



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

This memorandum consists of 5 pages.

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)	= $2125 \div 5 = 425$
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)	= $\div 10$
Equals net correct words per minute	= 41,8 w.p.m.

Additional notes:

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

20wpm

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