higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE N4

10 November 2023

This marking guideline consists of 16 pages.

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SECTION A: THEORY 60 MARKS

QUESTION 1

1.1	1.1.1	TUBERCULOSIS (do not penalise for upper case or lower case, but if candidate wrote TUBERCULOSIS properties, it is incorrect)	(1)
	1.1.2	C:\ or C Drive	(1)
	1.1.3	Desktop	(1)
	1.1.4	2 files✓ and 3 folders✓	(2)
	1.1.5	5 July 2022✓ 09:00:06✓ (if Tuesday is not included, don't penalise)	(2)
	1.1.6	Ready-only	(1)
	1.1.7	It means that the folder can only be read and no changes can be made.	(2)
1.2	1.2.1	B	
	1.2.2	F	
	1.2.3	D	
	1.2.4	G	
	1.2.5	H	
		(5 × 1)	(5)
			[15]

QUESTION 2

2.1	2.1.1	True	
	2.1.2	False	
	2.1.3	False	
	2.1.4	True	
	2.1.5	True	
		(5 × 1)	(5)
2.2	2.2.1	Peer-to-peer	
	2.2.2	Wireless network interface card	
	2.2.3	Wireless access point	
	2.2.4	Internet service provider	
	2.2.5	Digital subscriber line	
		(5 × 1)	(5)
			[10]

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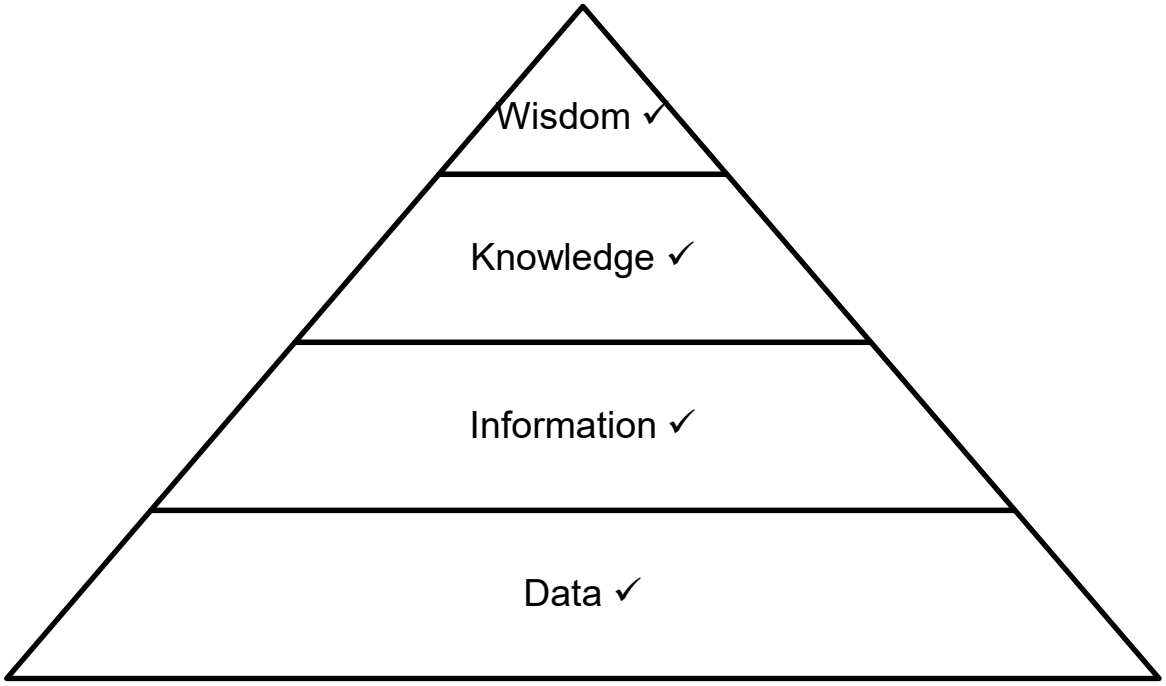
QUESTION 3

3.1
- Decomposition
- Pattern recognition
- Abstraction
- Algorithms (4)

3.2



(4)

3.3 STEP 1: Define the question.
STEP 2: Identify sources of the information.
STEP 3: Develop instruments to gather information and resources.
STEP 4: Process and analyse the gathered data and information.
STEP 5: Present the information, conclusions and recommendations in a meaningful way. (5)

3.4
- Google drive
- Microsoft OneDrive
- Apple iCloud (Any 2 × 1) (2)

[15]

QUESTION 4:

4.1	4.1.1	A		
	4.1.2	B		
	4.1.3	C		
	4.1.4	A		
	4.1.5	B		
	4.1.6	C		
	4.1.7	C		
			(7 × 1)	(7)
4.2	4.2.1	https:// (also accept https)		
	4.2.2	www		
	4.2.3	health.org		
			(3 × 1)	(3)
				[10]

QUESTION 5

5.1	5.1.1	False		
	5.1.2	True		
	5.1.3	True		
	5.1.4	True		
	5.1.5	False		
			(5 × 1)	(5)
5.2	5.2.1	cyber		
	5.2.2	fake		
	5.2.3	ergonomics		
	5.2.4	green		
	5.2.5	anti-virus		
			(5 × 1)	(5)
				[10]

TOTAL SECTION A: 60

INSTRUCTIONS TO MARKERS MARKING MANIPULATION AND ACCURACY

SECTION B: PRACTICAL

WORD PROCESSING, SPREADSHEET AND PRESENTATION

The above-mentioned questions must be marked with a BLUE and RED pen.
BLUE is for manipulation/display and RED is for accuracy.

NOTES FOR MANIPULATION:

- Write every number as indicated on the marking guideline. Don't only indicate the incorrect number; all numbers must be written on all the candidates' PRINTOUTS.
- Write the numbers in more or less the same position as indicated in the marking guideline (this assist the internal moderator and chief marker when moderating).
- If the number for manipulation is incorrect, write the number with a cross next to it e.g. 5X or X5
- If the number for manipulation is correct but a cross was already made next to the number, just encircle the number instead of using ‘tippex’ or scratching it out e.g.



- If the candidate handed in any other blank pages or irrelevant pages, do not draw a line through the page, just write ‘NOTED’ on the page.

NOTES FOR ACCURACY:

- Every accuracy error must be indicated with a RED pen. One mark per accuracy error is penalised. If the same word is repeated and spelled incorrect in a question, only penalise once, encircle the repeated word if incorrect. Please do not double penalise for the same word.
- If two words are keyed in correctly but a letter space was omitted e.g. ‘theman’ instead of ‘the man’ don’t penalise accuracy, penalise manipulation for letter spaces.
- If a word is keyed in incorrectly in upper case or lower case it is not an accuracy error. Manipulation is penalised for upper and lower case.
- Every word that is spelled incorrectly, whether in the same sentence or not or in the case where the word was cut off, mark as accuracy.
- Every word or sentence omitted/left out is penalised for accuracy, e.g. if the following sentence was left out: “The cat climbed up the tree.” penalise 1 accuracy error for every word left out – even if the candidate forfeits all the accuracy marks. The candidate cannot be awarded accuracy marks if too much text was omitted.

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SECTION B: WORD PROCESSING MARKS: 50

QUESTION 6

	ACCURACY ERRORS	**2**
	Heading [SUMMARY OF TB CASES]	
	All text in table	
	Footer [QUESTION 6]	
	MANIPULATION ERRORS	**35**
1	Page number not inserted top right and/or incorrect	
2	Page number style not changed to Accent Bar 2 and/or incorrect	
3	All margins not 2.54 cm/1" and/or incorrect	
4	Font of entire document (including headers, footers, page numbers, table) not changed to Comic Sans MS and/or incorrect	
5	Size of the text after date not changed to 8 pt and/or incorrect	
6	Heading [TB ... DEATH] not changed to 16 pt and upper case and/or incorrect	
7	Heading [TB ... DEATH] not changed to italics and centred and/or incorrect	
8	Date under heading not right-aligned and/or incorrect	
9	Date not changed to 10 pt and/or incorrect	
10	Any reflection text effect not applied to date and/or incorrect	
11	Text after date not in three columns and/or incorrect	
12	Line not between columns and/or incorrect	
13	[TUBERCULOSIS] not replaced 6 times in upper case and/or incorrect	
14	[TUBERCULOSIS] not replaced 6 times in bold and double underlined and/or incorrect	
15	Line numbers not inserted for paragraph [The ... characteristics.] and/or incorrect *Note: ignore the font of the line numbers, if the document's default font was not changed, the font of the line numbers will differ*	
16	First column break not inserted and/or incorrect	
17	Second column break not inserted and/or incorrect	
18	Columns not cancelled and/or incorrect	
19	Heading [SUMMARY OF TB CASES] not inserted after columns and/or incorrect	
20	Heading not bold and upper case and/or incorrect	
21	Heading not 12 pt and centred and/or incorrect	
22	Table not inserted below heading and/or incorrect	
23	Table column 1 not 4 cm/1.57" and column 2 not 6 cm/2.36" and/or incorrect	
24	Headings in table not inserted in upper case, bold and centred and/or incorrect	
25	Letter size in table not 8 pt and/or incorrect	
26	Grey shade not applied to first column and/or incorrect	
27	[YEARS] and [NUMBER OF CASES] not aligned correctly and/or incorrect	
28	[YEARS] and [NUMBER OF CASES] not italics and/or incorrect	
29	Table not left-aligned and/or incorrect	
30	Correct image not inserted and/or incorrect	
31	Image not resized to 5 cm/1.96" height and width and/or incorrect	
32	Image not positioned right and in line with table and/or incorrect	
33	Any line spacing error	
34	Document not printed on 1 A4 page in portrait orientation and/or incorrect	
35	[EXAMINATION NUMBER] not left-aligned and [QUESTION 6] not right-aligned as footer and/or incorrect	
	Please take note: the marking guideline on the next page is scaled down in order to add the manipulation numbers. The information on the candidates' PRINTOUTS will be larger.	

A	M	T
2	35	37

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1 Page no top right
2 Page no correct style used

4 Font entire document Comic Sans MS
5 Font after date 8 pt
3 All margins 2.54 cm/1"

6 Heading uc & 16 pt
7 Heading italics & centred

TB STILL SA'S LEADING CAUSE OF DEATH

8 Date right-aligned
9 Date 10 pt
10 Reflection text effect applied

Tuesday, June 15, 2021

11 Text in 3 columns
12 Line between columns

16 Column break 1 correct

17 Column break 2

15 Line numbers correct par

A Statistics South Africa (Stats SA) report has revealed that **TUBERCULOSIS** remained the main leading cause of death in South Africa between 2016 and 2018.

The report, titled "Mortality and causes of death in South Africa: Findings from death notification, 2018", provides information on levels, trends and patterns in mortality and cause-of-death statistics by socio-demographic and geographic characteristics.

"The mortality indicators and cause of death indicators presented in this report are critical indicators on the health status of the South African population," said Stats SA.

"The main focus is on 2018 death occurrences; however, information on deaths that occurred during the period 1997 to 2017 is included in order to show trends in mortality. The cause-of-death statistics in this statistical release provide information on the leading underlying natural causes of death, patterns and trends in non-natural underlying causes of deaths, as well as comparison between immediate, contributing and underlying causes of death," said Stats SA on Tuesday.

According to the report, mortality levels are declining in the country as indicated by the downward trend in the number of registered deaths since 2007.

The results showed that the total number of deaths registered at the Department of Home Affairs and processed by Stats SA in 2018 were 454 014.

While the occurrence of deaths in the country continued to decline, it differed by age and sex. The age group 65-69 had the highest proportion of deaths in 2018 at 8.4%, followed closely by age group 60-64 at 8.3%.

Conversely, the lowest proportions of deaths were observed in age groups 5-9 years and 10-14 years at 0.6 % and 0.8%, respectively.

With regard to sex, between 1997 and 2018, there were more male than female deaths from age 0 to age group 65-69; whereas female deaths consistently exceeded male deaths for ages 70 years and above.

The results further indicate that in 2018, the highest sex ratio (167 male deaths per 100 female deaths) was observed in the age group 20-24 years. The pattern was observed for four consecutive years, between 2015 and 2018.

For the period 2016-2018, **TUBERCULOSIS** remained the main leading cause of death in South Africa.

Diabetes mellitus, the report found, remained as the second leading underlying cause of death whose proportions have been increasing over the three years.

"According to the global burden of diseases, two of the top five leading underlying causes of death for males were communicable diseases (**TUBERCULOSIS** and HIV) whilst among females, there was only one communicable disease (HIV) with the rest being non-communicable diseases.

Stats SA said the results showed that nine of the ten leading causes of death were the same for both sexes, although with different rankings.

"**TUBERCULOSIS** was the leading underlying cause of death for males, accounting for 7.2% of male deaths while the diabetes mellitus was the leading underlying cause of death amongst females accounting for 7.7% of female deaths.

"Human immunodeficiency virus [HIV] disease (4.6%) was the second leading cause of death for the males, followed by other forms of heart disease (4.5%). Cerebrovascular diseases (6.1%) was the second leading underlying cause of death for females.

"In 2018, the most significant decline amongst females were deaths due to **TUBERCULOSIS** which declined from 5.2% in 2016 to 4.8% in 2018. Uniform to this, there was a significant decline in **TUBERCULOSIS** deaths from 7.2% in 2015 to 7.6% in 2018 among males.

13 TUBERCULOSIS replaced X6 in uc
14 TUBERCULOSIS bold & double underlined X6

18 Columns cancelled

19 Heading inserted after columns
20 Heading bold & uc
21 Heading 12 pt & centred

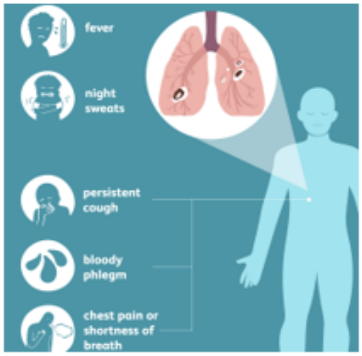
SUMMARY OF TB CASES

A	M	T
2	35	37

YEAR	NUMBER OF CASES
2000	275 000
2005	450 000
2010	500 000
2015	400 000

22 Table inserted below heading
23 Column 1: 4 cm/1.57", Column 2: 6 cm/2.36"
24 Headings uc, bold & centred
25 Text size in table 8 pt
26 First column grey shade
27 Years and number of cases correctly aligned
28 Years and number of cases italics
29 Table left-aligned

30 Correct image inserted
31 Image resized to 5 cm/1.96" h x w
32 Image right & in line with table



33 Any line spacing error
34 A4 portrait on 1 page

35 EXAM no left & QUESTION 6 right as FOOTER

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QUESTION 7

	ACCURACY ERRORS	**1**
	Header [QUESTION 7]	
	Text inside shape [PROTECT YOURSELF AND OTHERS!]	
	MANIPULATION ERRORS	**12**
1	[EXAMINATION NUMBER] not left-aligned and [QUESTION 7] not right-aligned as header and/or incorrect	
2	[TUBERCULOSIS AWARENESS] not changed to bold, 20 pt and centred and/or incorrect	
3	[KNOW THE SYMPTOMS!] not changed to italics and right-aligned and/or incorrect	
4	[Are ... symptoms?] correct bullet not inserted, not indented against the left-hand margin and underlined and/or incorrect	
5	All tab stops not set at correct position and text not moved to each tab stop and/or incorrect (all or nothing)	
6	Symbol [✓] not inserted after each symptom and/or incorrect	
7	[Get ... ASAP!] not centred and grey highlight not applied to the text and/or incorrect *Note: when applying the highlighter, only the text will be shaded grey, if it is greyed from margin to margin, it is incorrect. This instruction to use highlighter was specified in the question paper.*	
8	Image not centred and resized and/or incorrect	
9	Picture Style 'drop shadow rectangle' not applied to image and/or incorrect	
10	Any star or banner style shape not inserted under image and/or incorrect *Note: ignore if the shape is shaded or not, or text colour is white or black – this was not specified in the question paper.*	
11	Text not inserted inside shape and resized so text is readable and/or incorrect	
12	Not printed on one A4 page in portrait orientation and/or incorrect	
	Please note: the marking guideline on the next page is scaled down in order to add the manipulation numbers. The information on the candidates' PRINTOUTS will be larger.	

A	M	T
1	12	13

TOTAL SECTION B: 50

EXAMINATION NUMBER **1** EXAM NO left-aligned and QUESTION 7 right-aligned as header QUESTION 7

2 Bold, 20 pt and centred

TUBERCULOSIS AWARENESS

3 Italics and right-aligned

KNOW THE SYMPTOMS!

➢ Are you experiencing the following symptoms? **4** correct bullet, indented against left-hand margin and underlined

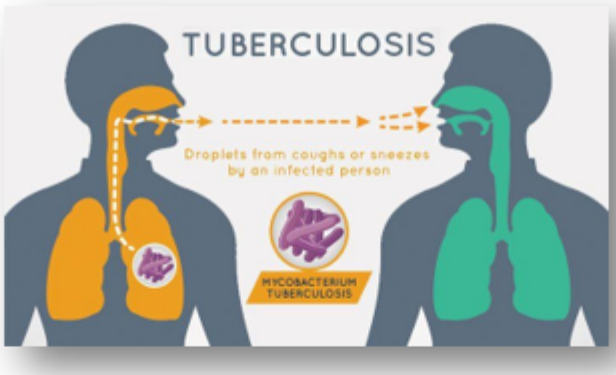
NOTE: Punction mark [?] must not be underlined

Loss of appetite✓
Cough✓
Chest pain✓
Fever✓
Fatigue or✓
Rapid weight loss?✓

5 correct tab stop positions and text moved to each tab stops
6 symbol after each symptom inserted

Get tested for Tuberculosis ASAP! **7** centred and highlighted grey (only text must be grey, not margin to margin)

How it spreads:



8 image centred and resized to 6 cm/2.36" x 8 cm/3.14"
9 Correct picture style applied

PROTECT YOURSELF AND OTHERS!

10 Any Star or Banner style shape inserted under image
11 Text inserted inside shape and resized to be readable

12 ONE A4 portrait page

A	M	T
1	12	13

[13]

TOTAL SECTION B: 50

SPREADSHEET MARKS: 50

QUESTION 8

	ACCURACY ERRORS	**2**
	HEADER [QUESTION 8]	
	[STATISTICS]	
	All figures	
	FOOTER [INTERNATIONAL ... DISEASES]	
	MANIPULATION	**32**
1	[EXAMINATION NUMBER] not inserted left-aligned and [QUESTION 8] not inserted right-aligned as header and/or incorrect	
2	Row and column headings not displayed and/or incorrect	
3	Row 1 [TUBERCULOSIS CASES] not merged and left-aligned and/or incorrect	
4	Row 3 [A ... REVIEW] not merged and centred and/or incorrect	
5	Row 5 [2016–2020] not merged and right-aligned and/or incorrect	
6	All three headings not changed to Algerian 18 pt and underlined and/or incorrect	
7	Open rows not inserted (rows 2, 4 and 6) and/or incorrect	
8	[STATISTICS] not inserted and/or incorrect	
9	[STATISTICS] not rotated up, not merged from row 7–12 and not centred vertically & horizontally and/or incorrect	
10	[STATISTICS] not upper case, bold and italics and/or incorrect	
11	[TOTAL] not right-aligned and bold and/or incorrect	
12	Figures not inserted below [NUMBER OF FEMALE PATIENTS] and/or incorrect	
13	Figures not inserted below [NUMBER OF MALE PATIENTS] and/or incorrect	
14	CALCULATION B: Answers incorrect and not copied	
15	CALCULATION C: Answers incorrect and not copied	
16	Column headings not wrapped and/or incorrect	
17	Column headings not shaded grey and/or incorrect	
18	Column headings not centred vertically and horizontally and/or incorrect	
19	CALCULATION A: Total answers incorrect and not copied	
20	CALCULATION D: Highest number answer incorrect	
21	CALCULATION E: Lowest number answer incorrect	
22	CALCULATION F: Average answer incorrect	
23	CALCULATION G: Average answer incorrect	
24	CALCULATION H: Number of years incorrect	
25	All format of figures incorrect: CALCULATION B and C – Not percentage with 1 decimal CALCULATION A – Columns C and D integer no decimal CALCULATION A – Columns E and F percentage no decimal CALCULATION D–H - integers, no decimals	
26	Font size from rows 7 to 19 not changed to 12 pt and/or incorrect	
27	Correct image not inserted and/or incorrect	
28	Image height not resized to 4 cm/1.57" and positioned left in row 21 and/or incorrect *Note: if candidate didn't display the row and column headings and the image is positioned left, give candidate the benefit of the doubt.*	
29	All vertical and horizontal borders not inserted and/or incorrect (thick borders had to be used)	
30	Spreadsheet not on ONE A4 landscape page and/or incorrect	
31	Footer not inserted right-aligned and/or incorrect	
32	Footer not upper case, Algerian 14 pt and italics and/or incorrect	

A	M	T
2	32	34

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EXAMINATION NUMBER **1** Header: EXAMINATION NUMBER left-aligned

QUESTION 8 right-align QUESTION 8

2 Row & column headings

TUBERCULOSIS CASES

3 merged & left-aligned col A-F

7 open row

A GLOBAL 5 YEAR REVIEW

4 merged & centred col A-F

7 open row

8 STATISTICS inserted
9 rotated up, merged, centred vertically & horizontally

5 merged & right-aligned col A-F 2016-2020

7 open row

6 all three headings Algerian 18 pt & underlined

16 column headings wrapped
17 column headings grey shade
18 column headings centred vert. & hor.

STATISTICS	YEAR	NUMBER OF FEMALE PATIENTS	NUMBER OF MALE PATIENTS	PERCENTAGE FEMALE PATIENTS	PERCENTAGE MALE PATIENTS
	2016	14500	26000	22.0%	21.0%
	2017	**12** figures inserted 12500	**13** figures inserted 24000	18.9%	19.4%
	2018	11000	23000	**14** Calc B answers correct 16.7%	**15** Calc C answers correct 18.5%
	2019	13000	24000	19.7%	19.4%
	2020	15000	27000	22.7%	21.8%
	TOTAL	66000	124000	100%	100%

19 CALC A: TOTAL ans. correct

11 bold & right-aligned

HIGHEST NUMBER OF FEMALE PATIENTS	15000	**20** CALC D: ans. correct
LOWEST NUMBER OF MALE PATIENTS	23000	**21** CALC E: ans. correct
AVERAGE NUMBER OF FEMALE PATIENTS	13200	**22** CALC F: ans. correct
AVERAGE NUMBER OF MALE PATIENTS	24800	**23** CALC G: ans. correct
NUMBER OF YEARS	5	**24** CALC H: ans. correct



27 correct image inserted
28 image height 4 cm/1.57" & positioned left row 21

25 Format of all figures
26 row 7–19 font size 12 pt

29 All ver. & hor. borders (thick)
30 A4 landscape & ONE page

31 Footer inserted right-aligned
32 Footer uc, italics & Algerian 14 pt

A	M	T
2	32	34

INTERNATIONAL JOURNAL OF INFECTIOUS DISEASES

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QUESTION 9

	ACCURACY ERRORS	**1**
	FOOTER [QUESTION 9]	
	[Today's date ... TB007]	
	MANIPULATION	**15**
1	Heading not changed to Broadway 12 pt and/or incorrect	
2	[TB Unit] not changed to Broadway 20 pt and/or incorrect	
3	Text not inserted next to INVOICE DATE, INVOICE NO and PATIENT CODE and/or incorrect	
4	Thick borders not inserted and/or incorrect	
5	Headings not changed to bold and/or incorrect	
6	Prices not inserted under PRICE (EXC) column and/or incorrect	
7	CALCULATION A: answers incorrect	
8	CALCULATION B: answer incorrect	
9	CALCULATION C: answer incorrect	
10	CALCULATION D: answer incorrect	
11	CALCULATION E: answer incorrect	
12	[Additional information] not double underlined and/or incorrect	
13	CALCULATION F: answer incorrect	
14	Format of calculated answers (currency with two decimals and integer no decimal) incorrect	
15	'Soft Edge Oval' picture style not applied to image and/or incorrect	
16	Picture not centred below invoice and/or incorrect	
17	[EXAMINATION NUMBER] not left-aligned and [QUESTION 8] not right-aligned as footer and/or incorrect	
18	Any other manipulation error	

A	M	T
1	15	16

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1 Changed to Broadway 12 pt

Tax Invoice

Jabulane Dumani Clinic

TB Unit **2** Changed to Broadway 20 pt

257 Nguza Street
Vosloorus
1475

Tel: 011 863 7791
E-mail: info@jdc.co.za

VAT Reg No: 4455667788

INVOICE DATE: Today's date
INVOICE NO: JDC5678
PATIENT CODE: TB007

3

4 thick borders

To:
Department of Health
Dr AB Xuma Building
1112 Voortrekker Road
PRETORIA
0001

5 headings bold

SERVICES RENDERED	QUANTITY	PRICE (EXC)	TOTAL
Admission to clinic (per day)	5	R1 500.00	R7 500.00
Treatment per day	5	R1 200.00	R6 000.00
Monthly Medication pack	6	R3 900.00	R23 400.00

6 prices inserted

7 CALC A: ans. correct

8 CALC B: ans. correct

Prices subject to change	SUBTOTAL R36 900.00
	DISCOUNT 5%
	SUBTOTAL LESS DISCOUNT **9** CALC C: ans. correct R35 055.00
	VAT RATE 15%
	VAT **10** CALC D: ans. correct R5 258.25
	TOTAL PAYABLE R40 313.25

11 CALC E: ans. correct

Additional information: **12** double underlined
Funds to be directly deposited

NOTE: PUNCTION MARK [:] NOT DOUBLE UNDERLINED

Number of blank cells 27 **13** CALC F: ans. correct

14 Format of all calculations correct
PRICE (EXC) currency 2 dec
CAL A–E currency 2 decimals
CAL F integer no decimal

15 Correct picture style applied
16 Image centred below



A	M	T
1	15	16

18 Any other manipulation error (e.g. row & col headings displayed, additional borders inserted not on one page, not on A4 portrait, etc.)

EXAMINATION NUMBER

17 EXAM NO left-aligned

TOTAL SECTION C: 50

QUESTION 9 right-aligned as footer

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QUESTION 10

	ACCURACY ERRORS		**0**

NO	**MANIPULATION ERRORS**		**20**
SLIDE 1:			
1	[TUBERCULOSIS] not changed to 60 pt and/or incorrect		
2	[TUBERCULOSIS] not changed to upper case and centred and/or incorrect		
3	Artistic effect not applied to image and/or incorrect		
4	Image height not resized to 4 cm/1.57" and/or incorrect		
5	Image not moved left-hand side of text [Know ... symptoms!] and/or incorrect		
6	Image not flipped vertical and/or incorrect		
7	[Know ... symptoms!] not changed to 32 pt and/or incorrect		
8	[Know ... symptoms!] not right-aligned and/or incorrect		
SLIDE 2:			
9	Heading not changed to 48 pt and/or incorrect		
10	Heading not italics and/or incorrect		
11	Two headings not swopped and bold and/or incorrect		
12	Hollow square bullets not inserted to text in first textbox and/or incorrect		
13	Text not changed to 16 pt in first textbox and/or incorrect		
14	Text not shadowed in second textbox and/or incorrect		
15	Text not centred and double line spacing in second textbox and/or incorrect		
16	3 pt double line border not inserted around both text boxes (text below headings) and/or incorrect		
OTHER:			
17	[EXAMINATION NUMBER] and [QUESTION 10] not inserted as footer on both slides with page number on each slide and/or incorrect		
18	Theme not changed to ORGANIC and/or incorrect		
19	Each slide not printed on a new page and/or incorrect		
20	1 A4 page handout with 2 slides not printed and/or incorrect		

A	**M**	**T**
0	**20**	**20**

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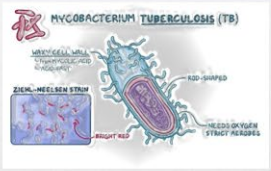
SLIDE 1:

1 changed to 60 pt
2 upper case and centre

TUBERCULOSIS



3 Artistic effect applied 'Plastic Wrap'
4 height resized to 4 cm/1.57"
5 moved left of text
6 flipped vertical

Know the symptoms!

7 changed to 32 pt
8 right-aligned

EXAMINATION NUMBER QUESTION 10 1

17 footer and page number

SLIDE 2:

About 89000 people die of Tuberculosis per year in South Africa

9 changed to 48 pt
10 italics

11 headings swopped and bold

SYMPTOMS:

- Fever
- Fatigue
- Weight loss
- Persistent cough
- Blood in cough
- Night sweats

12 hollow square bullets inserted
13 changed to 16 pt

WHERE TO FIND HELP:

Visit your nearest clinic in your area to get tested for TB so that you can start treatment as early as possible.

14 text shadowed
15 centre and double line spacing

EXAMINATION NUMBER QUESTION 10 **16** 3 pt double line border around both text boxes 2

17 footer and page number

18 Theme ORGANIC
19 Each slide printed on new page

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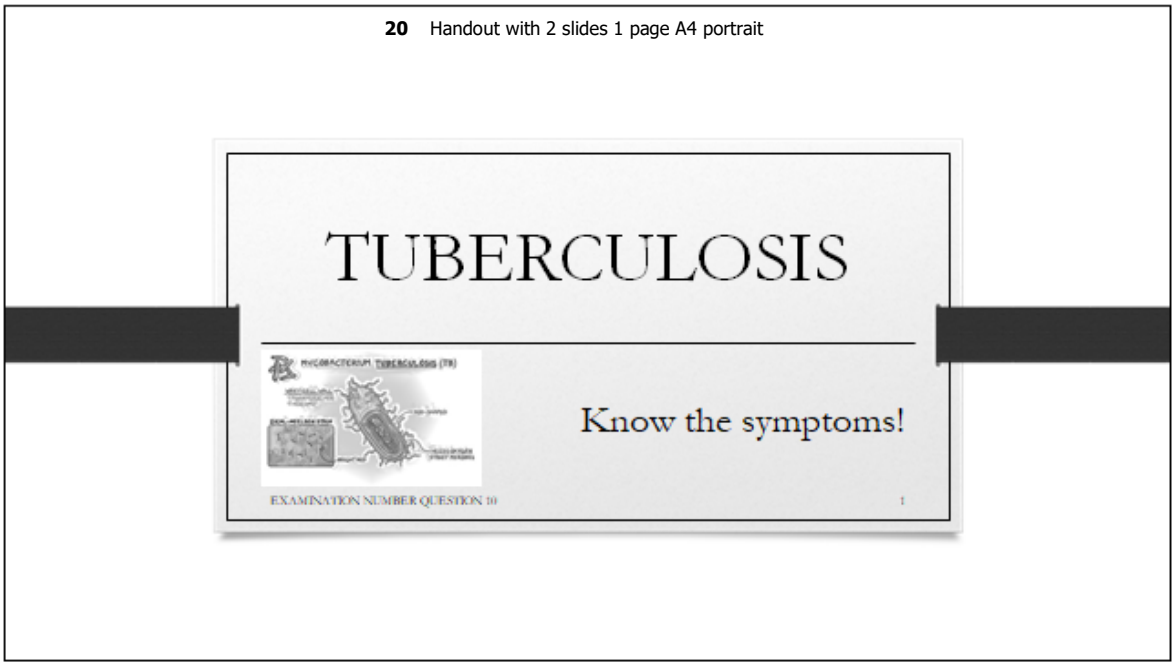
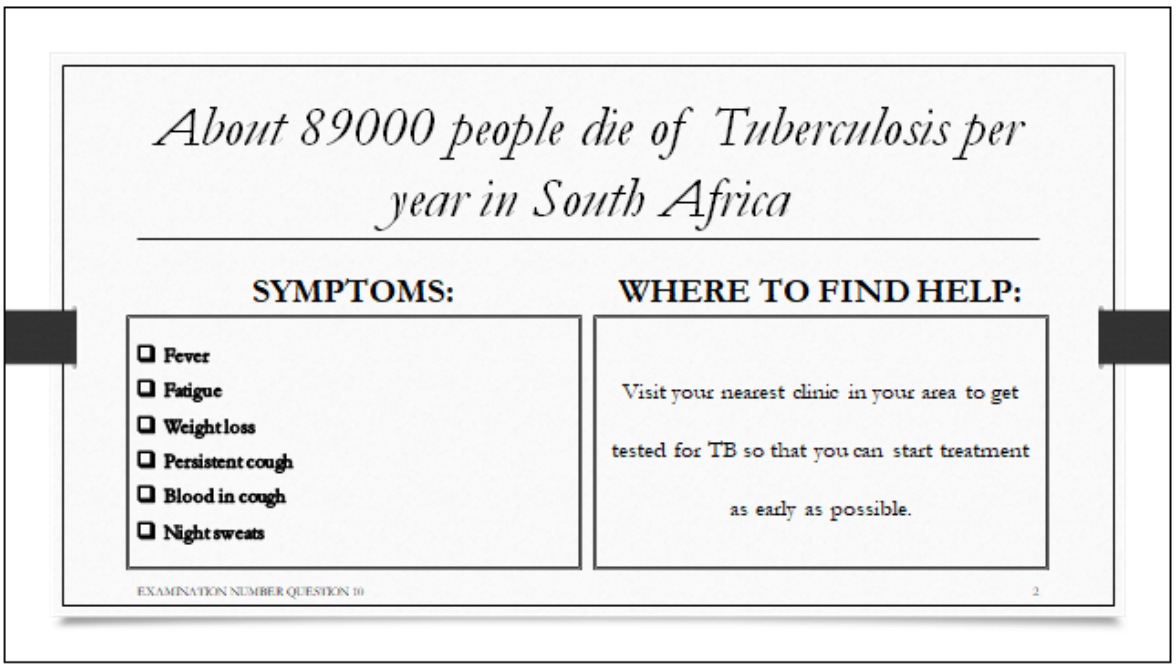
20 Handout with 2 slides 1 page A4 portrait





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TOTAL SECTION D: 20
GRAND TOTAL: 180

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