



NATIONAL SENIOR CERTIFICATE EXAMINATION
NOVEMBER 2025

COMPUTER APPLICATIONS TECHNOLOGY: PAPER I

TO THE TEACHER RESPONSIBLE FOR CANDIDATES IN THE COMPUTER APPLICATIONS TECHNOLOGY PRACTICAL EXAMINATION

INSTRUCTIONS CONCERNING DATA FILES SUPPLIED IN THE IEB ELECTRONIC POSTBOX: ASSESSMENT MATERIAL

Teachers need to ensure that the full package (word processor, spreadsheet and database), including wizards and help, is installed and available on the computers used by learners taking this subject and this examination. Learners will require the use of a Text Editor, e.g. Notepad, WordPad, Komodo and Notepad ++ for the HTML coding. Learners writing in Afrikaans must have an Afrikaans spell check installed. The Microsoft software, Microsoft Office 365 (desktop) is the minimum software requirement. This is necessary for Grade 12 in 2025.

Data Files

The Computer Applications Technology Practical Examination Data Files together with the instructions to the teacher responsible for candidates in the CAT Practical Examination and the Chief Invigilator will be placed in the IEB ELECTRONIC POSTBOX: ASSESSMENT MATERIAL **two days before** the examination.

These Data Files are to be checked against ANNEXURE A on page 4 and copied onto the disk space that will be used exclusively by each candidate on the examination date.

Submission of the practical examinations for marking

The Computer Applications Technology: Paper I (Practical Examination) is scheduled for Friday, 17 October 2025, from 9:00 to 12:00. On completion of the examination:

1. It is the CAT teachers' responsibility to ensure that all the candidates' data is placed on flash drive that has been provided by the IEB.
2. Each candidate must have their own folder on the flash drive, with their examination number as the name of the folder, and all their files contained within.
3. A backup must also be made and kept at the school on relevant storage media until 28 February 2026 when the re-marking process will have been completed.

4. The flash drive needs to be placed in the padded envelope provided by the IEB and be locked in the electronic examinations bag by no later than 17:00 on Friday, 17 October 2025.
5. **A completed and signed copy of the attached PRACTICAL EXAMINATION DECLARATION IN GRADE 12, 2025 is to be included in the padded envelope.**
6. The electronic examinations bag with the CAT Practical Examination flash drive needs to be returned to the IEB in the next delivery.
7. The flash drive and the padded envelope that has been sent to the schools in the delivery that includes the CAT Practical Examination papers.

LETTER FROM THE HIGH SCHOOL HEAD AND CAT TEACHER(S)



Attachment to Circular no.111/2025

Name of School	
Centre Number	
Completed by	
Designation	

The IEB
P O Box 875
Highlands North
2037

Dear IEB

RE: PRACTICAL EXAMINATION DECLARATION IN GRADE 12, 2025

COMPUTER APPLICATIONS TECHNOLOGY

We certify that we have ensured that:	Cross your response	
All the work in each candidate's folder has been copied from the examination location to the IEB flash drive without any modification whatsoever.	YES	NO
All the work in each candidate's folder is the work of that candidate only.	YES	NO
A copy of each candidate's folder has been sent to the IEB on the flash drive provided by the IEB.	YES	NO
NO CANDIDATE HAD ACCESS TO THE INTERNET DURING THE EXAMINATION.	YES	NO
No help or assistance at all was given to or allowed to be given to any candidate other than that of a technical nature – either a computer malfunction or a power failure.	YES	NO
A comprehensive incident report describing the computer malfunction and/or the power failure has been sent to the IEB.	YES	NO
A copy of each candidate's work has been saved on the school system and will be kept at the school on relevant storage media until 28 February 2026 when the re-marking process will have been completed.	YES	NO

CAT TEACHER(S)

HEAD OF SCHOOL

DATE

DATE

ANNEXURE A

FILES FOR LEARNERS

The contents of your examination *Data Files* folder and subfolders are as follows:

Data Files	Q1	Q2
<ul style="list-style-type: none">  Q1  Q2  Q3  Q4  Q5  Q6  Q7  Q8  Q9  Student_Screenshots.docx 	<ul style="list-style-type: none">  Docs  _Q1_Answers.docx  Agenda.rtf  ContactDetails.xlsx  HealthAndSafety.docx  InvitationLetter.docx  Outreach.mp4  OutreachFunDay.png  OutreachPlanning.xlsx  OutreachProjects.xlsx  PlanningCommittee.csv  Poster.pptx  Theme.mp3 	<ul style="list-style-type: none">  2Outreach.docx  Outreach.jpg  Source.txt
		Q3
		<ul style="list-style-type: none">  3Impact.docx  Benefits.txt
		Q4
		<ul style="list-style-type: none">  4BusinessPlan.docm  Bullet.jpg  Poster.pptx
		Q5
		<ul style="list-style-type: none">  5Committee.xlsx
		Q6
		<ul style="list-style-type: none">  6Budget.xlsx
		Q7
		<ul style="list-style-type: none">  7Food&Beverages.xlsx
	Q1 Docs Folder	
	* Empty	
Q8	Q9	Q9 img
<ul style="list-style-type: none">  8Participants.accdb  Dance.jpg 	<ul style="list-style-type: none">  Img  Outreach.html  Poster.png 	<ul style="list-style-type: none">  OutreachFunDay.png

Check each folder and ensure that every file / document / folder is accessible.