

GRADE 10 END TERM 3 2026
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)
MARKING SCHEME & TEACHER'S GUIDE

Assessment total: 80 marks | Duration: 2 hours 30 minutes

Source scope: The Grade 10 ICT Curriculum Design supplied with the assessment. The paper is cumulative across all three strands and all seven sub-strands in the design.

MARKING CODES

- C — Correct curriculum/content point.
- M — Method, process or appropriate procedure point.
- A — Accuracy/correct result where applicable.
- E — Explanation point showing the required relationship or purpose.

QUESTION 1 — 4 MARKS

Any four: computer hardware/devices; communication/network infrastructure; software; data/information resources; people/users; procedures/processes. Award 1 mark each for four valid components.

QUESTION 2 — 4 MARKS

Any two valid application areas supported by the curriculum, each with a correct benefit. Examples: education—supports access to learning resources; health—supports information/communication and service delivery; banking/finance—supports transactions; agriculture—supports information access; transport—supports communication/information; business—supports productivity. Award 1 mark for area and 1 mark for corresponding benefit, two areas.

QUESTION 3 — 4 MARKS

(a) Any two: manages files/folders; provides user interface; manages hardware/resources; provides security/access control; runs applications; manages system settings. 1 mark each. (b) Any two: Windows, Linux, macOS, Android, iOS. 1 mark each.

QUESTION 4 — 2 MARKS

File: a named unit of stored information/data. Folder: a container used to organise and hold files and/or other folders. Award 1 mark for each distinction.

QUESTION 5 — 2 MARKS

Any two: use strong passwords; adjust privacy settings; avoid sharing passwords/personal details; use secure platforms; verify links/messages; use access controls; keep software/security measures updated. 1 mark each.

QUESTION 6 — 2 MARKS

Any two: promotes responsible and safe use of ICT; protects personal information; reduces online risks; encourages respectful/ethical participation; supports responsible use of digital platforms. 1 mark each.

QUESTION 7 — 2 MARKS

Any two: word processor, presentation software, desktop-publishing software. 1 mark each.

QUESTION 8 — 8 MARKS

Any four features with purpose, 2 marks each: formatting (professional appearance); tables (organise information); page breaks/styles/headers/footers (structure and consistency); graphics/shapes/images (visual communication); spell-check/auto-correct (accuracy); mail merge (personalised documents); hyperlinks/cross-references (navigation); collaboration/track changes/comments (review). Award 1 mark for feature + 1 for correct purpose, maximum 8.

QUESTION 9 — 5 MARKS

(a) Any two: animations; transitions; interactive elements; multimedia; hyperlinks; speaker notes; varied templates/design elements. 1 mark each. (b) One valid explanation: hyperlink can connect to another slide, document or resource, allowing quick navigation and supporting interactive delivery. 3 marks total for a clear explanation with appropriate use; overall maximum 5.

QUESTION 10 — 5 MARKS

(a) F — Start/Menu control. 1 mark. (b) Any two: navigate files/folders; create, rename, copy, move, search, sort or delete files/folders; manage storage. 1 mark each. (c) Any two: visual icons/menus reduce need to remember commands; easier navigation; direct interaction with applications/files; consistent interface. 1 mark each.

QUESTION 11 — 6 MARKS

Any three activities with explanation, 2 marks each: track changes for reviewing edits; comments for feedback; sharing documents for joint work; collaborative editing; copying/sharing through PDF/e-mail/upload; version/review support. 1 mark for activity + 1 for explanation each, maximum 6.

QUESTION 12 — 7 MARKS

(a) Any three Internet services: e-mail, web browsing, instant messaging, video conferencing, file sharing, online services, social media/online collaboration. 1 mark each. (b) Any three practices: use suitable keywords; compare multiple sources; check author/source/date; distinguish reliable from unreliable information; use reputable websites; evaluate relevance and accuracy. 1 mark each. Total 7.

QUESTION 13 — 6 MARKS

Any three requirements/components, with purpose: Internet-enabled device; communication/network equipment such as router/modem; network/Internet service provider; connection medium such as mobile/wired/wireless link; appropriate network settings/software. Award 1 mark for requirement + 1 for purpose for three items. Maximum 6.

QUESTION 14 — 7 MARKS

(a) Any two risks: phishing/scam; password theft; identity/privacy exposure; malware/unsafe links; misinformation. 1 mark each. (b) Any four actions: do not share password/personal details; avoid clicking suspicious links; verify sender/source; report/block the account; use privacy/security settings; warn others without forwarding harmful content; use strong unique passwords. 1 mark each. Total 7.

QUESTION 15 — 6 MARKS

Any four steps, 1 mark each: select suitable DTP tool; choose publication type/template; plan layout and target audience; insert/edit text and graphics; apply formatting/alignment; proofread/refine professional appearance; integrate with other applications if needed; save/export/share. Publication type: brochure, pamphlet, booklet, magazine, flyer, etc. Award 1 mark for suitable type. Maximum 6.

QUESTION 16 — 6 MARKS

Any four benefits, 1 mark each: faster communication; collaboration across distance; file sharing; project coordination; learning/social interaction; reduced cost compared with physical collaboration; access to video/audio communication. Precautions: protect passwords/personal information; verify recipients/links; use privacy/security settings; avoid sharing sensitive information carelessly. 6 marks total.

QUESTION 17 — 4 MARKS

Word processor—letters/reports and text formatting; presentation software—slides for audience presentation and interactive multimedia; DTP—brochures/pamphlets/booklets with precise page layout. Award 1 mark for each appropriate use (3) and 1 mark for one suitable distinguishing feature overall or per valid comparison, maximum 4.

CURRICULUM TRACEABILITY

Question	Strand / Sub-strand	Specific Learning Outcome focus	Cognitive level	Marks
1	1.1 Introduction to ICT	Describe components of ICT infrastructure	Remember	4
2	1.2 Application Areas of ICT	Identify and analyse application areas/benefits	Understand/Apply	4
3	1.3 Operating Systems and Utilities	Identify operating systems and explain functions	Remember/Understand	4
4	1.3 Operating Systems and Utilities	Use and distinguish file/folder organisation	Understand	2
5	1.4 Digital Citizenship	Apply safe use and privacy practices	Apply	2
6	1.4 Digital Citizenship	Explain significance of digital citizenship	Understand	2
7	2.0 Productivity Tools	Identify productivity tools	Remember	2
8	2.1 Word Processing	Use formatting and document-production features	Apply/Analyse	8
9	2.2 Presentation	Create an interactive presentation for a target audience	Apply/Create	5
10	1.3 Operating Systems and Utilities	Interpret GUI components and file management	Apply/Understand	5
11	2.1 Word Processing	Apply collaboration/document-production features	Apply/Analyse	6
12	3.1 The Internet	Use Internet services and search effectively	Apply/Analyse	7
13	3.1 The Internet	Explain requirements for Internet connection	Understand/Apply	6
14	1.4 Digital Citizenship	Recognise risks and practise responsible digital citizenship	Analyse/Evaluate	7
15	2.3 Desktop Publishing	Create a publication using DTP tools	Apply/Create	6
16	3.2 Digital	Use digital technologies	Apply/Analyse	6

Question	Strand / Sub-strand	Specific Learning Outcome focus	Cognitive level	Marks
	Communication	to communicate/collaborate safely		
17	2.1, 2.2 & 2.3 Productivity Tools	Differentiate appropriate uses/features of productivity tools	Analyse	4

Coverage verification: All Grade 10 ICT strands and sub-strands in the supplied design are represented: 1.1 Introduction to ICT; 1.2 Application Areas of ICT; 1.3 Operating Systems and Utilities; 1.4 Digital Citizenship; 2.1 Word Processing; 2.2 Presentation; 2.3 Desktop Publishing; 3.1 The Internet; and 3.2 Digital Communication.

TEACHER / EXAMINER GUIDANCE

- Accept any technically correct alternative response supported by the Grade 10 ICT Curriculum Design.
- Do not penalise wording differences where the intended ICT concept is correct.
- For open-ended questions, award marks independently for distinct valid points and do not double-award the same idea.
- For process questions, accept equivalent procedures that achieve the stated purpose safely and correctly.
- For the visual interface question, award labels/identifications according to the labelled stimulus and accept equivalent terminology where unambiguous.
- The paper contains structured-response questions only; no multiple-choice or conventional objective-test items are used.
- The assessment is cumulative across the complete Grade 10 curriculum rather than being restricted to Term 3.

TOTAL-MARK VERIFICATION

Section A: 20 | Section B: 24 | Section C: 20 | Section D: 16 | GRAND TOTAL: 80