



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY

OPTIONAL SPEED/ACCURACY QUESTION

NOVEMBER 2013

MEMORANDUM AND SPEED COUNT

MARKS: Not applicable

This memorandum consists of 5 pages.

OPTIONAL QUESTION: SPEED/ACCURACY

The maximum key depressions for this question = 3 500 key depressions for 70 wpm in 10 minutes.

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 key depressions in ten minutes	= 2 125
Gross number of words (number of key depressions, divided by 5) (5 key depressions = one word)	= 2 125 ÷ 5 = 425
Less number of words with errors (e.g. 7 words with errors)	= -7 from 425
Equals net number of words without errors	= 418
Divided by the time (ten minutes)	= ÷ 10
Equals net number of correct words per minute	= 41,8 wpm

Additional notes:

If any words are omitted or inserted, then every 5 key depressions of the omission or insertion count 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 key depressions.

NOTE: The optional speed/accuracy question should only be marked in cases where the candidate could reach 20 wpm or more (1 000 key depressions or more).

CONTENT							Upper case/ line spaces	Key depressions	Total key depressions
Social networking websites such as MySpace and Facebook are							4	60	64
useful Internet tools to keep in touch with friends and							1	56	121
family. These sites can be used to meet new people with							1	57	179
similar interests. Social networks have become very popular							1	61	241
among teenagers today as they seek to explore or define who								60	301
they are by connecting with others like themselves.								51	352
							2		354
If used responsibly, these sites can be positive and							1	53	408
beneficial for young people. Too often, however, adolescents							1	62	471
include too much personal information and discuss								50	521
inappropriate behaviour that could get them into trouble.								59	580
Otherwise, they place themselves at risk by what they share in							1	63	644
their online profiles. We have heard a number of stories of							1	61	706
young people who have been victims of cyberbullying because								60	766
others use the information they placed on social networking								60	826
websites.								9	835
							2		837
You will find some guidelines on how to use social networking							1	62	900
websites safely and responsibly in the paragraphs that follow.								62	962
<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">20 wpm</div> 							2		964
You need to assume that everyone has access to your profile;							1	62	1027
that includes parents, teachers, future employers and law								58	1085
enforcement officers. Even if you have your profile							1	53	1139
restricted to 'friends only', do not discuss anything you								58	1197
would not want them to know. Do not use any language that you							1	63	1261
would not use in front of your parents or teachers. It is a							1	61	1323
very good idea to set your profile to private so that you can								62	1385
control who has easy access to your information.								48	1433
							2		1435
Use discretion when putting photos or any other content on							1	59	1495
your profile. Your friends might think that a photo of you							1	60	1556
acting silly at the party last night is funny, but think about								63	1619

CONTENT						Upper case/ line spaces	Key depressions	Total key depressions
how your parents or a potential employer will react. Also						1	59	1679
remember that when your friend, or a stranger, takes your							58	1737
photo it may end up on their profiles for all to see.							53	1790
						2		1792
You should assume that people will use the information on your						1	63	1856
profile to cause harm. Do not put anything online you would						1	61	1918
not want your worst enemy to know. Think about who you add as						1	63	1982
friends. Do not add people unless you know them in real life.						1	64	2047
Be sceptical, even if you think you know them well. Teenagers						2	63	2112
often think it is cool to accumulate and have thousands of							59	2171
friends. Just remember that these people have open access to						1	62	2234
all your posted content and information.							40	2274
						2		2276
Assume there are predators out there trying to find you, based						1	63	2340
on the information you provide in your profile. Think like a						1	62	2403
predator. Think about what information identifies who you						1	59	2463
are, where you hang out and where you live. Never post this						1	61	2525
kind of information anywhere online. Your friends will know						1	61	2587
how and where to find you.							26	2613
						2		2615
You can be held responsible for inappropriate content on your						1	62	2678
profile that is in violation of the terms of service or							56	2734
Acceptable Use Policies of the Internet Service Provider or						6	60	2800
websites you use. More than this, school districts across the						1	63	2864
country are revising their policies to allow them to							53	2917
discipline learners for online behaviour that can be linked to							63	2980
a disruption in the classroom environment. You should know						1	60	3041
that you can be disciplined for misconduct, even if you wrote							62	3103
or posted the content at home from your own computer.							53	3156
						2		3158
Finally, parents need to encourage the responsible use of						1	58	3217
technology among their children. Parents should do their best						1	63	3281

CONTENT							Upper case/ line spaces	Key depressions	Total key depressions
to keep up	with the	online behaviour	of their children	and			59	3340	
have regular	conversations	with them	about the importance	of			61	3401	
using technology	responsibly.	They can	monitor the online			1	59	3461	
activities	of their	children	when their				39	3500	