



**Western Cape
Government**

Education

SEPTEMBER TRIAL PAPER GRADE 12

**COMPUTER APPLICATIONS TECHNOLOGY P1
SEPTEMBER 2015**

MARKING GUIDELINE

NAME, SURNAME	
SCHOOL	

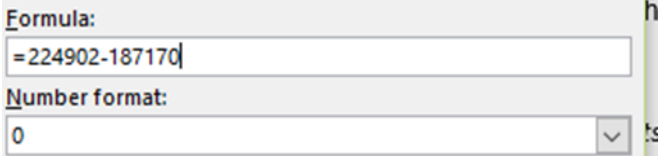
FINAL MARK	
-------------------	--

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	41	15	22	31	40	20	11	180
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This marking Guideline consists of 15 pages.

QUESTION 1

1SA STEM		Max Mark			Learner Mark
1.1	top and right margins set to 2 cm ✓	1		1	
1.2.1	heading moved to document title position ✓	1		1	
1.2.2	Today's date ✓ displayed in appropriate field	1		1	
1.3.1	Heading 2 style applied to 4 headings. ✓	1		1	
1.3.2	Heading 3 style modified: 7 pt before and ✓ 5 pt after each heading. ✓	1		2	
		1			
1.3.3	New heading style: - Based on Heading 1 ✓ - Is called STEM ✓ - The font not expanded - normal ✓	1		3	
		1			
		1			
1.3.4	Table of contents - inserted ✓ - display ONLY headings to include level 2: ✓	1		2	
		1			
1.4	Page numbers at the bottom of each page: - Numbering starts at 1 on the third page - No numbers on cover page and table of contents page. ✓ - odd numbers displayed on the left hand side ✓ - even numbers displayed on the right hand side of each page ✓ (Note: Also accept if not displayed as above, but Odd and Even is ticked)	1		3	
		1			
		1			
1.5	STEM replaced – 13 occurrences (Match case applied, not whole words) ✓ - font red and bold ✓	1		2	
		1			
1.6.1	hyperlink - from the bookmark <i>youth</i> ✓ - to the last main heading “<i>The 10 Skills Employers Most Want In 2015 Graduates</i>” ✓	1		2	
		1			

1.6.2	Cross reference inserted - after the heading “<i>The 10 Skills Employers Most Want In 2015 Graduates</i>” ✓ - Linked page number of the page for bookmark ‘Maths’ ✓ (Note: accept any page number that links to bookmark)	1 1	2	
1.7	Photo inserted - into the square ✓ - lines of square visible as a frame ✓	1 1	2	
1.8.1	- Top and bottom rows shaded ✓ - Main headings centre aligned ✓ and numbers right aligned ✓ - Outer lines visibly thicker than inside lines ✓	1 2 1	4	
1.8.2	calculated field - in the last cell of the table ✓ - correct calculation ✓ 	1 1	2	
1.8.3	Caption ✓ Table 1 Maths and Science: 2009 vs 2013 ✓ (Note: If typed in, only second mark is awarded)	1 1	2	
1.9.1	manual line breaks replaced with paragraph mark ✓ (Note: switch Show-Hide on to see marks)	1	1	
1.9.2	bullets applied ✓	1	1	
1.9.3	- bullet position 1 cm from the left margin (indentation = 1 cm) ✓ - text 1.5 cm from the left margin (hanging indent = 0.5) ✓	1 1	2	
1.10	Columns added	1	3	

	<i>"Include all skills in résumé"</i> • 3 columns ✓ • equal width ✓ • spacing between columns 0.5 cm ✓	1 1			
1.11.1	name of the author , I. Pieterse, added to 'Maths-and-science' source ✓	1		1	
1.11.2	citation (Adams, 2014) at the end of document ✓	1		1	
1.11.3	Bibliography added • bibliography at the end of document ✓ • APA sixth edition format ✓	1 1		2	
Total for QUESTION 1				[41]	

QUESTION 2:

2MSCentre		Max Mark			Learner Mark
2.1	protection of form stopped ✓	1			
2.2.1	“facilities” spelled correctly ✓	1		2	
2.2.2	“Skyblue” one word ✓	1			
2.3.1	Text field entered text field next to Grade ✓ type changed to Number ✓ Max length of field = 2 ✓	1 1 1		3	
2.3.2	checkbox inserted ✓ at the 4 cm tab left of “Twice a week” ✓	1 1		2	
2.4	Tab added - at about 8 cm ✓ - with leader dots, applied ✓	1 1		2	
2.5	dropdown field inserted - next to “application” ✓ “Yes” or “No” in list ✓	1 1		2	
2.6	comment inserted - next to R125 ✓ - containing, for example: “Please confirm this amount”, or anything similar ✓	1 1		2	
2.7	Spelling corrected sevrity = severity ✓	1		1	
Total for QUESTION 2				[15]	

Question 3

No	Criteria	Max Mark			Learner Mark
3.1.1	Merge and center: Cells A1 to S2 merged and centred ✓	1		1	
3.1.2	Font size: Font size of heading 18 pt ✓	1		1	
3.1.3	Row height: Height of row 3 set to 30 pt ✓ <i>Also accept 0.72 cm (Page Layout view)</i>	1		1	
3.1.4	Text wrap: Text wrapping applied to row 3 ✓ to that headings can be read	1		1	
3.2	Page setup: - Page orientation set to Landscape ✓ - Page scaling set to fit on 1 page ✓	1 1		2	
3.3	Cell F23: =SUM(F5:F22)-F24 SUM function ✓ and range ✓ - F24 ✓ OR ✓✓✓ =SUMIF(B5:B22,"Science",F5:F22) =SUM(F5,F7,F9,F11,F13,F15,F17,F19,F21) Expected answer is 109918.	2 1		3	
3.4	Cell R17: =IF((K17-J17)<0,"RED",IF((K17-J17)<10,"YELLOW","GREEN")) OR =IF(K17<J17,"RED",IF(K17<J17+10,"YELLOW","GREEN")) <i>Other answers are possible. Test by copying down the column.</i> - Nested IF syntax correctly used ✓ - Condition and return value "RED" ✓ - Condition and return value "YELLOW" ✓ - Condition and return value "GREEN" ✓	1 1 1 1		4	

3.5	Cell S20: =VLOOKUP(R20,Lookup!\$A\$2:\$B\$4,2,FALSE) • Lookup value R20 ✓ • Lookup table Lookup! \$A\$2:\$B\$4 ✓ • Column index 2 ✓ • Lookup range FALSE (exact match) ✓ • Absolute cell references or named range used ✓	1 1 1 1 1		5	
3.6	Drop-down list: • Value M added to data validation source ✓	1		1	
3.7	Cell C27: =SUM(Gender!C12,Gender!C15,Gender!C18) • SUM function ✓ • Data on Gender worksheet ✓ • Correct cells C12, C15 and C18) ✓ <i>If SUM function not used then only award the last mark!</i>	1 1 1		3	
Total for QUESTION 3				[22]	

Question 4

No	Criteria	Max Mark			Learner Mark
Mathematics 2014 worksheet					
4.1	Conditional formatting: - Conditional formatting applied to column X ✓ - Applied to cell values > 0 (OR >= 1) ✓ - Background shading applied ti3	1 1 1		3	
4.2	Cell formatting: Cells Y2:AA388 display 1 decimal place ✓`	1		1	
4.3	Column hiding: Column E is hidden ✓ <i>Do not award mark if the column has been deleted</i>	1		1	
4.4	Freeze panes Freeze panes applied to row 1 only ✓	1		1	
4.5	Cell C2: =UPPER(LEFT(D2,4)) - UPPER function ✓ - LEFT function ✓ (D2, 4) ✓	1 1 1		3	
4.6	Cell Q14: = SUM(N14:P14) - SUM ✓ (N14:P14) range ✓ <i>Expected answer: 30</i>	1 1		2	
4.7	Cell AB6: =IF((AA6-Z6)>=15;"Extra support needed";"No support needed") - IF function ✓ - Correct condition ✓ - Correct message displayed if True ✓ - Correct message displayed if False ✓	1 1 1 1		4	

Summary worksheet					
4.8	Cell B1 =MAX('Mathematics 2014'!W2:W388) MAX function Correct sheet and range 'Mathematics 2014'!W2:W388 ✓ <i>Expected answer 80</i>	1		1	
4.9	Cell B2: =COUNTIF('Mathematics 2014'!Y2:Y388;">=70") - COUNTIF function ✓ - Correct range ✓ - Correct condition ✓ <i>Expected answer 17</i>	1 1 1		3	
4.10	Cell B3: 6 ✓ <i>done with filtering</i> <i>or</i> =COUNTIF('Mathematics 2014'!M2:M388;100%) ✓	1 1		2	
Top Performers worksheet					
4.11	Chart editing: - Horizontal axis labels display centre numbers ✓ - Horizontal axis labels aligned at -45° ✓ - Horizontal axis title: 'Centre Number' ✓ - Vertical axis title 'Average %' added and aligned ✓ - Bar fill colour changed to any light blue shade ✓ - Bar for centre 1388846 filled with red ✓ - Chart title 'Mathematics Average %' added ✓ - Maximum value on vertical axis: 100 ✓ - Major unit on vertical axis: 10 ✓ - Data labels appear in correct place ('inside end') ✓	1 1 1 1 1 1 1 1 1 1		10	
Total for QUESTION 4				[31]	

Question 5

No	Criteria	Max Mark			Learner Mark
Table: WC NSC PHSC 2014					
5.1.1	Data type: District field size set to 30 ✓	1		1	
5.1.2	Field: Centre No Required set to Yes ✓	1		1	
5.1.3	Field: ExamDate - Input mask inserted ✓ 000000 ✓	1 1		2	
5.1.4	Field: Circuit - Display control changed to Combo Box ✓ - Row Source Type is Value List ✓ - Row source: 1;2;3;4;5;6;7 ✓	1 1 1		3	
Form: frm5_2					
5.2.1	Only fields included in form: District, Centre No, Wrote and Passed at 30%. ✓	1		1	
5.2.2	The heading reads 'Pass at 30%' in the header ✓	1		1	
5.2.3	- Combo box added in detail section ✓ - Control Source: District ✓ - Row Source: Cape Winelands, Metropole North, Metropole South, Metropole Central, Metropole East, West Coast, Overberg. ✓ Notes to marker: <i>Ignore duplicates in values of combo box</i>	1 1 1		3	
5.2.4	Name and surname is added as a label in the form footer ✓	1		1	

Query: **Qry5_3**

5.3

- District criteria: Cape Winelands ✓
- Wrote criteria: >100 ✓
- Show off at: Pass at 40% ✓

Field:	District	Centre no	ShortAlphaCode	ExamDate	Wrote	Passed at 30%	Passed at 40%	Passed at 50%
Table:	WC NSC PHSC 2014	WC NSC PHSC 2014	WC NSC PHSC 2014	WC NSC PHSC 2014	WC NSC PHSC 2014	WC NSC PHSC 2014	WC NSC PHSC 2014	WC NSC PHSC 2014
Sort:								
Show:	☒	☒	☒	☒	☒	☒	☐	☒
Criteria:	Cape Winelands				>100			
or:								

Note to marker:

- 8 records expected

1
1
1

3

Query: **Qry5_4**

5.4

Field:	District	Centre no	ShortAlphaCode	Wrote	20-29%
Table:	Maths and Phys 2013	Maths and Phys 2013	Maths and Phys 2013	Maths and Phys 2013	Maths and Phys 2013
Sort:	Ascending				
Show:	☒	☒	☒	☒	☒
Criteria:			MATH		
or:					

- Query called Qry5_4 created based on Maths and Phys 2013_2014 table. ✓
- Only District, Centre No, ShortAlphaCode, Wrote and 0-29% fields are displayed. ✓
- District field ascending order ✓
- ShortAlphaCode criteria: MATH ✓

1

1
1
1

4

Query: **Qry5_5**

5.5.1

Field:	Centre no	ShortAlphaCode	ExamDate	Wrote	Pass % at 30%	Pass % at 40%	Passed at 50%	Pass % at 50: ([Passed at 50%]/[Wrote])
Table:	Maths and Phys 2013	Maths and Phys 2013	Maths and Phys 2013	Maths and Phys 2013	Maths and Phys 2013	Maths and Phys 2013	Maths and Phys 2013	Maths and Phys 2013
Sort:								
Show:	☒	☒	☒	☒	☒	☒	☒	☒
Criteria:								
or:								

- Calculated field: Pass % at 50 added correctly ✓
- [Passed at 50%] ✓
- / ✓
- [Wrote] ✓

1
1
1
1

4

5.5.2

Property sheet Calculated field:

- Format: percentage ✓
- Decimal places: 1 ✓

1
1

2

Report: rpt5_6					
5.6.1	Report: Fields District, Centre No, ShortAlphaCode, Wrote and Pass % at 30% ✓	1		1	
5.6.2	• Records group according to District Field ✓	1		1	
5.6.3	• Page orientation changed to landscape ✓	1		1	
5.6.4	• Report title changed ✓ • reads 'Learner pass percentage at 30%' ✓ • Font colour orange ✓	1 1 1		3	
5.6.5	• Report saved as rpt5_6	1		1	
Report: rpt5_7					
5.7.1	• Report header background changed to any green colour ✓	1		1	
5.7.2	• All headings in Page header has shadowed special effects	1		1	
5.7.3	• All data deleted from the Page Footer ✓	1		1	
5.7.4	• Function inserted in Report Footer • =avg ✓ ([Passed at 30%]) ✓ • Any suitable title added applicable to the function and field ✓	1 1 1 1		4	
Total for QUESTION 5				[40]	

Question 6

No	Criteria	Max Mark			Learner Mark
6.1	Title <title>The Stem crisis in SA</title> • 'The Stem crisis in SA' appears ✓ • In the browser tab ✓	1		2	
		1			
6.2	Heading and alignment The root of the STEM crisis • 'The root of the STEM crisis' appear as heading 1 ✓ • 'The root of the STEM crisis' is centred ✓	1		2	
		1			
6.3	Background colour <body bgcolor="white"> • Background colour changed to white ✓	1		1	
6.4	Image: Inserted, Height and width • Image appears below the heading ✓ • Image displays correctly ✓ • Height = 200 ✓ • Width = 200 ✓	1		4	
		1			
		1			
		1			
6.5.1	Table extended <tr align="center" > <td>Grade 1</td> <td>68</td> <td>60</td> <td>68</td> </tr> • Row added as Grade 1 (above Grade 3) ✓ • Display correct data ✓ • Cell spacing set at '2' ✓	1 1 1		3	
6.5.2	Font changed: entire table before table tag and after table </table> tag. • To Arial ✓	1		1	

6.6	Bulleted list changed: <code><ol type="I"></code> <code>Identify learners who lack foundational mathematical skills</code> <code>Provide these learners with remedial assistance</code> <code>Re-evaluation of conditions in classrooms</code> <code>Introduce programmes to support mathematics education</code> <code></code> • To ordered list ✓ • With Roman numerals ✓	1 1		2	
6.7	Horizontal line <code><hr size="10"></code> • Inserted below list (height 10) ✓	1		1	
6.8	Hyperlink added <code>For more information</code> • Text ' For more information' ✓ • at bottom of page ✓ • hyperlinked created ✓ • to "www.education.gov.za" ✓	1 1 1 1		4	
Total for QUESTION 6				20	

Question 7

No	Criteria	Max Mark			Learner Mark
7Answers document					
7.1.1	72 (also accept 73) ✓	1		1	
7.1.2	41.7 (accept 41.66...) ✓	1		1	
7.1.3	MATTHEW JANSEN ✓ <i>Also accept just the surname</i>	1		1	
7.1.4	Many answers possible: ✓✓ Added an extra column in spreadsheet and determined average mark for both subjects Determined the maximum mark by using the MAX function or filtering Used the maximum mark to identify the learner In database: Created a query with a calculated field to determine average marks Found the Top 1 values and read name from query result	2		2	
7.2	Merge: - Merge fields (all four) appear ✓ - Sorted in ascending order ✓ of Surname ✓ - Mathematics marks < 30% selected ✓ - Physical Science marks < 30% selected ✓ - Merge completed (7Letter_Merged) ✓	1 2 1 1 1		6	
Total for QUESTION 7				[11]	
TOTAL				180	