basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY

OPTIONAL SPEED/ACCURACY TEST

FEBRUARY/MARCH 2011

MEMORANDUM AND SPEED COUNT

MARKS: Not applicable

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SPEED/ACCURACY QUESTION

The maximum key depressions for this question = 3502 depressions. For 70 w.p.m. in 10 minutes it is 3500 depressions.

It is strongly recommended that the Edutrap Speed Marking Software be used to mark the Speed/Accuracy question.

Where the Edutrap Speed Marking Software is not used, use the information below.

To determine a speed, mark according to the following mark schedule:

The same example is on page 36 of the Subject Assessment Guidelines (January 2008):

Number of depressions keyed-in in ten minutes	= 2125
Gross words (number of depressions keyed-in, divided by 5) (5 depressions = one word)	= 2125 ÷ 5 = 425
Less number of words with errors (i.e. 7 words with errors)	= -7 from 425
Equals net number of words without errors	= 418
Divided by the time (ten minutes)	= ÷ 10
Equals net correct words per minute	= 41,8 w.p.m.

<u>Additional notes:</u>

If any words are omitted or inserted, then every 5 depressions of the omission or insertion counts as one word, e.g. if the following words were omitted it would be counted as:

The |quick| brow|n fox| jump|s
1 | 2 | 3 | 4 | 5 |words

A capital letter counts as two depressions.

NOTE: The optional speed question should only be marked in cases where candidates could reach 20 wpm or more.

CONTENT	Upper case/ line spaces	Depressions	Total depressions
Choosing your career and programme of study is probably the	1	60	61
biggest decision you have faced in your life so far. We try	1	61	123
to help you make an informed decision. However, you should	1	60	184
also make use of other resources such as career resource	1	57	242
centres, guidance counsellors, libraries, local newspapers,		60	302
television and the Internet, if you have access to them.	1	56	359
	2		361
It is important that you choose a career that will help you	1	60	422
achieve the sort of lifestyle you want as well as matching		59	481
your working personality. Answering the following questions	1	61	543
might help you get a clearer picture of what type of career		60	603
would be right for you.		23	626
	2		628
Does this career offer the sort of challenges and rewards you	1	62	691
need? People work for different reasons. Some work best when	3	63	757
they are well paid. Others are more stimulated by a challenge	1	63	821
than by money. Some like a feeling of importance. Others are	2	62	885
inspired by the gratitude of people they have helped. Some	1	60	946
get a kick out of creating something.		37	983
20wpm	2		985
It may help you if you write down your answers to the	1	54	1040
following questions. What values and ambitions do you have?	1	62	1103
Think back to when you did some work you were really pleased	1	61	1165
with. What encouraged you to do your best? Do you perform at	3	63	1231
your best when you stand to gain a reward or money, or when		60	1291
you are doing what you enjoy? What are the things that are	2	60	1353
important to you as a person?	1	29	1383
	2		1385
Once you have identified some careers that interest you, it is	1	63	1449
always a good idea to talk to people who are already doing the		63	1512
job. Ask them how hard they had to study and what sort of	1	59	1572
demands their job makes on them. Find out what they like and	1	62	1635

CONTENT	Upper case/ line spaces	Depressions	Total depressions
dislike about it. That way you will be able to determine	1	58	1694
whether the career you are considering will fit into your		58	1752
chosen lifestyle. Check job advertisements in the newspapers	1	62	1815
to find out how many openings there are for people who are		59	1874
just starting out. These will also give you an idea what	1	58	1933
salaries are paid for the jobs you are considering, but		56	1989
remember that it will take you several years before you start		62	2051
earning a top salary.		21	2072
	2		2074
Many, many more subjects are offered at tertiary level than at	1	63	2138
school. So how can you work out what you are likely to be	1	59	2198
good at? Most subjects will build on knowledge and skills you	1	63	2262
have already been developing at school. For instance, if you	1	62	2325
study Engineering you will make extensive use of what you	1	58	2384
learnt at school in Mathematics and Science. If your best	3	59	2446
subjects at school are languages or those involving essay		58	2504
writing, you should consider a course that will further		56	2560
develop those skills.		21	2581
	2		2583
If you are best at practical things, consider studying at an	1	61	2645
FET College where these skills will be developed. Do not be	3	61	2709
restricted to the subjects you are best at in school, but use		62	2771
them to guide you in identifying your personal strengths.		57	2828
	2		2830
Check the entry requirements carefully and only apply for	1	58	2889
courses you are likely to qualify for. For example, if a	1	58	2948
programme specifies Mathematics at level three you definitely	1	62	3011
will not be considered if you are writing Mathematical	1	55	3067
Literacy. If your results are better than the minimum	1	55	3123
specified, the institution will be delighted to consider your		62	3185
application.		12	3197
	2		3199

CONTENT	Upper case/ line spaces	Depressions	Total depressions
Check out all the different options very carefully. Different	2	63	3264
institutions have different entry requirements for similar		59	3323
programmes. There are alternative access routes to many of	1	60	3384
the programmes listed. Access programmes are designed to	1	58	3443
assist those from disadvantaged schools who do not meet the		59	3502

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