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SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P2

2022

MARKING GUIDELINES

MARKS: 150

These marking guidelines consist of 20 pages.

SUGGESTIONS AND RECOMMENDATIONS TO MARKERS

- Revisit the questions and the marking guideline frequently during the marking session.
- It is advisable to read (and re-read) the question frequently together with the candidate's response to check that they correlate, so that you are not misled by the candidate's statements/answers.
- Be careful not to focus on keywords or general statements, but rather read the entire answer. If in doubt, read the entire answer and then the question and the answer in the marking guideline.
 - Ask yourself or your senior marker if the response could 'fit' into the marking guideline before allocating the correct marks to the candidate.
 - Accept correct answers that are expressed differently, e.g. the marking guideline states 'slow' and the learner responds with 'not fast'.
- Beware of overlapping answers to a specific question. In general, ONE mark is awarded per fact.
- Do not choose answers on the candidate's behalf. Where a question requires a candidate to <u>LIST</u> or <u>NAME</u>, mark the first number of instances required, e.g. the first TWO facts if the candidate presents a list of FIVE facts and only TWO facts were required, even if presented in paragraph format.
- Questions requiring longer answers must be regarded as a single unit. Marks can be awarded if correct statements are found anywhere in the paragraph.

SECTION A QUESTION 1: MULTIPLE-CHOICE

1.1 Α 1 С 1 1.2 1.3 Α 1 1 1.4 C 1.5 D 1 1 1.6 В 1.7 D 1 1.8 1 Α 1.9 C 1 1.10 В 1 Total: [10]

QUESTION 2: MATCHING ITEMS

		Total	: [10]
2.10	J	✓	1
2.9	E	✓	1
2.8	А	✓	1
2.7	D	✓	1
2.6	F	✓	1
2.5	В	✓	1
2.4	K	✓	1
2.3	Н	✓	1
2.2	R	✓	1
2.1	Р	✓	1

QUESTION 3: TRUE/FALSE ITEMS

•	parker: In Question, 3.1, 3.4 and 3.5 candidates need to provide both the word prect term, e.g. Motherboard, in order to get the mark.)	'False'
3.1	False, VGA/DVI ✓	1
3.2	True ✓	1
3.3	True ✓	1
3.4	False, Artificial Intelligence ✓ /Al	1
3.5	False, Big Data ✓	1
		[5]

TOTAL SECTION A: [25]

SECTION B

QUESTION 4: SYSTEMS TECHNOLOGIES

	Concept of communication in	the information processing cycle		
	The result of processing is share connected to each other	ed ✓ with users/other devices		1
4.2	ONE reason why a hard disk	drive is NOT preferred in a laptop		
	 HDD can be easily damaged Heavier than other options Uses more electricity/Deplet 			
		✓ (Any one)		1
4.3.1	TWO criteria for selecting a p	rinter for a SOHO		
	9) Connectivity: Network printe	of printer/Cost of printing outs required/DPI es/thickness required ats per printer life cycle ysical space/multiple trays our printing required or SOHO, e.g. Multifunction printer		
		✓✓ (Any two)		
422	(Note to marker: Do NOT accep	ot one-word answers)	2	
4.3.2	(Note to marker: Do NOT acception of software license for a	ot one-word answers) SOHO	2	
4.3.2		ot one-word answers)	2	
4.3.2	Type of software license for a	ot one-word answers) SOHO	2	
4.3.2	Type of software license for a	ot one-word answers) SOHO Motivation ✓ No intention of upgrading Software of all the computers on the site will be licensed Can be installed on several	2	
4.3.2	Type of software license for a Type of software license ✓ Site License/Once-off license	No intention of upgrading Software of all the computers on the site will be licensed Can be installed on several computers simultaneously Latest features and updates are	2	
4.3.2	Type of software license for a Type of software license ✓ Site License/Once-off license Subscription license	Motivation ✓ No intention of upgrading Software of all the computers on the site will be licensed Can be installed on several computers simultaneously Latest features and updates are always available Intended for multiple users,	2	
4.3.2	Type of software license for a Type of software license ✓ Site License/Once-off license Subscription license Multi-user license	No intention of upgrading Software of all the computers on the site will be licensed Can be installed on several computers simultaneously Latest features and updates are always available Intended for multiple users, irrespective of number of computers Licenses are purchased in a bundle	2	

4.3.3	TWO benefits of UPS for a SOHO		
	 Backup power for limited time Safe/Automatic shutdown Allows time to save work/Prevents loss of data Protects equipment against power surges/fluctuations 		
	✓✓ (Any two)	2	
4.3.4	Problem related to a printer not set as the default printer		
	 Print jobs go to the wrong printer Nothing will print May print with incorrect layout formatting Less productive – will need to select a printer every time to print 		
	✓ (Any one)	1	7
4.4	 TWO disadvantages of using open source software No regular updates No official support Lack of 'Help' features Open to software vulnerabilities, e.g. hacking with malicious code Lack of proper testing of the software for bugs 		
	✓✓ (Any two)		2
4.5	 ONE reason for preferring a virtual keyboard over a physical keyboard 1) Use less physical desk space 2) Improves portability of the device 3) Can customise the keyboard 4) Surface on which virtual keyboard is projected may be easier to clean 		
	✓ (Any one)		1

4.0.4	TIMO recome why offline heads are increased.		
4.6.1	TWO reasons why <u>offline</u> backups are important		
	Backup files are accessible when no internet is available		
	2) Faster to restore data from a local source		
	 3) Not reliant on a 3rd party for data security 4) Have a backup in case of ransomware 		
	5) No need to pay a subscription		
	✓✓ (Any two)	2	
4.6.2	Reason for NOT making a backup on the same device as the		
7.0.2	original work		
	The backup can be destroyed/infected/lost/stolen together with the original work ✓	1	
4.6.3	File extension for files that have been reduced in size		
	.Zip/.Rar/.7Z, etc. ✓	1	4
4.7	Change made to resolution to assist a visually impaired user		
	Resolution decreased ✓ to make the display appear larger		1
4.8	Most common use of the Task Manager		
	 Close a non-responding program/Forcefully end a task Check computer performance to identify processes causing issues 		
	✓ (Any one)		1
4.9	TWO reasons why an accountant should not use a trial version of financial software		
	Lose data when trial expires/Program becomes unusable		
	2) Unable to upgrade to the full version		
	3) Not all features are available/limited functionality4) Could result in loss of income for the business		
	✓✓ (Any two)		2
4.10	TWO ways to resolve the problem of a faulty mouse		
	Change the mouse surface/use a mousepad		
	2) Check connection/cable/Bluetooth/ports		
	3) Restart/reboot the computer4) Change batteries/Check for battery corrosion		
	5) Clean optical sensor		
	6) Re-install the driver/unpair and re-pair Bluetooth mouse		
	7) Check if the mouse receiver is working, e.g. wireless mouse		
	dongle		
	✓✓ (Any two)		2

4.11	TWO kinds of metadata information	
	 Author/Who last modified Dates/Time created/modified Geographic location File size Revision number Attributes Number of pages/words Valid descriptive data related to video or audio file 	
	✓✓ (Any two)	2
4.12	Purpose of a QR code	
	Quick access/link to information, ✓ e.g. URL, videos, network password, text, business card, etc.	1
		[25]

QUESTION 5: INTERNET AND NETWORK TECHNOLOGIES

5.1	Type of internet comotivation	onnection recommended for a school AND		
	Type of internet connection ✓	Motivation ✓		
	Cellular (4G/LTE/5G)	High speed internet access Only option available in an area		
	Wireless/WiMAX	High speed internet access		
	Fibre	 High speed internet access Cost effective internet access Reliable/stable 		
	Satellite	High speed internet access Available in rural areas		
	ADSL	 Cost effective internet access Available in an area Reliable 	2	
5.2	Advantage of using	g https protocol over http protocol		
	Https indicates that	the website is secure/encrypted ✓	1	3
5.3	TWO ways softwar unauthorised user	re can be used to protect a network from s		
	 Use a firewall Set up access rippassword) Use data encryp 	ghts/logins for authorised users (username and tion		
		✓✓ (Any two)		2
5.4	TWO reasons why document	a podcast is preferred over reading a		
	2) To learn pronunc3) Some people lea4) Many people mu earphones while	arn better through audio means Ilti-task when listening to a podcast, e.g. wear		
		✓✓ (Any two)		2
5.5	TWO ways to conn	ect more than four devices to this router		
	 Add a wireless c Add a switch ✓ 	onnection/Access Point ✓		2

5.6	TWO reasons why internet access is important to users	
	 Search for information E-learning Use social media Internet services, e.g. financial services, etc. Software updates for latest features Cloud computing/storage Collaboration/Communication between users Working from home Entertainment/streaming/gaming 	
	✓✓ (Any two)	2
5.7	TWO advantages of using a VPN	
	 Secure connection to a network/internet/application Can virtually change your geographic location Provides privacy by masking your IP address Provide simultaneous access to multiple users and remote users 	
	✓✓ (Any two)	2
5.8	TWO ways to resolve the problem when not able to connect to a computer network	
	 Check network cable connection Check for flashing lights on the switch/router and the ports Restart the PC/router/switch Log out, log in Check network adaptor settings Check whether network adaptor is enabled Check if the wireless network has reached the maximum connected devices Disable the airplane mode on the device Check power supply to all devices Check username and password Network administrator updates/creates profile 	
l	✓✓ (Any two)	2
		[15]

QUESTION 6: INFORMATION MANAGEMENT

6.1	Question is suit	table/unsuitable for questionnaire AND reason		
	Question 1	Reason		
	Unsuitable ✓	 Answer can be found elsewhere Too open-ended for a questionnaire ✓ (Any one) 		
	Question 2	Reason		
	Suitable ✓	 Information cannot be found in other sources Only two options possible, e.g. Yes/No Data can be processed electronically/Closed question ✓ (Any one)		4
6.2.1	What makes this	s author trustworthy?		
	The author/editor university ✓	r is associated/has credentials with a renowned	1	
6.2.2	How to check if	the given information is accurate		
	1) Check/Verify 2) Ask an exper	other sources with similar information t in the field		
		✓ (Any one)	1	2
6.3	TWO word proc	essing features to reference a source		
	 Bibliography Citation Footnotes/En Captions 	dnotes		
		✓✓ (Any two)		2
6.4.1	ONE reason for	using a pie chart		
	3) When there a	f the whole al of the numbers is 100% are only a few categories/not too many asier to understand		
		✓ (Any one)	1	
6.4.2	ONE reason for	using a line chart		
	2) Used when the	ds/changes over time (years, months, days) ne order of the categories is important nere are many data points		
		✓ (Any one)	1	2
				[10]

QUESTION 7: SOCIAL IMPLICATIONS

7.1	ONE example of an intellectual property product/(creation)	
	 Music Software Art Books Design/Industrial design Podcast etc. 	
	✓ (Any one)	
	(Note to marker: Accept one specific intangible example, e.g. Photograph)	1
7.2	TWO guidelines that can be found in BYOD policy	
	 Install an antivirus program Use legal/approved software Do not store sensitive/personal information School has the right to install software on your device Limitation placed on data usage Prescribe times for network connection/device usage School information should be encrypted Limitation on using social media/software/school resources Conform to required hardware specifications Ensure devices are fully functional School does not accept liability for loss or theft School reserves the right to disconnect/disable devices 	
	✓✓ (Any two)	2
7.3	 Install security gates and burglar bars Limit access/employ security companies/guards Install security cameras Install alarm systems Biometric security for entry into the computer lab Place devices in a strong room/safe Secure computers to the desk or floor, e.g. Kensington lock Attach a security device to computers e.g. RFID tags 	
	✓✓ (Any two)	2

7.4	TWO ways to protect your privacy when using a public hotspot	
	1) Do not perform financial transactions	
	 Do not give out/enter personal information/Do not share data over network 	
	Do not login to any apps that have your sensitive information	
	4) Ensure that nobody is looking at your screen/shoulder surfing5) Use a VPN/Incognito mode	
	✓✓ (Any two)	2
7.5	ONE reason why companies may NOT allow employees to telecommute	
	Security of sensitive information	
	 Cannot easily measure their performance/productivity when employees are not in the office/Too many distractions at home 	
	3) Costly to set up work infrastructure/resources at the office and at	
	the homes of employees 4) Job description requires physical presence	
	5) Eliminate professional isolation/Encourages teamwork	
	✓ (Any one)	1
7.6	TWO negative effects a user can experience if they overuse	
7.0	social media	
	1) Lack of social interaction/Person becomes anti-social	
	2) Can become addicted to social media/Neglects important work3) Addictive behaviour can lead to depression/Body dysmorphia	
	4) Could affect the normal development of children/Could lead to low	
	self-esteem 5) High data usage may lead to financial strain	
	6) More likely to become a victim of online harassment/cyberbullying, etc.	
	✓✓ (Any two)	
	(Note to marker: Do NOT accept any reference to lack of physical	
	activity)	2
		[10]

QUESTION 8: SOLUTION DEVELOPMENT

8.1	Purpose of a bookmark in a word processing document		
	Quickly links/navigates to different locations in the document ✓		1
8.2	Prepare headings to appear in an automatic table of contents		
	Apply styles to the headings ✓ (Accept if steps are given)		1
8.3.1	Appropriate size of the sName field		
	Any size between 2 and 50 ✓	1	
8.3.2	Appropriate field for a primary key		
	SA_ID ✓	1	
8.3.3	Data type for Gender field to select appropriate option		
	1) Boolean (Yes/No)		
	2) Short text (Combo box/Drop-down list/Lookup wizard) ✓ (Any one)	1	
8.3.4	Field property used to automatically insert data		
	Default value ✓	1	4
8.4	Database feature to retrieve all records ending in '.com' in a query		
	Use a wildcard ✓ / *.com / Like "*.com"		1
8.5	Spreadsheet feature to copy results without the formula		
	Paste Special ✓ /Paste values		1
8.6.1	Spreadsheet function to return the next whole number in column C		
	ROUNDUP ✓	1	
8.6.2	Reason for '0' displaying in cell C6		
	Circular reference ✓ /C6 is in the formula/B6=0	1	
8.6.3	Spreadsheet function to determine the number of learners		
	COUNT ✓/ COUNTA / COUNTIF	1	3
		<u> </u>]

8.7	Illustrate the display of the web page	
	Shopping List	
	• Butter	
	• Eggs	
	• Flour	
	20. Soap	
	21. Shampoo	
	22. Toothpaste	
	 1) 1 mark for the heading ✓ 2) 1 mark for the first unordered/bulleted list ✓ 	
	3) 1 mark for second ordered/numbered list ✓	
	4) 1 mark for illustration of the web page ✓	4
		[15]

TOTAL SECTION B: [75]

SECTION C

QUESTION 9: INTEGRATED SCENARIO

9.1.1	Missing computer specifications				
	Computer Specifications				
	(a) CPU ✓ /Processor		Celeron		
	Storage device		(b) SSD/HDD ✓		
	(c) Wi-Fi (connectivity) standar	d√	802.11	3	
9.1.2	ONE reason why tablets are pref	erred fo	or registration		
	 Portability, e.g. lighter, smaller, Battery power during power out 				
			√ (Any one)	1	
9.1.3	Voice recognition software for re	egistrati	ion		
	Motivation for	Motiv	ation against		
	Faster data capture No need for a mouse or keyboard	2) Spo and acc	ckground noise elling recognition of names d surnames is less curate/Voice recognition ning is required		
	✓ (Any one)		√ (Any one)	2	6
9.2	TWO reasons for using online st	orage f	or fundraising data		
	 Data can be accessed from any Easier to collaboration/share day No need to use local storage spanning Interface can be easily customism Better data security in the cloud 	ita ace/sav sed			
			✓✓ (Any two)		2

9.3	ONE reason for link opening an unexpected website AND solution		
	Reason		
	1) Click-jacking		
	2) Pharming		
	3) Malware infection ✓ (Any one)		
	(Auty Grie)		
	(Note to marker: Accept any valid explanation)		
	Solution		
	Install/Update anti-virus/anti-malware ✓		2
9.4.1	TWO spreadsheet features to minimise data capture errors		
	1) Data validation		
	2) Conditional formatting		
	3) Combo box/Drop-down list from Developer Tab		
	4) Comment giving guidance5) Set cells/columns to certain data types		
	6) Date Picker		
	7) Use Freeze Panes		
	✓✓ (Any two)	2	
9.4.2	TWO methods possibly used to display values in column C		
	 VLOOKUP / LOOKUP / HLOOKUP / XLOOKUP function Import/Export data Functions over two worksheets 		
	✓✓ (Any two)		
	(Note to marker: Accept any specific method/description)	2	
9.4.3	Formatting that can make the worksheet more user-friendly		
	Merge cells for the heading/Wrap text		
	2) Currency symbol for column D		
	3) Use of colours/Shading/Cell styles		
	4) Use of different fonts/font sizes/border line thicknesses, etc.		
	✓✓ (Any two)	2	6
9.5	TWO ways to use ICTs to distribute documents for the talent show		
	Send electronic tickets/programmes/roster to smartphones via NA/ONE (MANA)		
	IM/SMS/MMS 2) Use social media/school website to advertise		
	3) Communicate via WhatsApp/D6 App/QR code		
	4) E-mail tickets/receipts to people		
	5) Download a digital programme – no printing		
	✓✓ (Any two)		2
	(will two)		_

/P2 17 SC/NSC – Marking Guidelines

9.6	TWO advantages of using online forms for a voting system		
	 Data capture is immediate Data is available in a spreadsheet automatically Graphs are created automatically Functions and formulae can be used to determine scores/winners Can be set to allow only one vote per person Paperless/Environmentally friendly Can vote from anywhere/no queues 		
	✓✓ (Any two)		2
9.7	TWO advantages of printing the trophies with a 3D printer		
	 Can be cheaper than other manufacturing methods ✓ Trophies can be customised ✓ 		2
9.8.1	ONE possible problem using a smartphone for night-time photographs		
	 Faster battery depletion due to use of the flash Poorer image quality due to poor/insufficient lighting Photographs have to be taken from a shorter distance, etc. 		
	✓ (Any one)	1	
9.8.2	TWO guidelines to follow before posting pictures to social media		
	 Ask for permission before posting Do not post pictures of minors Do not post sensitive/inappropriate pictures of people, Do not post pictures for malicious purposes, etc. 		
	✓✓ (Any two)	2	3
			[25]

QUESTION 10: INTEGRATED SCENARIO

10.1	Reason why institution may not be able to upgrade their laptops		
	 Laptops are too old for a cost effective upgrade New parts are not compatible/Compatible parts are not available Hardware specifications do not allow for software upgrade Institution does not have budget for upgrade 		
	✓ (Any one)		1
10.2.1	Definition of broadband		
	A high-speed internet connection ✓ with wide bandwidth ✓ / that is always on	2	
10.2.2	Unit of measurement for data transmission speed		
	bits ✓ / Mb / Megabits (per second) / Mbps	1	
10.2.3	Effect of throttling on users while doing online learning		
	 Video/Audio feeds will buffer/lagging Resources may take long to download Tasks cannot be completed on time/Access to services times out 		
	✓ (Any one)	1	4
10.3	TWO disadvantages of video conferencing		
	 Requires fast internet connection Consumes a lot of data when using video/Depletes cap quickly Lack of physical face-to-face contact 		
	✓✓ (Any two)		2

10.4.1	Kaylaggar throat to online privacy and security		
10.4.1	Keylogger threat to online privacy and security		
	Gain access to user names and passwords ✓ to commit fraud/identity theft/hacking/access to information ✓	2	
10.4.2	TWO advantages of two-factor authentication for the user		
	 Offers more security for accounts/financial transactions Even if your password is compromised, second step prevents access 		
	You will be alerted to attempts to access your account		
	✓✓ (Any two)	2	
10.4.3	TWO examples of web services that use two-factor authentication		
	 Banking/Financial websites Cloud storage, e.g. OneDrive SaaS, e.g. Microsoft products, Google account E-commerce websites Social media E-mail services, e.g. Yahoo, Gmail, etc. 		
	✓✓ (Any two)		
	(Note to marker: Accept any valid specific examples)	2	6
10.5	TWO reasons why e-mails were NOT received		
	 Inboxes are full E-mail is flagged as spam Service provider blocked the e-mail, e.g. attachment size/type Data depleted No data connection Incorrect e-mail address was used Message still in the sender's outbox/remains unsent, etc. 		
	✓✓ (Any two)		2
10.6.1	Benefit of an add-on		
	Adds additional functionality ✓ to a browser/application	1	
10.6.2	Example of add-ons		
	 PrintFriendly Ad blocker Pop-up blocker, etc. ✓ (Any one)		
	(Note to marker: Accept any valid example or brand name of an addon)	1	2

10.7	Concept of augmented reality		
	(Takes physical world and) adds/overlays objects/graphics ✓ (on a digital interface) within the real world		1
10.8	Advantages of online learning for the learner		
	 Accessible any time any place/flexible mode of learning Personalised learning – select parts of a lesson/repeat or view previous lessons Do not have to waste time and money travelling to an institution Safer learning environment, especially during a pandemic Access to teachers/subjects not available at your school, etc. 		
	✓✓ (Any two)		2
10.9	Application that opens PDF files other than PDF reader		
	Web browser ✓		
	(Note to marker: Accept any specific example of a web browser, e.g. Microsoft Edge)		1
10.10.1	Reason why the title does not display in the web browser tab		
	There is no title closing tag ✓ /Two opening title tags	1	
10.10.2	Number of columns in the first row of the web page		
	1 🗸	1	2
10.11	TWO ways to ensure that an image fully visible		
	 Specify the dimensions of the picture in the image tag Change viewing percentage on the browser Resize the original image/Stretch/Make the image smaller/bigger 		
	✓✓ (Any two)		2
			[25]

TOTAL SECTION C: [50]

GRAND TOTAL: 150