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basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2017

MARKING GUIDELINES

MARKS: 180

CENTRE NUMBER									
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FINAL MARK

EXAMINATION NUMBER														
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	34	16	31	19	40	20	20	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 15 pages.

EXAMINATION NUMBER													
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1.6	Tabs <ul style="list-style-type: none"> Tab set at 2 cm ✓ Left aligned ✓ Tab set at 10 cm ✓ Right aligned ✓ Solid leader tab set ✓ Tab settings applied to all lines ✓ 	1 1 1 1 1 1		6	
1.7	Citation (Ward) <ul style="list-style-type: none"> Citation to 'Jean Ward' source inserted ✓ Year does not display ✓ 	1 1		2	
1.8.1	Caption (Figure 6: Jumping Castle) (Alt + F9) <ul style="list-style-type: none"> Automatic figure caption added ✓ to correct picture Text 'Jumping Castles' inserted ✓ for caption 	1 1		2	
1.8.2	Table of figures <ul style="list-style-type: none"> Table of figures updated ✓ (see 'Figure 5: Wine Shop') 	1		1	
1.9	Bibliography <div> Book, A. (2015). Too little too late. Entertainment All. Business To All. (2016, July). Retrieved from Biz Communities: www.biz_com.com Souther, P. L. (2014). Marketing South Africa. Business Journal, 61-62. Ward, J. (2005). Coetzenburg: A Tourist Site. </div> <ul style="list-style-type: none"> Automatic bibliography inserted ✓ Appears in APA style ✓ 	1 1		2	
1.10	Page numbering and section numbering <ul style="list-style-type: none"> Page number does not appear on first page ✓ Section 2/Last page formatted with i, ii, iii, ... format ✓ starts from i ✓ Style of page number with 'i' not changed ✓ 	1 1 1 1		4	
	Total for QUESTION 1			[34]	

[illegible]

QUESTION 3

File name: 3Acc

Total Q3: 31

- 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 or cells as '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
Accom_Verblyf worksheet					
3.1	Row 6: <ul style="list-style-type: none"> Row 6 height changed to exactly 45 pt ✓ Row 6 headings wrapped ✓ 	1 1		2	
3.2	Cell H7: =G7-F7 OR =DAYS(G7,F7) OR =DAY(G7)-DAY(F7) <ul style="list-style-type: none"> Correct cells used ✓ To determine difference correctly ✓ 	1 1		2	
3.3	Cell I8: VLOOKUP(D8,Rate_Tarief!\$B\$3:\$C\$23,2) OR =VLOOKUP(D8,Rate_Tarief!\$B\$4:\$C\$23,2) <ul style="list-style-type: none"> Lookup value: D8 ✓ Lookup range: Rate_Tarief!\$B\$3:\$C\$23 OR Rate_Tarief!\$B\$4:\$C\$23 ✓ (<i>accept named range</i>) Absolute cell references correctly used ✓ (<i>allocate mark if named range was used</i>) Correct column: 2 ✓ 	1 1 1 1		4	
3.4	Cell J9: =H9*I9 OR =PRODUCT(H9,I9) OR =(G9-F9)*I9 <ul style="list-style-type: none"> Correct cells used ✓ Multiplication ✓ Format changed to any currency format ✓ 	1 1 1		3	

EXAMINATION
NUMBER

3.5	<p>Cell L10: (Check for building blocks) =LEN(K10)/100*J10 OR =J10*LEN(K10)/100 OR =J10*LEN(K10)% OR =LEN(K10)*1%*J10 OR =J10*("0.0"&LEN(K10))</p> <ul style="list-style-type: none"> • LEN ✓ (K10) ✓ • /100 ✓ (Accept decimals instead of percentages) • * J10 ✓ <p>(Notes to marker:</p> <ul style="list-style-type: none"> • Accept any method that will yield the correct answer. • =IF(LEN(K10)=5,J10*5%,IF(LEN(K10)=4,J10*4%,IF(LEN(K10)=3,J10*3%,IF(LEN(K10)=2,J10*2%,J10*1%)))) • =IF(K10="*****",J10*5%,IF(K10="****",J10*4%,IF(K10="***",J10*3%,IF(K10="**",J10*2%,J10*1%)))) • Mark allocation for nested if: test K10 for correct number of stars✓, J10 used to calculate discount✓, identified correct %✓, nested if correctly applied for all options✓.) 	2 1 1		4	
3.6	<p>Cell M7: (Check for building blocks) =IF(VALUE(MID(C7,7,1))>=5,"Male","Female") OR =IF(VALUE(MID(C7,7,1))<5,"Female","Male")</p> <ul style="list-style-type: none"> • IF function ✓ • Criteria: VALUE OR NUMBERVALUE function ✓ ((MID(C7,7,1) ✓)) >=5 ✓ OR >4 (OR >="5" if VALUE was not used) • Value if true: "Male" OR "M" ✓ • Value if false: "Female" OR "F" ✓ <p>(Notes to marker:</p> <ul style="list-style-type: none"> • Evaluate the candidates answer against the bulleted options e.g. CODE function. • Penalise only the second mark if VALUE was not used.) 	1 1 1 1 1 1		6	

EXAMINATION
NUMBER

3.7	Cell G2: =SMALL(I7:I66,3) OR =SMALL(I:I,3) <ul style="list-style-type: none"> SMALL function ✓ Range: I7:I66 ✓ Third smallest: 3 ✓ 	1 1 1		3	
3.8	Cell G3: =MODE(I7:I66) OR =MODE(I:I) <ul style="list-style-type: none"> MODE function OR MODE.MULT OR MODE.SNGL function ✓ Range: I7:I66 ✓ 	1 1		2	
3.9	Cell G4: =SUMIF(E7:E66,"Country*",J7:J66) OR =SUMIF(E7:E66,"*Country*",J7:J66) OR =SUMIF(E7:E66,"Country House",J7:J66)+SUMIF(E7:E66,"Country Inn",J7:J66) <ul style="list-style-type: none"> SUMIF(S) function ✓ Criteria range: E7:E66 ✓ Criteria: Country OR C ✓ * ✓ <i>(accept * in front, allocate both marks if "Country House" and "Country Inn" was used)</i> Sum range: J7:J66 ✓ <p><i>(Note to marker: =SUMIFS(J7:J66,E7:E66,"Country*"))</i></p>	1 1 2 1		5	
	Total for QUESTION 3			[31]	

EXAMINATION
NUMBER

4.3	Cell K3: =COUNTA(H6:H115)/K2*100 OR =COUNTA(H6:H115)/K2 OR =COUNTIF(H6:H115,"*")/K2 OR =(K2-H3)/K2*100 OR =(K2-H3)/K2 OR =100*(1-H3/K2) OR =((K2-COUNTBLANK(H6:H115))/K2*100)/100 <ul style="list-style-type: none"> • COUNTA function OR K2-H3 ✓ • Range: (H6:H115) OR Correct use of brackets ✓ • /K2 ✓ (Accept COUNTA of columns A, B, C, D or G) • *100 OR format changed to percentage ✓ 	1 1 1 1		4	
4.4	Columns A and B: Conditional formatting <ul style="list-style-type: none"> • Conditional formatting applied to A6:B115 ✓ • =\$B\$3=\$G6 ✓ OR =\$B\$3=\$G6:\$G115 (Ignore absolute cell reference) • Absolute cell reference correctly applied (\$G6 OR G6 OR \$G6:\$G115 OR G6:G115) ✓ • Format style: Any fill colour ✓ 	1 1 1 1		4	
Earn_Verdien worksheet					
4.5	Chart/Graph: <ul style="list-style-type: none"> • Vertical axis title inserted 'Amount' ✓ • 4Coin image inserted ✓ and stacked and scaled in units of 100 000 ✓ (8 coins display) • Horizontal axis labels: <ul style="list-style-type: none"> ○ Alignment set to: Rotate all text 270° or 90° ✓ ○ Major units set to 2 days ✓ 	1 1 1 1 1		5	
	Total for QUESTION 4			[19]	

QUESTION 5

File name: 5Visit

Total Q5: 40

No.	Criteria	Maximum Mark			Candidate Mark
Table: tbAccom					
5.1.1	Field: Name • Field size changed to 30 ✓	1		1	
5.1.2	Field: Surname • Set as required field ✓	1		1	
5.1.3	Field: IdentityNumber Input Mask: 00000000000000 • Compulsory digit used: 0 ✓ • 13 characters ✓	1 1		2	
5.1.4	Field: Province • Option 'EC' added to drop down list ✓ • Added as first option in drop down list ✓	1 1		2	
5.1.5	Field: Dateln • Validation Rule: >= #2017/11/18# ✓ AND ✓ <= #2017/11/28 # ✓ OR >#2017/11/17# AND <#2017/11/29# OR Between #2017/11/18# AND #2017/11/28# OR Between "2017/11/18" AND "2017/11/28" • Validation text Any appropriate validation text that refers to the range of dates ✓	3 1		4	
5.1.6	Field: Code • Expression modified as: LEFT([Surname] ✓ • ,3 ✓)	1 1		2	
Form: frm5_2					
5.2	• Form header text changed ✓ to examination number (<i>accept if examination number was added</i>) • Show date picker for <i>Dateln</i> field set to never ✓ • Format of <i>Rate</i> field changed to any currency ✓ • Date field inserted OR DATE() ✓ • Time field inserted OR TIME() ✓ • In the form footer ✓ (<i>Note to marker: Allocate Date and Time mark if =NOW() was used.</i>)	1 1 1 1 1 1		6	

EXAMINATION
NUMBER**Query: qry5_3**

5.3	<ul style="list-style-type: none"> Province criteria: LP ✓ OR ✓ MP ✓ OR In("LP","MP") Data sorted ascending by <i>Surname</i> ✓ <p>(Note to marker: 11 records expected.)</p>	3 1		4	
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Query: qry5_4

5.4	<ul style="list-style-type: none"> Total (Group by) row displayed ✓ SUM selected for <i>NumberOfNights</i> field in Total row ✓ 	1 1		2	
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Query: qry5_5

5.5

- Only *Name* and *Surname* fields are displayed ✓
- NumberOfNights* criteria: <=5 ✓ (**OR** <6)
- Amount* field criteria: <800 ✓ OR ✓ >2000 ✓
- DOB* criteria: IS NULL **OR** Not Like "*" ✓
- AND** operator for all field criteria ✓

NumberOfNights	Amount	DOB
tbAccom	tbAccom	tbAccom
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<=5	<800 Or >2000	Is Null

NumberOfNights	Amount	DOB
tbAccom	tbAccom	tbAccom
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<=5	<800 Or >2000	Is Null
<=5	<800 Or >2000	Is Null

(Note to marker: 2 records expected.)

1

1

3

1

1

7

Query: qry5_6

5.6	<p>Calculated field: Discount:[Amount]-[Amount]*10/100 OR Discount:[Amount]-[Amount]*0.1 OR Discount:[Amount]*0.9 OR Discount:[Amount]*90/100</p> <ul style="list-style-type: none"> New calculated field <i>Discount</i> added ✓ 10% calculated ✓ On the original <i>Amount</i> ✓ Subtract to get the difference ✓ 	1 1 1 1		4	
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Report: rpt5_7

5.7	<ul style="list-style-type: none"> Shading applied to <i>Province</i> <u>field</u> ✓ (in <i>Province</i> group header) <i>Amount</i> field sorted ✓ in descending (largest to smallest) order Function in <i>Accommodation</i> group footer/header ✓ =SUM ✓ ([<i>Amount</i>]) ✓ <p>(Note to marker: Allocate the marks for the function even if it appears in the wrong place.)</p>	1 1 1 2		5	
	Total for QUESTION 5			[40]	

[illegible]

QUESTION 6

File name: 6Viti

Total Q6: 20

- *NO marks should be allocated for answering this question using Word.*
- *This question should be marked from the HTML code.*
- *Numerical attribute values do not need to be in inverted commas.*
- *A maximum of 1 mark will be deducted if one or more closing tags are omitted.*

No.	Criteria	Maximum Mark			Candidate Mark
6.1	Font Type <code></code> <ul style="list-style-type: none"> Font type set to 'Arial' ✓ 	1		1	
6.2	Heading 1: 'Growing Grapes' <code><h1 align="center">Growing Grapes</h1></code> OR <code><h1><center>Growing Grapes</center></h1></code> <ul style="list-style-type: none"> Text 'Growing Grapes' alignment set to centre ✓ <code>align="center" OR <center></center></code> Text 'Growing Grapes' font colour set to blue ✓ <code></code> 	1 1		2	
6.3	Horizontal line <code><hr size="3"> OR <hr size="3"/></code> <ul style="list-style-type: none"> Horizontal line inserted ✓ Size set to 3 ✓ 	1 1		2	
6.4	Bulleted list <code><ul type="circle"></code> <code>the composition of the soil</code> <code>the climate</code> <code>situation of vineyard</code> <code></code> <ul style="list-style-type: none"> Unordered list ✓ Bullet circle type: <code>type="circle"</code> applied to all list items ✓ List item applied to at least one item ✓ (if list items are not closed, check line 1 for <code><<!DOCTYPE html>></code>) 	1 1 1		3	

EXAMINATION NUMBER														
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7Calc: Vouch_Bewys worksheet

7.2.1	<p>Cell E2: (Check for building blocks)</p> <p>=TODAY()<=DATE(YEAR(NOW()),MONTH(D2),DAY(D2)) OR =IF(TODAY()>=DATE(2017,MONTH(D2),DAY(D2)), "FALSE","TRUE") OR =IF(TODAY()<DATE(YEAR(TODAY()),MONTH(D2),DAY(D2)), "TRUE","FALSE") OR =IF(DATE(YEAR(TODAY()),MONTH(D2),DAY(D2))>=TODAY(), "TRUE", "FALSE") OR =OR(AND(MONTH(D2)=MONTH(TODAY()),DAY(D2) >=DAY(TODAY())),MONTH(D2)>MONTH(TODAY())) OR =OR(IF(MONTH(D2)>MONTH(TODAY()),TRUE), AND(MONTH(D2)=MONTH(TODAY()),DAY(D2) >=DAY(TODAY())))) OR =IF(MONTH(D2)>MONTH(TODAY()),"TRUE", IF(MONTH(D2)=MONTH(TODAY()),IF(DAY(D2) >=DAY(TODAY()),"TRUE","FALSE"),"FALSE"))</p> <ul style="list-style-type: none"> Criteria 1: Check if birth month is greater than current month ✓ Correct output (TRUE) if birth month/date is greater than current month/date ✓ Criteria 2: Check if current month is equal to birth month ✓ AND current day is greater or equal to birth day ✓ Correct output (TRUE) if both aspects in criteria 2 are true ✓ Correct output (FALSE) if criteria 2 is false ✓ Function copied to cells E3:E111 ✓ <p><i>(Note to marker: Award the output mark if the second criteria is wrong but the output is correct.)</i></p>			7	
		1			
		1			
		1			
		1			
		1			
		1			
		1			
7.2.2	<p>rpt7_2 report in 7Rep database</p> <ul style="list-style-type: none"> 7Calc data imported to 7Rep ✓ (110 records) Any report created ✓ with 4 or 5 correct fields ✓ 	1 2		3	
	Total for QUESTION 7			[20]	
	TOTAL			180	