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basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

APPROVED MARKING GUIDELINE
2024-05-22

IVAG EAG X895, PRETORIA 0001

APPROVED

Dr Cl. Schiebusch

Dr Cl. Schiebusch
Umalusi External Moderator
22 May 2024

SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

Approved
Shankumar
Internal moderators
2024-05-22

COMPUTER APPLICATIONS TECHNOLOGY P1

MAY/JUNE 2024

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	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

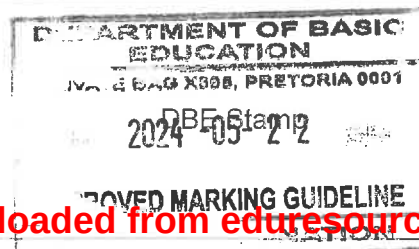
Check the accuracy and skill required before awarding a mark throughout.

QUESTION 1

File name: 1Zoo

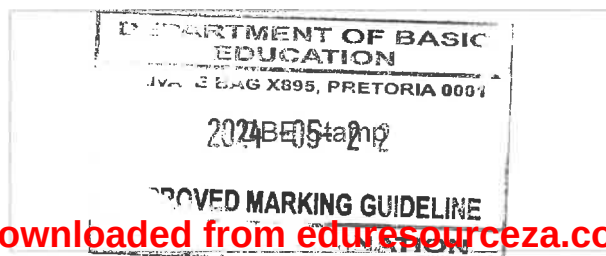
Total Q1: 26

No.	Criteria	Maximum Mark			Candidate Mark
1.1	Hyphenation Automatic hyphenation applied ✓	1		1	
1.2	Cover Page - 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 - Character spacing: Expanded by 3 pt ✓ - Text effect: 3-D format: Top bevel: ✓ 5 pt height ✓	1		3	
		2			
1.4	Header: Date field - Date field inserted in the header ✓ - Header: Year right aligned ✓ - Format: YYYY ✓ (Accept yyyy) Alt+F9: { DATE \@ "YYYY" * MERGEFORMAT }	1		3	
		1			
		1			
1.5	Footnote - Layout: 3 columns ✓ - Numbering format: i, ii, iii, ... ✓	1		2	
		1			
1.6	Paragraph setting: Pagination Page Break: Did you know? Pagination: Page break before ✓ <i>(Note to marker: Do NOT accept a forced Page Break)</i>	1		1	
1.7	Table: Below Prices start from - 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			



EXAMINATION NUMBER																			
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1.8	Track changes: Above <i>Emergency contact info</i> Track changes: Accepted ✓ (Note to marker: No text appears between the table, ending with '...', first served basis' and the heading 'Emergency contact info')	1		1									
1.9	Tab settings: All life threatening ... 2000 ext. 230 - Tab stop position: 7 cm ✓ - Alignment: Bar ✓ - Tabs applied to text as shown below ✓ Emergency numbers: <table><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	Table of Figures - Table of Figures inserted ✓ - No page numbers ✓ Alt+F9: { TOC \n \h \z \c "Figure" }	1 1		2									
1.11	Find and Replace: 'Johannesburg Zoo' replaced with 'JHB' ✓ - Replacement text: 'JHB' ✓ - Red ✓ Webdings symbol: 246 (✓) ✓ - Only Johannesburg Zoo replaced ✓ (Note to marker: 6 occurrences)	1 2 1		4									
Total for QUESTION 1				[26]									



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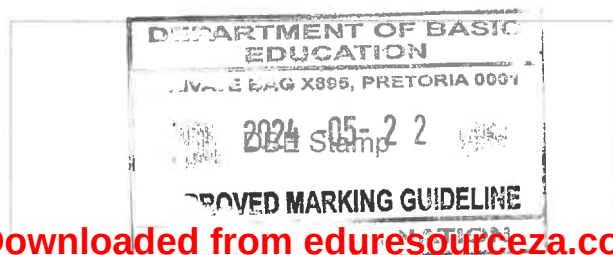
Check the accuracy and skill required before awarding a mark throughout.

QUESTION 2

File name: 2Adoption

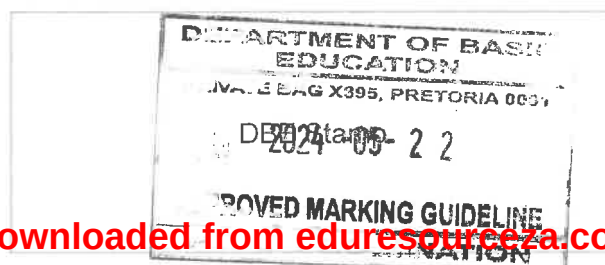
Total Q2: 19

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Page layout: Margins - Top margin: 2 cm ✓ - Gutter position: Left ✓	1		2	
		1			
2.2	Page Numbering in footer - Format: Outline circle ✓ 'Different Odd & Even Pages' selected ✓ - Position of even page numbers: Right side ✓	1		3	
		1			
		1			
2.3	Synonym: <i>Endangered</i> Endangered changed a <u>one-word synonym</u> to: rare ✓ /scarce/threatened/vanishing/imperilled	1		1	
2.4	Drop Cap: <i>List</i> - Drop cap applied: In margin ✓ - Distance from text: 0.5 cm ✓	1		2	
		1			
2.5	Multi-level list: Below <i>Type of adoption ...</i> - First level - Numbering Style: 1st, 2nd, 3rd, ... ✓ - Text indent at: 1 cm ✓ - Second level - Numbering: 1, 2, 3, ... ✓	1		3	
		1			
		1			
2.6	Hyperlink: E-mail address Linked to e-mail address: mailto:anna@cityzoo.org.za ✓	1		1	



EXAMINATION NUMBER																			
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2.7	Tiger Picture and Callout Shape - Callout shape appears (modified and white fill) ✓ - Text 'Adopt Me!' inserted ✓ (and visible) - Callout shape and image grouped ✓ as one object	1		3	
		1			
		1			
2.8	Form Controls - Drop down item added: Blank option ✓ - Blank option appears as the first item in option list ✓ - Payment Amount field: Number format: R ✓ - Cellphone Number field: Default: +27 ✓	1		4	
		1			
		1			
		1			
	Total for QUESTION 2			[19]	



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EXAMINATION
NUMBER

QUESTION 3

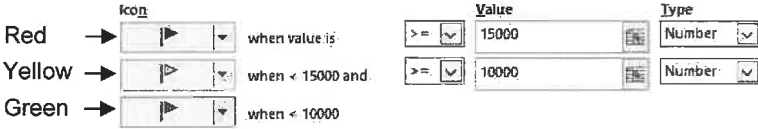
File name: 3Budget

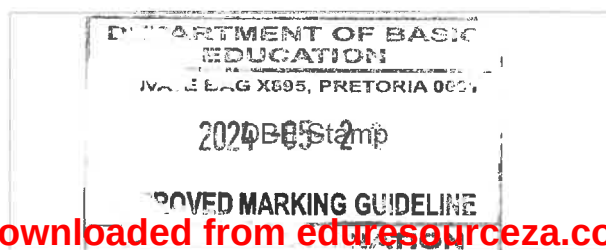
Total Q3: 19

- 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 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"			5	

EXAMINATION NUMBER																			
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3.4	Column H: Conditional formatting - Icon: Flag order: Red, Yellow, Green ✓ - Second condition value: ≥ 10000 ✓ - Second condition type: Number ✓ 	1 1 1		3	
3.5	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 $=SUM(G7*12,H7)*2.25\%+SUM(G7*12,H7)$ - 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 ✓	1 1 1 1		4	
Totals worksheet					
3.6	- Data labels: - Percentage ✓ - Separator: (space) ✓ - Grass/Hay slice: - Angle of first slice: $\pm 80^\circ$ ✓ ($70^\circ - 90^\circ$) - Explosion ✓ (accept any %)	1 1 1 1		4	
Total for QUESTION 3				[19]	



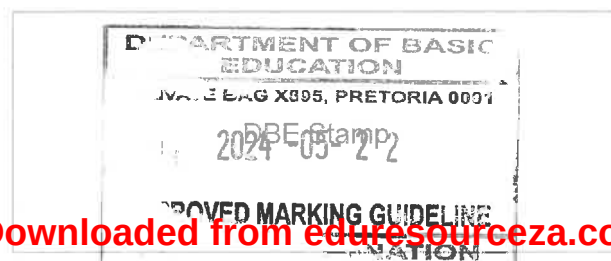
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EXAMINATION NUMBER																			
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QUESTION 4**File name: 4Excursions****Total Q4: 21**

- 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.

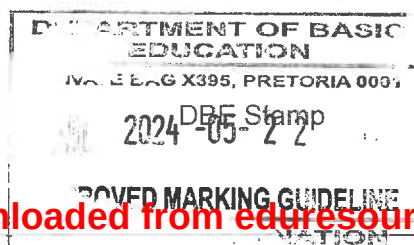
No.	Criteria	Maximum Mark			Candidate Mark
4.1	Worksheet moved • Trip worksheet appears before Q4_6 worksheet ✓	1		1	
Trip worksheet					
4.2	Cell C3: =COUNTIF(E7:E153,"EC") • Function: COUNTIF ✓ • Cell range: E7:E153 ✓ • Criteria: "EC" ✓	1		3	
		1			
		1			
4.3	Cell G3: =MODE(H7:H153) • Function and 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			



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4.5	Cell F13: =ROUNDUP(G13/30,0) - Function: ROUNDUP(...,0) ✓ - G13 ✓ /30 ✓	1 1 1		3	
4.6	Column H: Data Validation - Data validation setting: Start Date: 2023/12/01 ✓ - Screenshot of cells H5:H30 pasted in worksheet Q4_6 ✓ - Circle invalid data feature applied ✓	1 1 1		3	
4.7	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" , "") - 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 1 1 1 1		5	
Total for QUESTION 4				[21]	



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EXAMINATION NUMBER																			
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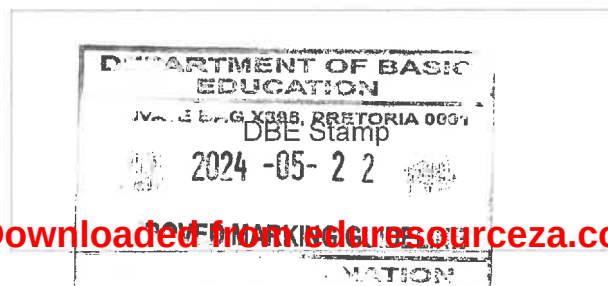
QUESTION 5

File name: 5Animals

Total Q5: 35

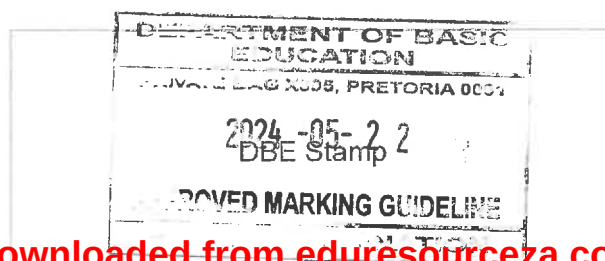
No.	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	Field: KeeperName • Required: Yes ✓	1		1	
5.1.2	Field: Time • Data type: Date/Time ✓ • Format: Short Time/00\:00 ✓	1 1		2	
5.1.3	Field: Enclosure: Validation Rule AND Text • Validation Rule: "Habitat" Or "Exhibit" • Habitat ✓ • Or Exhibit ✓ • Validation Text: Only Habitat or Exhibit ✓	1 1 1		3	
5.1.4	Field: AccessCode: Input mask L"@0000C OR L\@0000C • L ✓ • @ ✓ • 0000 ✓ • C ✓	1 1 1 1		4	
5.1.5	Field: NextFeed • Field deleted ✓	1		1	
Form: frm5_2					
5.2.1	Field: Group • Row Source: "Carnivore", "Herbivore", "Omnivore" ✓ • Row Source Type: Value list ✓	1 1		5	
5.2.2	Calculation • Formula: =[Lifespan] ✓ >25 ✓ • Format: Yes/No ✓	2 1			

80



[illegible]

Query: qry5_3																																			
5.3	- Only <i>Animal</i> and <i>Status</i> fields display ✓ <i>Origin</i> criteria: Africa ✓ <i>Group</i> criteria: Carnivore ✓ (Expected number of records: 8)	1 1 1		3																															
Query: qry5_4																																			
5.4	<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><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>☒</td><td>☒</td><td>☒</td><td>☒</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> (Expected number of records: 38)	Field:	Animal	Status	Lifespan	Population	Table:	tblAnimals	tblAnimals	tblAnimals	tblAnimals	Sort:					Show:	☒	☒	☒	☒	Criteria:		'Endangered'	<20	Is Null	or:					1 1 1 1		4	
Field:	Animal	Status	Lifespan	Population																															
Table:	tblAnimals	tblAnimals	tblAnimals	tblAnimals																															
Sort:																																			
Show:	☒	☒	☒	☒																															
Criteria:		'Endangered'	<20	Is Null																															
or:																																			
Query: qry5_5																																			
5.5	- 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	- 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: - 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]																															



EXAMINATION NUMBER																			
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QUESTION 6

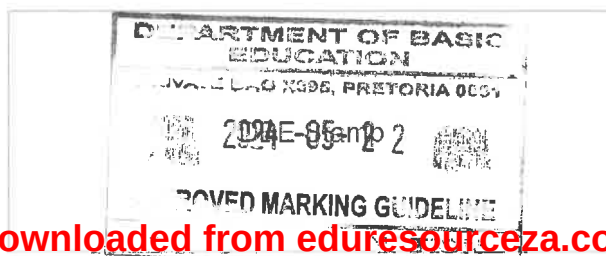
File names: 6_1Advert, 6_1Nav, 6_2Fees

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_1Advert					
6.1.1	Title tags <title>Membership</title> • Title tags inserted ✓	1		1	
6.1.2	Background colour <body bgcolor="bisque"> • Attribute: bgcolor="bisque" ✓	1		1	
6.1.3	Horizontal line <hr width="70%"/> • <hr> tag inserted ✓	1		1	
6.1.4	Italic tags <i>Zoo animals are ... </i> • Italic tags inserted ✓	1		1	
6.1.5	Hyperlink Map • Anchor tags inserted: <a href ...> ... ✓ • Links to 6_1Nav.html file ✓ • Link to the word 'Map' ✓	1 1 1		3	
6_1Nav					
6.1.6	Image

 ① ② </center> ① File extension of the image: gif ✓ ② Attribute: alt="Zoo-map" ✓	1 1		2	



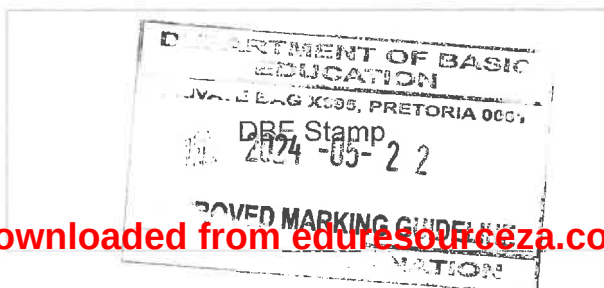
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[illegible]

6_2Fees

Table <pre> <head> <title>Membership</title> </head> <body> <center> ❶

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



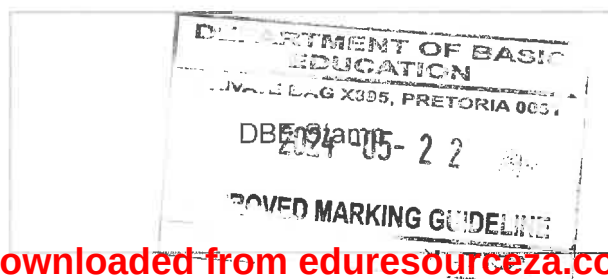
EXAMINATION NUMBER																			
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QUESTION 7

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

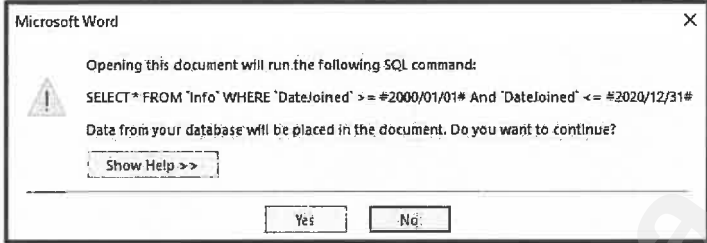
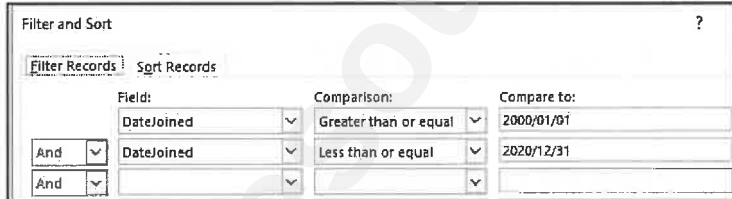
Total Q7: 15

No.	Criteria	Maximum Mark			Candidate Mark											
7Pics																
7.1	File management - Q7_1 file renamed to Lions ✓ - Folder compressed ✓	1		2												
		1														
7Reproduction: Q7_2																
7.2	Filter: Filter according to different criteria - Species: Text Filter: Contains: bear ✓ - Reproduction in Captivity: Filter: Very Easy ✓ (Expected number of results: 2)	1		2												
		1														
7Reproduction: Q7_3																
7.3	Unique values display Remove Duplicates applied ✓ <table><tr><th>Mating System Paringstelsel</th></tr><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></table> (Expected results: 10 unique mating systems)	Mating System Paringstelsel	Polygynous	Promiscuous	Polygynous (M), Monogamous (F)	Monogamous (Alphas Only)	Monogamous	Polyandrous	Unknown	Promiscuous (Hermaphroditic)	Monogamous & Polygynous	Monogamy (Seasonal)	1		1	
		Mating System Paringstelsel														
Polygynous																
Promiscuous																
Polygynous (M), Monogamous (F)																
Monogamous (Alphas Only)																
Monogamous																
Polyandrous																
Unknown																
Promiscuous (Hermaphroditic)																
Monogamous & Polygynous																
Monogamy (Seasonal)																
7Reproduction: Q7_4																
7.4	Subtotal - Reproduction in captivity: Sorted alphabetically ✓ - At each change in: Reproduction in captivity Voorplanting in aanhouding ✓ - Function used: Max ✓ - Subtotal added to: Max.Maks. ✓	1		4												
		1														
		1														
		1														



EXAMINATION NUMBER																			
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7AccessCard, 7MemAccess and 7Merged

7.5.1	Mail merge SELECT * FROM "Info" WHERE "DateJoined">=#2000/01/01# And "DateJoined"<=#2020/12/31# OR >#2019/12/31# And <#2021/01/01 7AccessCard linked to data source 7MemAccess ✓  Data source <i>DateJoined</i> Greater than or equal to: 2000/01/01 ✓ (Greater than 2019/12/31) AND ✓ <i>DateJoined</i> Less than or equal to: 2020/12/31 ✓ (Less than 2021/01/01)  Fields inserted: <<Name>> <<Surname>> <<ID Number>> ✓ (Expected number of records: 37)	1		5	
7.5.2	Merged document Merged document saved as 7Merged ✓ (Note to marker: Ignore blank access card at the end of the merged document)	1		1	
	Total for QUESTION 7			[15]	
	TOTAL			150	

