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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

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.

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EXAMINATION
NUMBER

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	



SC/NSC – Marking Guidelines

EXAMINATION
NUMBER

1.10	Footer - Type: ViewMaster (Vertical) ✓ - Page number format: A, B, C, ... ✓	1 1		2	
1.11	Convert text to table - All text converted to appear in table ✓ - Second table merge with first table ✓ - AutoFit content ✓ - Last row: Formula: =SUM(ABOVE) ✓	1 1 1 1		4	
	Total for QUESTION 1			[27]	



SA EXAM PAPERS

EXAMINATION
NUMBER

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 - Built-in: Slice (Dark) ✓ - Document Title: Statistics ✓	1		2	
		1			
2.2	Columns: 'Viewer Demographics ... and sponsorship opportunities.' - Converted to 2 columns ✓ - Spacing: 1.5 cm ✓ - Line between: selected/checked ✓ - Column break inserted before: 'The relationship between' ✓	1		4	
		1			
		1			
		1			
		1			
2.3	Bullet list: below text 'The following list ...' Bullets (♦) applied to the complete list ✓	1		1	
2.4	Image AND WordArt - 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 2Team: Object (Data) inserted ✓ - Linked object ✓ - Displays contents of 2Team ✓ Alt+F9: { LINK Excel.Sheet.12 ... }	1		3	
		1			
		1			
2.6	Page border - Any 3-line page border inserted ✓ - Position: Left and right side only ✓	1		2	
		1			
2.7	Text Field - 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**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 - Renamed: Medals ✓ - Worksheet moved to be the last sheet ✓	1		2	
		1			
Players worksheet					
3.2	Row 5: Format cells - Alignment: Text control: Wrap text selected ✓ - Alignment: Horizontal: Centre ✓	1		2	
		1			
3.3	Cell D3: =LARGE(D6:D59,4) - Function: LARGE(D6:D59, ...) ✓ - Number: 4 ✓	1		2	
		1			
3.4	Cell F6: =D6/E6 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) Function: COUNTA(A7:A52) ✓	1		1	



EXAMINATION
NUMBER**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	

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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%") • Function: COUNTIFS(...) ✓ Criteria 1: • Criteria 1 range: E6:E19 ✓ count the cells if the criterion is 60% or more (>=60%) ✓ OR >59 AND Criteria 2: • 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: • 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

QUESTION 5

File name: 5Games

Total Q5: 35

No	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	Field: Tournament Field size: 15 ✓	1		1	
5.1.2	Field: Date - Format: Short date ✓ OR yyyy/mm/dd - Show date picker: For dates ✓	1 1		2	
5.1.3	Field: Location - Display control: Combo Box ✓ - Row Source: SELECT [tblCountry].[Country] FROM tblCountry ✓ - Sort: ORDER BY [Country] ✓	1 1 1		3	
5.1.4	Field: Prize - Validation rule: >15000 ✓ - Validation Text: Any appropriate text that refers to the rule ✓	1 1		2	
Form: frm5_2					
5.2	Image: - Image moved to form header ✓ (<i>appears below heading</i>) - Size mode: Clip ✓ Discount fee: =([Fee]*0.9,0) ([Fee]- ✓ ([Fee] *10/100) ✓ OR ([Fee]*0.9) - Format: Currency ✓	1 1 2 1		5	
Query: qry5_3					
5.3	- Query created: <i>Game</i>, <i>Fee</i> and <i>GameDate</i> fields ✓ <i>GameDate</i> field criteria: - 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 ✓ (Expected records: 19)	1 1 1 1 1		5	



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EXAMINATION
NUMBER**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:	☒	☒	☒
Criteria:		"Classic"	
or:		<> "Action"	> "8"

(Expected records: 17)

1

1

1

1

4

Query: qry5_5

5.5	- 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])			4	
	- New field: Code ✓ - Left([Game],3) - Function: Left([Game], ...) ✓ - Number of characters: 3 ✓ - Function: & ✓	1			
		1			
		1			
		1			

Report: rpt5_7

5.7	- Report rpt5_7 created with Genre, Rating, Game and Fee fields ✓ - Grouped according to Genre ✓ then according to Rating ✓ - Function inserted in Genre group footer ✓ - Function: Min([Fee]) ✓ - Label: Lowest Fee ✓	1		6	
		1			
		1			
		1			
		1			
		1			
	(Note to marker: Ignore currency)				

Total for QUESTION 5**[35]**

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NUMBER

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 Welcome to the Tournament! • 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	



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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 - 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		3	
7.1.2	Hyperlink - Link added: On QR code to 7Results.html ✓ - ScreenTip: 'Viewing' ✓	1 1		2	
7Staff					
7.2	Cell H5: =AND(B5<>"Yes",F5<>"Host",G5<>"Host") OR =AND(B5="No",F5<>"Host",G5<>"Host") - Operator: <> ✓ - B5<>"Yes" ✓ OR B5="No" - F5<>"Host" ✓ - G5<>"Host" ✓	1 1 1 1		4	
7Export					
7.3	Exporting: tblSA - Records exported: Player 1 – Player 20 ✓ - Export data with formatting & layout ✓ - File name: 7Export.xlsx ✓	1 1 1		3	



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

