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Western Cape Government

Western Cape Education Department

Directorate: Curriculum FET

MECHANICAL TECHNOLOGY

GRADE 12

TUTORING GUIDE

	What the tutor should do …	What learners should do …
Introduction	**Discus the structure of the NSC Exam paper and Important point to remember when preparing for an examination:** **Automotive:** ➢ The paper consists of TEN compulsory questions. **Welding & Metalwork and Fitting and Machining** ➢ These papers consist of ELEVEN compulsory questions. ➢ The weighting of the final matric question paper is as per the table in revision pack. ➢ Remember that the paper is out of 200 MARKS, and the time given is 3 HOURS i.e. 200 marks = 180 minutes. ➢ It is important to ensure that you manage your time properly when writing any test or exam. You don't want to run out of time because of bad time management. ➢ Always start with the easiest question and work your way up to the more difficult questions. ➢ All questions and sub questions must be kept together. DO NOT MIX QUESTIONS ➢ Draw a line after each completed question. ➢ It is important that you read all instructions slowly before you start answering any question. ➢ Also, please note that you must receive a formula sheet with every test or exam you write, covering at least the topics of the test or exam. ➢ The questions are asked in such a way that it will differentiate in terms of subject knowledge. It might start with an easy question and end off with more challenging question in the different questions per topic.	Highlight in their revision pack important aspects mentioned by tutor and take additional notes

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Pre-Test	Issue the pre-test worksheet to learners and request learners to complete the pre-test based on content to be covered during a particular session. Provide Feedback on the Pre-Test • Remedial Activities • Conduct Post Test using the same pre-test worksheet	Complete the Pre-Test on the worksheet Complete the Post-Test
Topics covered in Resource Booklet	**Emphasise the topics that is covered in the Resource Booklets:** **Automotive:** • Systems and Control **Fitting and Machining:** • Materials • Systems and Control **Welding and Metalwork** • Maintenance • Terminology	Note the page numbers of each topic in the resource booklet
Strategy to follow mediating the revision pack for all topics	**Alert learners to the fact that all questions accept the one on Occupational health and safety consist of the following types of questions:** • Theoretical questions • Calculations • Questions relating to sketches. Learners need to know how to exactly attempt each type of question. Tutor must work through important points below **Theoretical questions:** • The mark allocation will indicate how you much information you are required to provide in your responses/ answers to questions • Learners need to ensure that they read every question very carefully with understanding. • Action verbs must be identified and the meaning explained. • Learners must make sure their answers are short and to the point. They must remember the examiner/marker must understand what they trying to say in their answer **Calculations:** • Use your **own Calculator** and ensure that you are familiar with its operation. • Ensure that you are able to identify the correct formula from the formula sheet (included in the question paper). • Always write down the formula. • Ensure that you know how to **change the subject of the formula**.	Learners should take notes on how to tackle different types of questions

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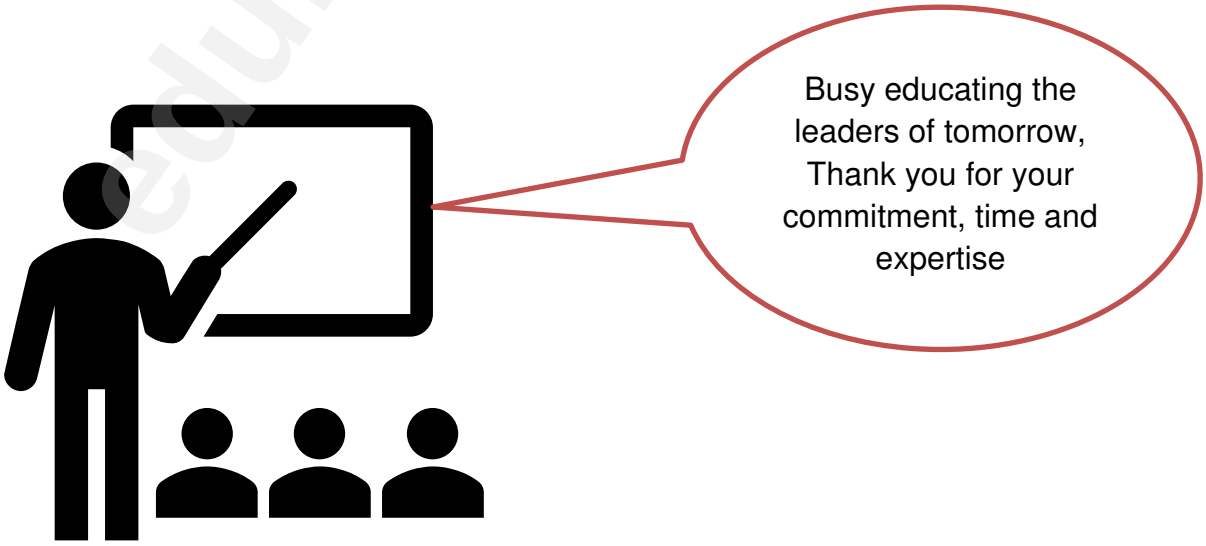
	• Make it a habit to write down all the given information, ensure that is correctly captured before starting your calculation and establish exactly what you are required to calculate. • Ensure that you write down all the steps of the calculation. (marks are awarded, accordingly.) • Ensure that you write down the **correct SI unit next to the answer**. Ensure that you convert the unit to the correct Si unit as asked (if asked) in the question. • Calculations are only mastered by practice and repetition. Try to do as many examples as possible. **Questions relating to sketches:** ➢ All diagrams and sketches must always have labels. ➢ Try to memorise the labels of all the sketches. ➢ There are always a number of them in the paper. (Easy marks)	
Tutoring Moments	➢ Tutor to highlight import concepts in each topic to be tutored and to consolidate all the important concepts per topic. ➢ Tutor to work through some challenging questions and guide learners how to attempt such questions. ➢ Encourage learners to ask clarity questions. ➢ Give learners informal assessments to do, relating to the topic covered and mediate as they do activity ➢ Do post-test at the end of tutor session?	Highlight important concepts in notes provided Do informal assessment and ask clarity questions Learners complete post-test



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