31 ✓ (Less than 2021/01/01)  <ul style="list-style-type: none"> Fields inserted: <<Name>> <<Surname>> <<ID Number>> ✓ <p>(Expected number of records: 37)</p>	1	5
7.5.2	<p>Merged document</p> <ul style="list-style-type: none"> Merged document saved as 7Merged ✓ <p>(Note to marker: Ignore blank access card at the end of the merged document)</p>	1	1
Total for QUESTION 7			[15]
TOTAL			150



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