

MARKING GUIDELINES

EXAMINATION	NATIONAL SENIOR CERTIFICATE
GRADE	12
DATE	NOVEMBER 2025
SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY
PAPER	1
MARK TOTAL	150
DURATION (HOURS)	3
NUMBER OF PAGES	21

QUESTION 1	25	0		
QUESTION 2	20	0		
QUESTION 3	20	0		
QUESTION 4	20	0		
QUESTION 5	35	0		
QUESTION 6	15	0		
QUESTION 7	15	0		
TOTAL	150	0		

	Checked
Code	

Blanks

Marking grid

25 **Marker Code:** **Date:**

Question 1: 1Notice			MAX	Candidates mark	Comments	Sub-total	SM	CM	IM
1.1	Font	'Buttermilk School' heading in header, Font size=20 pt ✓	1						
	Header	Different first page marked (the letterhead is only displayed on the first page, ignore if displayed in the Appendix) ✓	1				0	0	0
	Header	Table delete from header on 2nd page and rest of document ✓	1						
	Oval Shape	Outline=Plum with outer shadow effect ✓	1				0	0	0
	Symbol	'Webdings 252 symbol inserted next to web address. ✓	1						
	Hyperlink	Removed from e-maill address ✓	1				6	0	0
1.2	Automatic Date	Inserted in the first paragraph to the right (Text 'Date' is replaced) ✓	1				0	0	0
		Update automatically checked (current date is displayed) ✓	1				0	0	0
		Display in the format: Mon, 11 Aug 2025 ✓	1			DDD, dd MMM yyyy	3	0	0
1.3	Find & Replace	Text 'Class of 2026' (5 Instances) replaced ✓	1				0	0	0
		bold ✓	1			Check that text in Heading is NOT changed	2	0	0
1.4	Style	indent 2 cm left ✓	1				0	0	0
		2 cm right ✓	1			List Paragraph: Paragraph INDENTATION left: 2 cm right: 2 cm	2	0	0

1.5	Pagination	Heading 'Delicious Food and Refreshments': Keep with next ticked ✓	1		*SPACING* DON'T add space between paragraphs of the same style	1	0	0	0
1.6	Thesaurus	The word 'unique' under the heading 'Silent Auction' replaced with any synonym ✓ synonym used: 'exceptional' (something above the ordinary) ✓	1 1			2	0	0	0
1.7	Textbox	Text starting with 'Date' and ending with 'Shool Hall' moved into textbox ✓ Outline of the textbox is removed (no outline - not white) ✓	1 1			2	0	0	0
1.8	Paragraph spacing	Text 'Mr S Tulbagh' 30 pt before ✓	1			1	0	0	0
1.9	Sections	Before heading 'Appendix: List of Parents' next page break inserted ✓ Appendix change to landscape ✓	1 1			2	0	0	0
1.10	Table	Table under heading 'Appendix: List of Parents': Table sorted according to gender ✓ according to gender ✓ Table style Grid Table 4 (any accent) ✓ Repeat header row activated ✓	1 1 1 1			4	0	0	0
TOTAL			25	0		25			

					Marking grid						
					20	Marker Code:	Date:				
Question 2: 2Leapyear					MAX	Candidates mark	Comments	Sub-total	SM	CM	IM
2.1	Paper Size	Custom size: width = 20 cm and height = 29 cm for the WHOLE document. ✓	1				1	0	0	0	
2.2	Paragraph	3 blue text paragraphs: 2 Leapday bullet inserted ✓ Alignment = Justify ✓	1 1				2	0	0	0	
2.3	Picture	2LeapDay picture inserted underneath highlighted text on first page ✓ Centered in paragraph text wrap (tight, through in line with) ✓ Lock aspect ratio NOT ticked ✓ Size: exactly 6 cm x 6 cm ✓	1 1 1 1			unticket or not ticked	4	0	0	0	
2.4	Columns	Text 'Leap Frog race ... Crafts' under heading 'Play games' formatted in 2 equal columns ✓	1		Sports and Crafts Leap Frog Race Leap Year Relay Word Search Charades Storytelling Crafts	Boardgames Pictionary Trivia Bingo		0	0	0	
	Line numbers	line added ✓ Column break after Crafts (Boardgames 2nd column heading) ✓	1 1				3	0	0	0	
2.5	Caption	Picture underneath heading 'Arrange a photo shoot' caption text added: 'Figure C: Photo shoot' ✓ Numbering changed to alphabetical letters (A, B, C) ✓	1 1				2	0	0	0	
2.6	Index	Added underneath the heading 'Index' in the default setting (or any setting) ✓	1				1	0	0	0	
2.7	Document Property	Filename displayed as a field ✓ in header of only the last page ✓	1 1				2	0	0	0	
2.8	TOC	Inserted underneath the heading 'Table of Contents' ✓ in the Distinctive style ✓	1 1		TABLE OF FIGURES Figure A: Our time capsule.....1 Figure B: Happy Leap Day.....2 Figure C: Photo shoot.....1 Figure D: Craft ideas.....1 Figure E: Letter to myself.....2 Figure F: Scavenger Hunt.....3		3	0	0	0	
	Table of figures	Table of Figures' updated in the default (or any style) ✓	1					0	0	0	
2.9	Watermark	Picture 2Graduation cap.jpg added as watermark ✓ Scale = 200% ✓	1 1				2	0	0	0	
TOTAL			20	0			20				

					Marking grid													
					20	Marker Code:	Date:											
Question 3: 3LeapYear					MAX	Candidates mark	Comments	Sub-total	SM	CM	IM							
3.1	Learners worksheet	Cell A1:L1 Fill effect remove ✓			1	20			1	0	0	0						
		Wrap Text ✓			1				0	0	0							
3.2	Learners worksheet	Cell H6:L7 Cells L6:L7 Merge and Centre ✓			1				20			0	0	0				
		Centre Horizontally and Vertically ✓			1							3	0	0	0			
3.3	Learners worksheet	Cell C2 sum(F8:F42) ✓			1							20			1	0	0	0
3.4	Learners worksheet	Large(E8:E42,2)			1										0	0	0	
		Cell C3 Large(E8:F42) ✓			1													
3.5	Learners worksheet	2, ✓			1										2	0	0	0
		Sumifs(E8:E42,C8:C42,"YellowStones",D8:D42,"11*")			1													
		Sumifs(E8:E42			1													
		,C8:C42, ✓			1													
		"YellowStones" ✓			1													
,D8:D42, ✓			1															
"11*") ✓			1	5	0	0	0											
3.6	Learners worksheet	If(Sum(H8:K8)>10,"Manager",")			1	0	0	0										
		if ✓			1													
		Column L (Sum((H8:K8, ✓			1													
		>10 ✓			1													
		"Manager" ✓			1													
") ✓			1	5	0	0	0											
3.7	Chart worksheet	Chart change to line chart ✓			1	0	0	0										
		Datalabels format with a square shape ✓			1													
		Gridlines in plot area Vertical lines added ✓			1				3	0	0	0						
TOTAL					20	0		20	0	0	0							

					Marking grid							
					20	Marker Code:	Date:					
Question 4: 4Media					MAX	Candidates Marks	Comments	Sub-total	SM	CM	IM	
4.1	Data worksheet	Worksheet	Learner worksheet appear after Data ✓	1	20			1	0	0	0	
4.2		Sheet 1	Rename sheet 1 Data ✓	1				1	0	0	0	
4.3		Row 1	Row 1 Freeze pane ✓	1				1	0	0	0	
4.4		Cell E2	VLOOKUP(D2,\$L\$4:\$M\$8,2,False) VLOOKUP ✓			1			0	0	0	
			,D2 ✓			1			0	0	0	
			,\$L\$4:\$M\$8 ✓			1			0	0	0	
			,2 ✓			1			0	0	0	
		Correct use of absolute cell reference ✓		1				5	0	0	0	
4.5		Column G	LEFT(F2,3)&"_"&MID(H2,2,2) LEFT(F2,3) ✓			1		CONCATENATE(LEFT(F2,3),"_",MID(H2,2,2))	0	0	0	
			" " ✓			1			0	0	0	
			Correct use of "" ✓			1			0	0	0	
			MID(H2, ✓			1			0	0	0	
	2, ✓		1			0	0	0				
	,2) ✓		1			0	0	0				
		Correct use of & or Concat (Concatenate) ✓		1			7	0	0	0		
4.6	Column J	ROUNDUP((I2-\$M\$1)/7,0) Roundup(✓		1			0	0	0			
		(I2-\$M\$1) ✓		1			0	0	0			
		/7 ✓		1			0	0	0			
		,0) ✓		1			0	0	0			
				Correct use of absolute cellreference ✓		1			5	0	0	0
TOTAL				20	0		20	0	0	0		

					Marking grid							
Question 5: 5Admin					MAX	35	Marker Code:	Date:	Sub-total	SM	CM	IM
					Candidates Marks	Comments						
5.1.1	tblAdvert	tblMedia datasheet	Both vertical and horizontal gridlines ✓	1	35							
5.1.2		ID	Primary key ✓	1								
5.1.3		Surname	Format > ✓	1								
			Required Yes ✓	1		2	0	0	0			
5.1.4		CellNo field	Size: 3 ✓	1								
5.1.5		Learner Grade	> ✓	1								
			L ✓	1								
			00? ✓	1		3	0	0	0			
5.1.6		Category field	TikTok added to the lookup row source ✓	1								
5.1.7		Adverts field	default 0 ✓	1								
5.1.8		Validation Rule: Amount Sponsored	Validation rule:	1								
			<= ✓	1								
			2025/10/25 ✓	1		3	0	0	0			
5.2		qry5_2	Surname, name, CellNo and Category fields ✓ (Advertising not show)	1								
			Surname Ascending ✓	1								
			Criteria for Category = Parent ✓	1								
			Criteria for Advertising = Yes ✓	1		4	0	0	0			
5.3	qry5_3	Criteria: Business ✓	1									
		New calculated field: NewAmount: ✓	1									
		[SponsoredAmount] ✓	1									
		* 1.10 ✓	1	0	0	0						
		Display Surname, Category and New amount fields ✓	1	FALSE								
5.4	qry5_4	Advertising criterion: Yes ✓	1	Yes, for advertising								
		Advertising: Group By = Count ✓	1	2	0	0	0					
5.5	frm5_5	Heading New added in correct position	1									
		Textbox Amount sponsored display in currency	1									
		Correct picture 5Leapday.png added in footer.	1									
		Underneath Amount Sponsored- Not in footer	1	4	0	0	0					
5.6	rpt5_6	Report rpt5_6 created on tblAdvert ✓	1									
		Fields: Surname, Name, Category, Advertising, AmountSponsored ✓	1									
		Orientation landscape ✓	1									
		Group on Category ✓	1									
		Sort by Surname ✓	1									
		Groupfooter: Category: Round(Avg([AmountSponsored]))	1	Can also be obtain by the property of the control to fixed with 0 decimal places.								
		Round(✓	1									
		Avg([AmountSponsored])) ✓	1	7	0	0	0					
TOTAL				35	0	30	0	0	0			

				Marking grid							
Question 6: 6Fundraiser				MAX	15 Candidates Marks	Marker Code:	Date:	Subtotal	SM	CM	IM
						Comments					
6.1	Title	<title>Examination number</title> Examination in correct position ✓	1					1	0	0	0
6.2	Background	<body background ="6Frogs.jpg"> Image added to existing attribute for background ✓	1					1	0	0	0
6.3	Centre	<center> Leap into Fun: fundraiser for Our Class of 2026 </center> <center> tags added in correct position ✓	1			Alternative: <p align="center"> </p>			0	0	0
	Font	correct attribute and colour added ✓	1					2	0	0	0
6.4	Picture	 width and height added as attributes ✓	1						0	0	0
		alternative text added as attribute ✓	1					2	0	0	0
6.5	Horizontal line	<hr color="green" size="7"/>: only hr added in current tag ✓	1					1	0	0	0
6.6	Table border	<table border="2" cellspacing="1" cellpadding="1"> border setting added in correct position. ✓	1					1	0	0	0
6.7	Colspan	<th colspan=2>What to Expect:</th> setting added ✓	1				1	0	0	0	
6.8	Underline	<u>success</u>! Both tags added (make sure the exclamation is NOT included ✓	1					1	0	0	0
6.9	List	<ul type="square">VolunteerDonateSpread the Word unordered list tag added correctly ✓	1						0	0	0
		correct type "square" added ✓	1					2	0	0	0
6.10	Hyperlink	<p>For more Leap Year information</p> 'href' "2LeapYear ✓	1						0	0	0
		.docx" filename extension inserted ✓	1					2	0	0	0
6.11	Save	Text file 6Function saved as 6Function.html ✓	1					1	0	0	0
TOTAL			15	0				15	0	0	0

Marking grid

15 Marker Code: Date:

Question 7: 7Caterers, 7Expenses, 7LeapFund				MAX	Candidates Marks	Comments	Sub-total	SM	CM	IM	
7.1	7 Caterers	Track changes	All track changes accepted ✓	1	0			0	0	0	
			Word 'Buffet is still in document' ✓	1			2	0	0	0	
	7.2	Subscript	Text 'H2O' under heading 'Dietary considerations' formatted as 'H ₂ O' ✓	1			1	0	0	0	
			7.3	Hyphenation		Activated = Automatic ✓	1		0	0	0
						Hyphenate words in CAPS is NOT marked ✓	1		2	0	0
7.4	7 Caterers	Paste special	Chart in spreadsheet 7Expenses, Summary worksheet copied ✓	1			0	0	0		
			as a picture under the heading 'Expenditure' ✓	1			2	0	0	0	
7.5	7 Caterers	Filter	tblSponsorships filtered: active sponsors = 126 ✓	1			0	0	0		
			included in the word processing document = 126 ✓	1			2	0	0	0	
7.6	7 LeapFund	Datatype	tblParticipants Active field ✓	1			0	0	0		
			'Active' replaced with 'Yes' ✓	1		Tick is Yes and Unticked will be No	0	0	0		
			Active field datatype changed to Yes/No. ✓	1			0	0	0		
			Display control on Lookup Tab = Textbox ✓	1			4	0	0	0	
7.7	7 LeapFund	Import	Detail worksheet in spreadsheet 7Expenses imported as new table ✓	1			0	0	0		
			saved as tblDetail ✓	1			2	0	0	0	
TOTAL				15	0		15	0	0	0	