PROVED MARKING GUIDELINE
2024 -05- 22
BAG X895, PRETORIA 0001

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

APPROVED
Dr CL Schlebusch
Umalusi External Moderator
22 May 2024

Approved
Internal moderators
2024-05-22

SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

MAY/JUNE 2024

MARKING GUIDELINES

MARKS: 150

CENTRE-NUMBER							

FINAL MARK	

EXAMINATION NUMBER													

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.

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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 1		2	
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 2		3	
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 1 1		3	
1.5	**Footnote** • Layout: 3 columns ✓ • Numbering format: i, ii, iii, … ✓	 1 1		2	
1.6	**Paragraph setting: Pagination Page Break: *Did you know?*** • Pagination: Page break before ✓ *(Note to marker: Do NOT accept a forced Page Break)*	 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 1 1 1		4	

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1.8	**Track changes: Above *Emergency contact info*** • 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**: 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	
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]**	

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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 1		2	
2.2	**Page Numbering in footer** • Format: Outline circle ✓ • 'Different Odd & Even Pages' selected ✓ • Position of even page numbers: Right side ✓	 1 1 1		3	
2.3	**Synonym: *Endangered*** • Endangered changed a one-word synonym to: rare ✓ /scarce/threatened/vanishing/imperilled	 1		1	
2.4	**Drop Cap: *List*** • Drop cap applied: In margin ✓ • Distance from text: 0.5 cm ✓	 1 1		2	

2.5	**Multi-level list: Below *Type of adoption ...***
	
	• First level
	  • Numbering Style: 1st, 2nd, 3rd, … ✓
	  • Text indent at: 1 cm ✓
	• Second level
	  • Numbering: 1, 2, 3, …✓
		
		1
		1
		
		1
				3	

2.6	**Hyperlink: E-mail address** • Linked to e-mail address: mailto:anna@cityzoo.org.za ✓	 1		1	

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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 1 1		3	
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 1 1 1		4	
	Total for QUESTION 2			**[19]**	

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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"	1 1 1 1 1		5	

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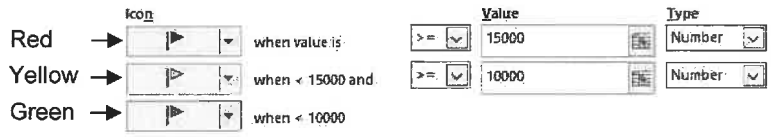
3.4	**Column H: Conditional formatting** • Icon: Flag order: Red, Yellow, Green ✓ • Second condition value: >=10000 ✓ • Second condition type: Number ✓  	1 1 1		3	
3.5	**Cell I7:** **=SUM(G7*12,H7)*0.0225+SUM(G7*12,H7)** **OR** **=SUM(G7*12,H7)*2.25/100+SUM(G7*12,H7)** **OR** **=SUM(G7*12,H7)*1.0225** **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: ± 80° ✓ *(70° - 90°)*
	  • Explosion ✓ *(accept any %)*
		
		1
		1
		
		1
		1
				4	

	Total for QUESTION 3			**[19]**	

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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 1 1		3	
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 1 1 1 1		5	

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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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QUESTION 5 **File name: 5Animals** **Total Q5: 35**

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

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Query: qry5_3					
5.3	• Only *Animal* and *Status* fields display ✓ • *Origin* criteria: Africa ✓ • *Group* criteria: Carnivore ✓ *(Expected number of records: 8)*	1 1 1		3	
Query: qry5_4					
5.4	• *Status* criteria: 'Endangered'✓ / '*Endangered' • *Lifespan* criteria: <20 ✓ **OR** <=19 • *Population* criteria: Is Null ✓ • OR+AND logic correctly used ✓ *(Expected number of records: 38)*	1 1 1 1		4	
Query: qry5_5					
5.5	• Fields: *Lifespan* and *Group* ONLY ✓ • *Group* field Totals row: Group by ✓ • *Lifespan* field Totals Row: Avg ✓ • Format: Standard ✓ /Fixed *(Property Sheet)* • Decimal Places: 1 ✓ *(Property Sheet)*	1 1 1 1 1		5	
Report: rpt5_6					

5.6	• Report named **rpt5_6** created ✓
	• Fields: *Animal*, *Origin*, *Status*, *Behaviour*, *Adapt*, *Group* ✓
	• Layout: Columnar ✓
	• *Group* 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]**	

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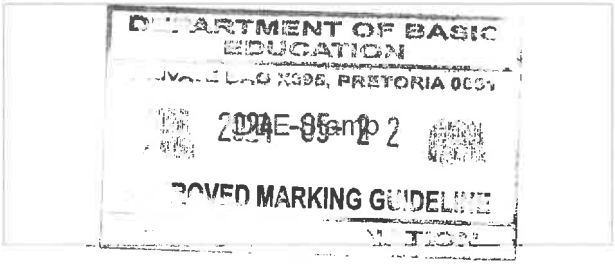
QUESTION 6 **File names: 6_1Advert, 6_1Nav, 6_2Fees** **Total Q6: 15**

- *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** *******Zoo animals are … ******* • Italic tags inserted ✓	 1		1	
6.1.5	**Hyperlink** ***<a href*** *="6_1Nav****.html****">****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** * * ❶ ❷ *<img src="6Map.****gif****" ****alt ="Zoo-map"****>* * * ❶ File extension of the image: gif ✓ ❷ Attribute: alt="Zoo-map" ✓	 1 1		2	



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6_2Fees

Table

```
<head>
        <title>Membership</title>
</head>
<body>
 <center>  ❶
    <br/>
    <br/>
        <p><font size="+3">Membership Fees</font></p>
<table border="3">❷
        <tr>                ❸
           <th colspan="2">Prices</th>
        </tr>
        <tr>
           <td>Adult</td>
           <td>R820</td>
        </tr>
        <tr>
           <td>Child:4 years and older</td>
 ❹         <td>R300</td>
        </tr>
        <tr>
           <td>Child:3 years and younger</td>
           <td>FREE</td>
        </tr>
        <tr>
 ❺       <td>Pensioner</td>
           <td>R500</td>
        </tr>
        <tr>
</table>
 </center>
</body>
```

❶ Contents centred:
 … **OR**
<p align="center"…> and <table align="center"…> ✓ 1
❷ Border size: "3" ✓ *(Accept "4" or "5")* 1
❸ Colspan="2" ✓ 1
❹ Text: R300 inserted ✓ 1
❺ Open and close cell tags: <td> … </td> ✓ 1

5

Closing tag(s) or triangular brackets and nesting correctly used. ✓ 1

1

Total for QUESTION 6 **[15]**

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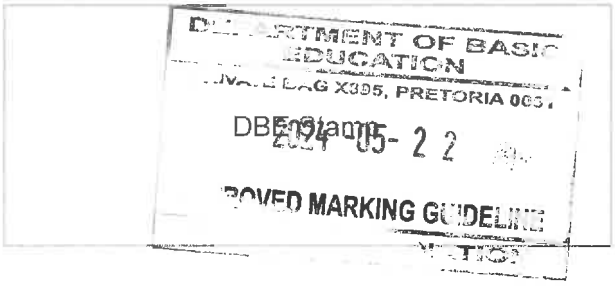
QUESTION 7 **File names: 7Reproduction, 7AccessCard, 7Merged 7Pics (folder)** **Total Q7: 15**

No.	Criteria	Maximum Mark			Candidate Mark
7Pics					
7.1	**File management** • Q7_1 file renamed to **Lions** ✓ • Folder compressed ✓	 1 1		2	
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 1		2	
7Reproduction: Q7_3					
7.3	**Unique values display** • Remove Duplicates applied ✓ *(Expected results: 10 unique mating systems)*	 1		1	
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 1 1 1		4	

Mating System Paringstelsel
Polygynous
Promiscuous
Polygynous (M), Monogamous (F)
Monogamous (Alphas Only)
Monogamous
Polyandrous
Unknown
Promiscuous (Hermaphroditic)
Monogamous & Polygynous
Monogamy (Seasonal)



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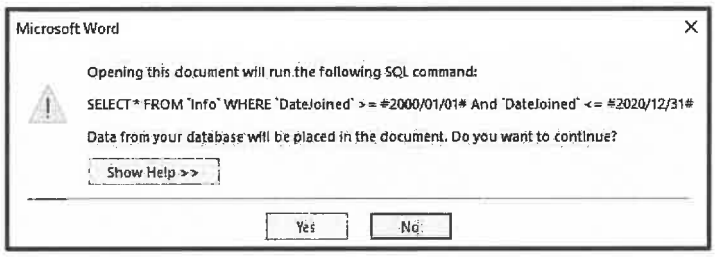
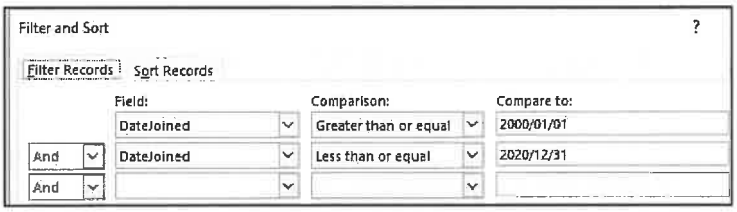
7AccessCard, **7MemAccess** and **7Merged**						
7.5.1	**Mail merge** SELECT * FROM "Info" WHERE "DateJoined">= #2000/01/01# And "DateJoined"<=#2020/12/31# **OR** >#2019/12/31# And <#2021/01/01 • **7AccessCard** linked to data source **7MemAccess** ✓  • Data source *DateJoined* Greater than or equal to: 2000/01/01 ✓ *(Greater than 2019/12/31)* AND ✓ *DateJoined* 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 1 1 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**	

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