



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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TO: FET COLLEGES ADVISORY COMMITTEE (ADCOM)
UMALUSI
PRINCIPALS OF FET PUBLIC AND PRIVATE COLLEGES
EXAMINATION CENTRE MANAGERS
EXAMINATION ADMINISTRATORS
SOUTH AFRICAN COLLEGE PRINCIPALS ORGANISATION (SACPO)
SECTOR EDUCATION & TRAINING AUTHORITIES

MEMORANDUM 09 OF 2010

CONDUCT OF NC (V) LEVEL 2, 3 AND 4 LIFE ORIENTATION PAPER 2 (COMPUTER LITERACY)

The attention of all examination centres offering NC (V) L2, L3 and L4 is drawn to the following:

1. Due to the high NC (V) enrolments experienced by some examination centres, the Department of Higher Education and Training has had to revisit the administration and conduct of the Life Orientation Paper 2 (Computer Literacy) examination.
2. There is only one version of Life Orientation Paper 2 (Computer Literacy) for each of NC (V) L2, L3 and L4 for the November 2010 examinations and March Supplementary 2011 examinations.
3. Each examination centre is required to conduct Life Orientation Paper 2 (Computer Literacy) prior to the commencement of the NC (V) examinations on 22 October 2010. Life Orientation Paper 2 (Computer Literacy) should be administered as follows during the period 11 – 21 October 2010:
 - 11-12 October 2010: Level 4 (2 days) – 3-hour paper
 - 13-15 October 2010: Level 3 (3 days) – 2-hour paper
 - 18-21 October 2010: Level 2 (4 days) – 2-hour paper
4. It is the responsibility of examination centres to inform all NC (V) L2, L3 and L4 candidates of the **date and time** that the Life Orientation Paper 2 (Computer Literacy) will be conducted for the different levels at the particular examination centre. This information should be communicated to candidates by **01 September 2010**.
5. The conduct and marking of Life Orientation Paper 2 (Computer Literacy) should be undertaken as indicated in the attached guidelines (**Annexure A**).
6. **As there is only ONE Paper 2 set per level the examination centre must ensure that all question papers are collected from all candidates and accounted for at the end of an examination session.**
7. All examination centres will receive mark sheets for NC (V) L2, L3 and L4 Life Orientation Paper 2 (Computer Literacy) which will reflect the date 15 October 2010 for the capturing of NC (V) L2, L3 and L4 Life Orientation Paper 2 (Computer Literacy) marks on completion of the marking process. Similarly, all candidate entry permits

will reflect the date of 15 October 2010 for this particular paper. The examination sessions will, however, be conducted as per paragraph 3 above and not necessarily on 15 October 2010.

8. Should you require any assistance in planning for the conduct of Life Orientation Paper 2 (Computer Literacy) at your examination centre, kindly make contact with Mr A Bodasing as per the contact details provided above.

Your cooperation and assistance in this regard is sincerely appreciated.

Kind regards

A handwritten signature in blue ink, appearing to be 'NP', with a long horizontal flourish extending to the right.

Ms Nadine Pote
Director: Examinations and Assessment (Colleges & ABET)
Date: 03 August 2010

ANNEXURE A

NC (V) LIFE ORIENTATION PAPER 2 (COMPUTER LITERACY)

GUIDELINES FOR CONDUCT AND MARKING

1. Important instructions for INVIGILATORS

NOTE: All invigilators are required to refer to and use the *CHECKLIST* provided at the end of this annexure.

- 1.1 It is very important that *My Documents* on the C: drive, as well as the Recycle Bin, is emptied of all files BEFORE every group uses the computer room for examination purposes. If these are not emptied, it will impact on the student's ability to complete various questions accurately, as well as their overall result and will be seen as an IRREGULARITY.
- 1.2 A unique computer number must be entered into the computer using a watermark in the printer settings so that student printouts can be easily identified to eliminate examination irregularities. This should be done by the invigilators or computer technicians 14 days BEFORE the commencement of the examinations. It may be done in the following manner:
 - From the Start button, select Control Panel; Printer and Faxes.
 - Right-click the default printer (in use in that venue) then select Properties;
 - Select the Advanced tab;
 - Click the Printing defaults button;
 - Select the Effects tab;
 - At Watermarks, click the Edit button;
 - At Watermarks message, type in the Lab number and the unique computer number, e.g. LAB 1-01;
 - Click OK and then Apply.
 - The watermark should then appear on all future printouts.
 - In the case of a printer not having a watermark function, the student is expected to type the Lab number and unique computer number in brackets after his/her examination number.
- 1.3 If a student moves to another computer during the examination session, the invigilator needs to include a report stating the reason for the move.
- 1.4 To print the structure for the database table, the Access documentor options (Print Table Definition) must be set as follows:
 - Include for Table – select 'Nothing'
 - Include for Fields – select 'Names, Data Types and Sizes'
 - Include for Indexes – select 'Nothing'
- 1.5 The regional settings must be set to South Africa.
- 1.6 Examination centres must ensure that there is a minimum of two invigilators during a session. One of these must be a COMPUTER LECTURER who will assist with computer-related challenges experienced in the venue during the conduct of the examination.
- 1.7 It is the invigilator's responsibility to ensure that all rules and regulations regarding the invigilation are adhered to as stipulated in the *National Policy on the Conduct, Administration and Management of the Assessment of the National Certificate (Vocational)*.
- 1.8 If no irregularity report is submitted with the scripts it will be assumed that the invigilator declared that the examination session was completed in a fair manner and that no student was advantaged or disadvantaged by any illegal/immoral action. If evidence is found that contradicts this statement an investigation will be undertaken and the invigilator will be held accountable.
- 1.9 No learning materials (notes, textbooks or handouts) or printing pages may be taken into the examination venue by the students.
- 1.10 Examination and centre numbers must be written correctly on the examination folders and the software version must be indicated at the top of the cover page (e.g. MS Office 2003).
- 1.11 Examination and question numbers must be printed as a header/footer on each page, according to the instructions

given for each question. Invigilators should not hand over printouts that come off the printer without examination and/or question numbers to students. In such instances, students should be instructed to insert the numbers and then reprint their response.

- 1.12 Printouts handed in without examinations numbers will not be considered for marking and will be deemed examination irregularities.
- 1.13 Ensure that all students place their printouts in the examination folder in the same order as the numbering used in the question paper.
- 1.14 Only printouts that need to be marked should be included in the examination folder. All extra printouts are to be collected by the invigilator. **NO QUESTION PAPERS OR EXTRA PRINTOUTS ARE TO BE REMOVED FROM THE VENUE BEFORE THE END OF THE LIFE ORIENTATION PAPER 2 EXAMINATIONS.**
- 1.15 All students should sign the attendance register when handing in their examination folders containing their printouts to enable the invigilator to verify that all printouts that need to be marked are in the folder and all waste paper is handed in and not carried out of the examination room.
- 1.16 After the completion of each examination session the invigilator / computer lecturer must make a backup of the students' work after which they must delete all the documents from the *My Documents* and the *Recycle Bin* folders. These backups must be kept in the examination office in case of any queries from the Department.

2. Important instructions for STUDENTS

NOTE: *All invigilators are required to ensure that students are aware of the instruction provided below.*

- 2.1 Read ALL the questions carefully.
- 2.2 Answer ALL the questions. Use appropriate application programs and include your final printouts per question in your examination folder in the same order in which the questions appear in the question paper.
- 2.3 The time indicated at the beginning of each section is a guideline to help you finish the question paper within the stipulated time allocated for the full examination.
- 2.4 The time allocated for this question paper includes printing time.
- 2.5 It is your responsibility to save your work at regular intervals to prevent the loss of keyed-in data should a power disruption occur during the examination session. No additional time is allowed to complete lost work.
- 2.6 In the event of a computer or printer defect, the invigilator will make the necessary arrangements for you to continue with the examination and the actual time lost will be allowed additionally.
- 2.7 Spell check may be used.
- 2.8 Number the answers correctly according to the numbering system used in the question paper.
- 2.9 Examination and centre numbers must be written correctly on the examination cover pages and the software version must be indicated at the top of the cover page (e.g. MS Office 2003).
- 2.10 Ensure that every printout displays the examination and question numbers as instructed in the question paper. Printouts containing handwritten examination and/or question numbers will NOT be accepted by the invigilator.
- 2.11 Printouts without an examination number will not be marked.
- 2.12 Printouts to be marked must be arranged in the same order in the examination folder as that of the questions in the question paper. **Only one printout per question may be handed in.**
- 2.13 Each answer must be printed on a separate sheet of paper. Use one side of the paper only.
- 2.14 You are not allowed to be in possession of any learning materials (notes, textbooks or handouts) in the examination venue prior to or during the conduct of the examination.

3. Important instructions for MARKERS

- 3.1 Markers are required to work out the question paper before the marking guideline is discussed.
- 3.2 Accuracy is marked with a red / and manipulation is marked with a blue X. This is to ensure that students are rewarded for tasks done well, e.g. if the accuracy counts 5 marks, but the candidate made 10 accuracy errors, he/she only loses 5 marks for accuracy and is still rewarded for the manipulation that was correctly done.
- 3.3 To aid with the marking process a transparency template should be made of the break-up of marks provided at the beginning of each question on the marking guideline. This template is then used to ensure that all markings are made at the same place on each printout. This will also aid the moderation process. The marker writes the corresponding number and makes a red tick (correct), red / (accuracy error) or blue X (manipulation error) next to the number.
- 3.4 Where irregularities are picked up in the marking process, all irregularities are marked and marks achieved for each question are transferred to the cover page of the candidates' examination folder and then to the official mark sheet as a percentage. The word IRREGULARITY is written next to the percentage on the cover page and an irregularity report is completed for submission along with the script and mark sheet. The code IRR is entered in the column alongside the percentage achieved on the mark sheet.

4. Important instructions for EXAMINATION OFFICERS

- 4.1 The Life Orientation Paper 2 examinations will be conducted over a number of days, on dates as indicated by DHET, to accommodate the large number of students and to overcome the challenge of limited resources.
- 4.2 To facilitate the administration and conducting of this practical exam, the Examination Officer is required to ensure that the following guidelines are adhered to:
 - 4.2.1 A seating plan must be drawn up indicating:
 - The number of sessions per day per NC (V) Level as per the dates published by DHET.
 - The number of students who will be writing each session in each venue.
 - The examination number of students writing each session – students should be grouped according to the mark sheet order to facilitate the submission of scripts at the end of each examination session.
 - 4.2.2 Students must be informed in advance of the session they will be writing (according to the planned schedule) and by no later than 01 September 2010. STUDENTS MUST WRITE DURING THE SESSION THEY ARE SCHEDULED TO WRITE. This information should be given to them in writing and they must sign that they have received the information.
 - 4.2.3 Attendance registers as well as an indication of attendance on mark sheets for the day must be properly completed and must correspond with the number of scripts received at the end of each session for the day in question. Students who miss the examination session they were scheduled to write must be marked absent and are not permitted to write the examination in another session.
 - 4.2.4 At the end of each session the Examination Officer must ensure that:
 - All question papers and extra printouts are collected. They are NOT TO BE RE-USED for other sessions.
 - A backup of each student's work is made. A CD should be made for each venue for each session and handed in to the Examination Office for safekeeping.
 - The *My Documents* and *Recycle Bin* folders have been emptied and the venue is prepared for the following session.
 - The attached Checklist, confirming that all of the above has been done, has been signed and filed with the Examination Officer for record purposes.
- 4.3 A compulsory meeting with all Life Orientation Paper 2 invigilators should be held 2–3 weeks prior to the commencement of the Paper 2 examinations. This is to ascertain if there is a need to train invigilators and to ensure that all invigilators are well informed of the contents of Annexure A regarding:
 - 4.3.1 The preparation of the venues before the examination sessions;
 - 4.3.2 The collection of all examination material after each session;

- 4.3.3 The deletion of the files prior to the commencement of the next session;
 - 4.3.4 The signing of the attendance register by candidates when handing in the examination folders;
 - 4.3.5 Marking candidates absent if they do not write in the session they are scheduled to sit for Paper 2; and
 - 4.3.6 The signing of the Checklist by all invigilators and the reporting of irregularities.
- 4.4 Additional training of invigilators should be arranged if deemed necessary.
- 4.5 The attendance register and minutes of the meeting should be filed by the Examination Officer and be available during monitoring visits.

CHECKLIST: CONDUCT OF NC (V) LIFE ORIENTATION PAPER 2 (COMPUTER LITERACY)

NC (V) LEVEL: _____
TIME SLOT FOR EXAMINATION SESSION: _____
VENUE: _____
INVIGILATORS: 1. _____ 2. _____

DATE OF EXAMINATION: _____
NUMBER OF CANDIDATES WRITING IN THIS TIME SLOT: _____

INSTRUCTIONS:

1. The INVIGILATOR needs to complete these actions before and after each examination session for each computer.
2. Place a tick in the block alongside each action as the task is completed per computer.

Action	Computer number																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Word setting																														
Default Font: Courier New 12																														
Numbering Indent at 0"/cm																														
Page margins at 1"/2.54 cm																														
Access setting																														
Structure options correct																														
Able to print the structure																														
Prior to each session																														
<i>My documents</i> folder emptied																														
<i>Recycle bin</i> emptied																														
Regional settings: South Africa																														
Date format: YYYY/MM/DD																														
Watermark set																														
Printer works																														
After each session																														
All Question Papers collected																														
Extra Printouts collected																														
Back-ups made																														
<i>My documents</i> and <i>Recycle bin</i> empty																														
Student attendance verified																														
One printout per question submitted in correct order in examination folder																														
All printouts contain examination and question numbers																														

Signatures-

Invigilator 1

Date

Invigilator 2

Date

Examination Officer

Date