higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INFORMATION PROCESSING N5

09 November 2023

This marking guideline consists of 35 pages.

Copyright reserved

TYPING TECHNIQUE

SECTION A

GUIDELINES FOR MARKING

Remember, the candidate cannot fail because he/she could not complete or pass the timed accuracy test.

1. The total of the question paper is 200 marks. 80% is accuracy and 20% display (QUESTIONS 2−5).

2. ACCURACY ERRORS must be indicated with a RED /. REPETITIVE accuracy errors must be indicated with a RED CIRCLE.
   -4 MARKS PER ERROR

3. DISPLAY ERRORS must be indicated with a BLUE X. REPETITIVE display errors must be indicated with a BLUE CIRCLE.
   -2 MARKS PER ERROR

   ACCURACY ERRORS = All keying-in errors
   DISPLAY ERRORS = Display errors and proofreading signs

4. METHOD OF MARKING

40	10	50	POSSIBLE MARK
2e 32 (2 × 4 = 8) RED	4e 2 (4 × 2 = 8) BLUE	 34 TOTAL	NUMBER OF ERRORS TOTAL MARK FOR QUESTION Always put accuracy first

5. **INCOMPLETE QUESTIONS**

   If only ¼ of a question is completed, only ¼ of the original mark will be used for the marking of the question. If only ½ of a question is completed, only ½ of the original mark will be used for the marking of the question. If only ¾ of a question is completed, only ¾ of the original mark will be used for the marking of the question.

Copyright reserved

5. **EXAMPLE:**

TOTAL MARK = 50 ACCURACY = 40 DISPLAY = 10
½ COMPLETE:

40	10	50	POSSIBLE MARK
20 2e 12 (2 × 4 = 8) RED	5 4e 0 (4 × 2 = 5 max) BLUE	25 12 TOTAL	½ COMPLETED NUMBER OF ERRORS Always put accuracy first

6. **PROCESSING OF MARKS**

Next to QUESTION NUMBERS 1-6: Marks for all questions (SECTION A)

Next to QUESTION NUMBERS 7-9: Marks for all questions (SECTION B)

Front page, top:

Raw mark = Mark out of 300 (bottom)

% = Raw mark processed to % in circle (top)

= Raw mark divided by 3

Rounded = .5, .6, .7, .8, .9
Becomes full mark, e.g. 66,5 = 67%

Write initials and surname below circle

Copyright reserved

QUESTION 1: MARKING SCHEDULE – TIMED ACCURACY TEST

WPM	45	50		WPM	45	50
ERRORS	MARKS	MARKS		ERRORS	MARKS	MARKS
1	19	19		28	5	7
2	19	19		29	5	6
3	18	19		30	4	6
4	18	18		31	4	5
5	17	18		32	3	5
6	17	17		33	3	4
7	16	17		34	2	4
8	16	16		35	1	3
9	15	16		36	1	3
10	15	15		37	0	2
11	14	15		38		2
12	14	14		39		1
13	14	14		40		1
14	13	13		41		0
15	13	13				
16	12	12				
17	11	12				
18	10	11				
19	10	11				
20	9	10				
21	9	10				
22	8	9				
23	8	9				
24	7	8				
25	7	8				
26	6	8				
27	6	7				

Copyright reserved

QUESTION 1 (CONTINUED) **MARKS: 20**

NOTE: RED / = ACCURACY ERRORS

BE SURE TO MARK THE SPEED WITH CARE AS IT MAKES A DIFFERENCE TO THE RESULTS. REMEMBER THAT ONLY ACCURACY IS MARKED.

MARK ACCORDING TO THE ENCLOSED DEPARTMENTAL SCHEDULE.

MARK ACCURACY ERRORS ONLY.

Indicate accuracy errors with a red slash (/).

One or more incorrect characters in a word = 1 error.

Do not penalise incorrect margins.

Do not penalise incorrect line spacing.

Do not penalise incorrect hyphenation

Do not penalise incorrect capital letters/small letters.

Do not penalise incorrect letter spaces.

Do not penalise incorrect alignment.

Do not penalise any display errors.

Do not penalise if a whole line or paragraph has been left out and keyed in at another position.

When exactly the same word is repeatedly keyed in incorrectly, it is penalised ONCE only PER QUESTION. Thereafter it is encircled as a repetitive error.

Copyright reserved

QUESTION 1 (CONTINUED)

Omission of words: Count the first 5 strokes and thereafter every 10 strokes as 1 error each. If the last few strokes at the end are 5 or more, count as another error. If the last few strokes at the end are less than 5, ignore.

If 45 wpm is not completed, count back as indicated in the marking guideline.

The highest mark obtained is indicated. The highest speed passed is indicated.

Indicate the speed obtained with Pass 45 wpm/Pass 50 wpm/Fail where applicable in the following way:

INDICATE AT THE END OF THE TIMED ACCURACY TEST:

Pass 45 wpm/Pass 50 wpm/Fail; Errors; Mark

INDICATE ON THE FRONT OF THE FOLDER DIRECTLY NEXT TO THE MARK OBTAINED FOR QUESTION 1:

Pass 45 wpm/Pass 50 wpm/Fail

(If the candidate did not hand in QUESTION 1, draw a line through the block for the mark next to QUESTION 1 on the front of the folder and write Fail at the appropriate positions.)

INDICATE ON THE FRONT OF THE FOLDER JUST BELOW THE CIRCLE FOR THE MARKS OBTAINED:

Pass 45 wpm/Pass 50 wpm/Fail

Should a candidate fail the examination (obtain less than 40%) and pass the timed accuracy test, the word Fail replaces the Pass 45 wpm/Pass 50 wpm as a candidate cannot fail the question paper as a whole and get recognition for the wpm.

THE MARK FOR TYPING TECHNIQUE (200) IS ADDED TO THE AUDIO TRANSCRIPTION MARK (100) TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE).

Copyright reserved

QUESTION 1 (CONTINUED)

EXAMINATION NUMBER QUESTION 1

Vaccination is the administration of a vaccine to help the immune system develop protection from a disease. Vaccines contain a microorganism or virus in a weakened, live or killed state, or proteins or toxins from the organism. In stimulating the body's adaptive immunity, they help prevent sickness from an infectious disease.

When a sufficiently large percentage of a population has been vaccinated, herd immunity results. Herd immunity protects those who may be immune-compromised and cannot get a vaccine because even a weakened version would harm them. Vaccination is the most effective method of preventing infectious diseases, widespread immunity due to vaccination is largely responsible for the worldwide eradication of smallpox and the elimination of diseases such as polio and tetanus from much of the world.

Just like any medication or procedure, no vaccine can be 100% safe or effective for everyone because each person's body can react differently.

Copyright reserved

QUESTION 1 (CONTINUED)

While minor side-effects, such as soreness or low-grade fever, are relatively common, serious side-effects are very rare and occur in about 1 out of every 100 000 vaccinations. They typically involve allergic reactions that can cause hives or difficulty breathing. However, vaccines are the safest they ever have been in history and each vaccine undergoes rigorous clinical trials to ensure their safety before approval by authorities.

Prior to human testing, vaccines are tested on all cell cultures and the results modelled to assess how they will interact with the immune system. During the next round of testing, researchers study vaccines in animals, including mice, rabbits, guinea pigs and monkeys.

Vaccines that pass each of these stages of testing are then approved by the safety authority to start a three-phase series of human testing, advancing to higher phases only if they are deemed safe and effective at the previous phase. The people in these trials participate voluntarily and are required to prove they understand the purpose of the study and the potential risks.

Copyright reserved

QUESTION 1 (CONTINUED)

During phase 1 trials, a vaccine is tested in a group of about 20 people with the primary goal of assessing the vaccine's safety. Phase 2 trials expand the testing to include 50 to several hundred people.

During this stage, the vaccine's safety continues to be evaluated and researchers also gather data on the effectiveness and the ideal dose of the vaccine.

Vaccines determined

QUESTION 1 (CONTINUED)

Vaccines that pass each of these stages of testing are then

approved by the safety authority to start a three-phase
series of human testing, advancing to higher phases only
if they are deemed safe and effective at the previous
phase. The people in these trials participate
voluntarily and are required to prove they understand
the purpose of the study and the potential risks.

During phase 1 trials, a vaccine is tested in a group of
about 20 people with the primary goal of assessing the
vaccine's safety.

45 wpm

QUESTION 1 (CONTINUED)

```
The people in these trials participate voluntarily and are
                                                          41
required to prove they understand the purpose of the stu|dy
        40          39
and the| potential| risks.


38          37          36          35          34          33
|During pha|se 1 trial|s, a vacci|ne is test|ed in a gr|oup of
   32          31          30          29          28          27
abo|ut 20 peop|le with th|e primary |goal of as|sessing th|e
        26          25          24          23          22
vaccine'|s safety. |Phase 2 t|rials expa|nd the tes|ting to
  21          20          19          18
in|clude 50 t|o several |hundred pe|ople.


  17          16          15          14          13          12
Du|ring this |stage, the| vaccine's| safety co|ntinues to| be
      11          10          9           8           7
evalua|ted and re|searchers |also gathe|r data on |the
      6           5           4           3           2
effect|iveness an|d the idea|l dose of |the vaccin|e.


      1
Vacci|nes determined
```

50 wpm

[20]

TYPING TECHNIQUE

ACCURACY SCHEDULE – QUESTIONS 2-6					
-4 MARKS PER ERROR DEDUCTED – ACCURACY - RED					
MARKS	20	40	24	32	20
RED ERRORS	Q2	Q3	Q4	Q5	Q6
0	20	40	24	32	20
1	16	36	20	28	16
2	12	32	16	24	12
3	8	28	12	20	8
4	4	24	8	16	4
5	0	20	4	8	0
6		16	0	4	
7		12		0	
8		8			
9		4			
10		0			

TYPING TECHNIQUE

DISPLAY SCHEDULE – QUESTIONS 2-5					
-2 MARKS PER ERROR DEDUCTED – DISPLAY - BLUE					
MARKS	20	10	6	8	0
BLUE ERRORS	Q2	Q3	Q4	Q5	Q6
0	20	10	6	8	
1	18	8	4	6	
2	16	6	2	4	
3	14	4	0	2	
4	12	2		0	
5	10	0			
6	8				
7	6				
8	4				
9	2				
10	0				

Copyright reserved

QUESTION 2: TABULAR STATEMENT MARKS: 40

ACCURACY – 20 MARKS – -4 marks per error

Every keying-in error

DISPLAY – 20 MARKS – -2 marks per error

1. Margins (1.27 cm/0.5" left and right) incorrect and/or
   Alignment (left, centre, right, justify) incorrect and/or
   Line spacing (as indicated) incorrect

2. Paper size (A4 landscape) incorrect and/or
   Tabular stops/indentation incorrect and/or
   Hyphenation incorrect

3. Font/font size (Arial 12 pt) incorrect and/or
   Capital letters/small letters incorrect and/or
   Letter spaces incorrect

4. / - not changed to [the] and/or incorrect and/or
   Del - not deleted and/or incorrect and/or
   Insert – incorrect and/or
   [EXAMINATION NUMBER] left and [QUESTION 2] right not inserted as a header and/or incorrect

5. Trs - not transposed and/or incorrect and/or
   Stet - not retained and/or incorrect and/or
   Sp – spelling incorrect

6. Bold - not changed and/or incorrect and/or
   Italics - not changed and/or incorrect and/or
   Underline – not changed and/or incorrect

7. Sp caps – spaced capital letters incorrect and/or

8. [- new lines incorrect and/or
   Runs on – incorrect
   In full – not in full and/or incorrect

9. Main headings incorrect and/or
   Column headings incorrect and/or
   Columns not merged and/or incorrect and/or
   Rows not shaded and/or incorrect

10. Vertical lines omitted and/or incorrect

11. Horizontal lines omitted and/or incorrect

12. Figures incorrect and/or
    Units, tens not underneath one another and/or
    Numbers wrapped

13. Footnote incorrect

¼	5	5	10
½	10	10	15
¾	15	15	30
	20	**20**	**40**

QUESTION 2 (CONTINUED)

1 margins (0.5"/1.27 cm), alignment, line spacing 2 landscape, tab stops/indent, hyphenation None 3 font/font size, uc/lc, letter spaces 4 EXAMINATION NUMBER (left) and QUESTION 2 (right) as header 9 main headings, column headings, columns 10 vertical lines 11 horizontal lines 12 figures 13 footnote

EXAMINATION NUMBER

QUESTION 2

1 align right 3 20 pt 6 bold, u/line 7 sp caps

LATEST VACCINE STATISTICS[1]

1 centre vertically & horizontally **6 bold** **8 in full** **9 shade rows 1 & 2** **8 runs on**

COVID-19 TOTAL VACCINATION SUMMARY AS AT 28 OCTOBER 2021 AT 17:00 (INCLUDING 12–17 YEARS) **3 uc 8 runs on**

Total number of vaccines administered **6 u/line** **22,118,947** **8 NL** **6 u/line**

Province	Total number of Johnson & Johnson vaccines administered 8 NL 5,199,773		Total number of Pfizer vaccines administered 17,030,773 8 NL		Total number vaccines administered by gender and age 3 lc 8 NL 5 stet 5 stet		
	Sisonke	National	First Dose	Second Dose	Female	Male	Children *12 to 17 years*
Eastern Cape 5 sp	60502	574000	-	1955887	704598	403084	6 ital 15000
Free State	24355	294500	-	934379	282559	183519	16000
Gauteng	135444	8582015	2963574	2021047	1210983	912304	25000
KwaZulu-Natal	94393	755610	1542162	2620738	1039491	578783	23000
Northern Cape	9455	137464	94000	307229	91310	72707	8000

5 trs 4 / 4 del [0]

1 Data displayed only contains vaccination records captured on the live Electronic Vaccination Data System and excludes vaccination records captured on paper within the last ***24 hours***.

6 bold, ital **3 uc** **4 insert** **4 /**

[40]

Copyright reserved

QUESTION 3: CIRCULAR LETTER **MARKS: 50**

ACCURACY – 40 marks – -4 marks per error	
Every keying-in error	
DISPLAY – 10 marks – -2 marks per error	
1.	Margins (2.54 cm/1" left and right) incorrect and/or Alignment (left, centre, right, justify) incorrect and/or Line spacing (as indicated) incorrect
2.	Paper size (Letterhead) incorrect and/or Tabular stops/indentation incorrect and/or Hyphenation incorrect
3.	Font/font size (Courier New 12 pt and Berlin Sans FB 14 pt) incorrect and/or Capital letters/small letters incorrect and/or Letter spaces incorrect
4.	/ - not changed to [the] and/or incorrect and/or Del - not deleted and/or incorrect and/or Insert – incorrect and/or Date not inserted in full and/or Page break not inserted and/or Second page not numbered and/or incorrect Conclusion incorrect and/or [EXAMINATION NUMBER] left and [QUESTION 3] right not inserted as a header and/or incorrect
5.	Trs – not transposed and/or incorrect and/or Stet – not retained and/or incorrect and/or Sp – spelling incorrect
6.	Bold - not changed and/or incorrect and/or Italics - not changed and/or incorrect and/or Underline/Double underline – not changed and/or incorrect
7.	Sp caps - not in spaced capital letters and/or incorrect
8.	[& NP - new line and new paragraph incorrect and/or Runs on – incorrect and/or In figures - not in figures and/or incorrect
9.	Paragraph numbers not inserted and/or Bullets not replaced with subparagraph numbers and/or incorrect and/or Paragraphs not in numerical order and/or incorrect and/or Single border around paragraph not inserted and/or incorrect

¼	10	3	13
½	20	5	25
¾	30	8	38
	40	**10**	**50**

QUESTION 3 (CONTINUED)

1 margins (1"/2.54 cm), alignment, line spacing 2 letterhead, tab stops/indent, hyphenation Automatic
3 font/font size, uc/lc, letter spaces 4 {EXAMINATION NUMBER] (left) and [QUESTION 3] (right) as header

EXAMINATION NUMBER QUESTION 3

VACCINES SA

☎013-755 8500
✉PO Box 55
www.ehlanzeni.co.za



8 Van Wyk Street
NELSPRUIT
1200

1 right-align 4 in full
9 November 2023

4 insert

TO: ALL NON-PROFESSIONAL HEALTH CARE WORKERS **3 uc**

1 centre 3 16 pt 6 bold, double u/line 7 sp caps

V A C C I N E R O L L – O U T

The vaccine roll-out is well under way and MOST healthcare professionals have been vaccinated but not all health care workers have been vaccinated. **3 uc**

8 NP 4/ 8 in figures

In line with the Department of Health's original phased approach to the roll-out, **Phase 1** of the vaccination roll-out should ensure vaccination of all health care workers. **Phase 2** of the roll-out has started and still not all the health care workers have been vaccinated. **4 del [We need ...possible']**

4/ **6 bold** **8 runs on** **¼ 6 bold** **4/**

9 paragraph numbers 2 indent

1. **HEALTH CARE WORKERS ELIGIBLE AS BENEFICIARIES OF VACCINATION INCLUDE:** **3 uc 6 bold, u/line**

9 replace with 1.1 2 indent

1.1 Nurses (all categories) **5 sp**

1.2 Medical doctors (all categories and specialisations)

1.3 Community health workers, liaison and development officers employed by provincial departments of health

1.4 Pharmacists and pharmacist assistants **3 lc**
(fully registered, post-basic, basic) **8 NL 6 u/line**

1.5 Staff working in student health services at TVETs and HEIs

4 page break

QUESTION 3 (CONTINUED)

2 **4 page number, top left**

2. **DATA REQUIRED**: **3 uc 6 bold, u/line**

Data provided for inclusion in HCWs' verification list must include the following information (send information in MS Excel and in a specific order to *vaccines@health.co.za*): **5 stet** **6 ital**

Name, Surname and Identity number;
Facility name/Practice name/Company name;
Practice number or company registration number and employer contact details **8 NL**

½

3. **VERIFICATION PROCESS**: **3 uc 6 bold, u/line**

To ensure that only eligible HCWs register and receive vaccines during this phase of the rollout, there is a need to put in place some checks and verification. These verification checks will ensure that only those that are eligible are able to receive their vaccination. **4/**

4. **REGISTRATION PERIOD**: **3 uc 6 bold, u/line**

4/ **¾**

Registration will be from the date of this letter until 31 December, after which this service will no longer be available. **5 trs**

1 **1 centre 3 Berlin Sans FB 14 pt 9 single border**

The employer will be responsible for verifying that only employees fulfilling the eligibility criteria as per circular above, categorising health personnel, are included in the list. **4 /** **4 /**

4 conclusion

DR SK BOVUNGANA **3 uc 6 bold**
DIRECTOR-GENERAL: HEALTH

[50]

QUESTION 4: AGENDA **MARKS: 30**

ACCURACY – 24 marks – -4 marks per error	
Every keying-in error	
DISPLAY – 6 marks – -2 marks per error	
1.	Margins (2.54 cm/1" left and right) incorrect and/or Alignment (left, centre, right, justify) incorrect and/or Line spacing (as indicated) incorrect
2.	Paper size (A4 portrait) incorrect and/or Tabular stops/indentation incorrect and/or Hyphenation incorrect
3.	Font/font size (Courier New 12 pt) incorrect and/or Capital letters/small letters incorrect and/or Letter spaces incorrect
4.	/ - not changed to [the] and/or incorrect and/or Date not inserted in full and/or incorrect and/or Date not inserted in descending order and/or incorrect and/or Conclusion incorrect and/or [EXAMINATION NUMBER] left and [QUESTION 4] right not inserted as a header and/or incorrect
5.	Trs - not transposed and/or incorrect and/or Stet - not retained and/or incorrect and/or Sp – spelling incorrect
6.	Bold - not changed and/or incorrect and/or Italics - not changed and/or incorrect and/or Underline – not changed and/or incorrect
7.	Moved - not moved and/or incorrect and/or Spaced capital letters incorrect
8.	In full - not in full and/or incorrect
9.	Paragraph numbers not inserted and/or incorrect and/or Paragraphs not in numerical order and/or incorrect

¼	6	2	8
½	12	3	15
¾	18	5	23
	24	**6**	**30**

QUESTION 4 (CONTINUED)

1 margins (1"/2.54 cm), alignment, line spacing 2 A4 portrait, tab stops/indent, hyphenation Automatic
3 font/font size, uc/lc, letter spaces 4]EXAMINATION NUMBER] (left) and [QUESTION 4] (right) as header

EXAMINATION NUMBER QUESTION 4

Notice is hereby given of a general meeting of staff members and Vaccine Advisory Committee to be held in the boardroom on Wednesday, 3 November 2021 at 10:00. **3 uc 4 / 5 sp**

¼ **4 date in full** ╪ **1**

A G E N D A **1 centre 6 bold 7 sp caps, move**

╪

9 paragraph numbers 2 indent

1. Attendance

2. Apologies

3. Opening and welcome

4. Minutes of the previous meeting **5 stet**

5. ***Points to discuss***: **6 bold, ital**

5.1 General overview about Covid-19 vaccine **5 trs** **1 d/s**

5.2 Vaccine during pregnancy and lactation

½

5.3 Staff members on chronic medication **6 u/line**

5.4 Side-effects

6. Any other business **8 in full**

7. Closure

¾

By order of the Board **4 / 3 uc**

A VORSTER **3 uc/lc**
SECRETARY

2021-11-20 **4 descending order**

[30]

QUESTION 5: MINUTES **MARKS: 40**

ACCURACY – 32 marks – -4 marks per error	
Every keying-in error	
DISPLAY – 8 marks – -2 marks per error	
1.	Margins (1.27 cm/0.5" left and right) incorrect and/or Alignment (left, centre, right, justify) incorrect and/or Line spacing (as indicated) incorrect
2.	Paper size (A4 landscape) incorrect and/or Tabular stops/indentation incorrect and/or Hyphenation incorrect
3.	Font/font size (Arial 12 pt) incorrect and/or Capital letters/small letters incorrect and/or Letter spaces incorrect
4.	/ - not changed to [the] and/or incorrect and/or Del - not deleted and/or incorrect and/or Insert – incorrect and/or Date not in descending order and/or incorrect and/or Page break not inserted and/or incorrect and/or Conclusion incorrect and/or Leader dots not inserted and/or incorrect and/or [EXAMINATION NUMBER] left and [QUESTION 5] right not inserted as a header and/or incorrect
5.	Trs - not transposed and/or incorrect and/or Stet - not retained and/or incorrect and/or Sp – spelling incorrect
6.	Bold - not changed and/or incorrect and/or Italics - not changed and/or incorrect and/or Underline – not changed and/or incorrect
7.	Moved – columns not moved and/or incorrect and/or Join - not joined and/or incorrect
8.	Runs on – incorrect and/or In full - not in full and/or incorrect
9.	Row not shaded and/or incorrect
10.	Vertical lines not inserted and/or incorrect
11.	Horizontal lines not inserted and/or incorrect

¼	8	2	10
½	16	4	20
¾	24	6	30
	32	**8**	**40**

Copyright reserved

QUESTION 5 (CONTINUED)

1 margins 0.5"/1.27 cm), alignment, line spacing 2 A4 landscape, tab stops/indent, hyphenation Automatic 3 font/font size, uc/lc, letter spaces
4 EXAMINATION NUMBER (left) and[QUESTION 5] (right) as header

EXAMINATION NUMBER QUESTION 5

4 descending order

Minutes of a general meeting of staff members and Vaccine Advisory Committee held in the boardroom on Wednesday, 2021-11-03 at 10:00.

6 bold **7 move columns**

NO	TOPIC	DISCUSSION **3 uc 6 bold**
1	**Attendance**	As per attendance register.
2	**Apologies**	Mrs Cloete, Mr Petzer, Miss Vimbani **5 sp** **7 join** /4
3	**Opening and welcome**	The chairperson started by requesting all attendees to mute their microphones and explained the procedure to follow when a person wants to speak as the meeting was virtual, thereafter, welcomed everyone and declared the meeting properly constituted. **5 stet** **4 /** **6 u/line**
4	**Minutes of the previous meeting** **4 /**	The minutes of the meeting held on 30 August, were taken as read, and then approved and signed.
5	**Points of discussion:**	**9 shade row** **6 ital**
5.1	**General overview**	Staff members were encouraged to take the vaccine as infectious diseases could spread easily and most people could rapidly become infected. Mr Njajula, one of the members of the Advisory **/4** Committee, further advised that the aim is to reach a herd immunity, where a high percentage of people would be vaccinated, making it difficult for the disease to spread. **4 insert** **8 in full**

¼

4 page break

QUESTION 5 (CONTINUED)

5.2	**Pregnancy and lactation**	Recommendations were that Covid-19 vaccination should be offered to women who are eligible to be vaccinated during any stage of pregnancy and during lactation. Members were encouraged to discuss the benefits and possible risks of vaccination with their doctors. **6 u/line**
5.3	**Chronic medication** **8 runs on** ½	It was explained that staff members with comorbidities are more exposed to severe Covid-19 infections and therefore were likely to benefit the most from the vaccines. It was further revealed that they are the ones who especially need to vaccinate to decrease their risk of hospitalisation and possible death. Furthermore, staff members were assured that people with comorbidities were included in many vaccine trials, and the results showed good protection. **5 trs** **4 del [from … lactation]**
5.4	**Side-effects**	Members were warned of some mild common, moderate uncommon and rare severe side-effects that might be present after taking the vaccine and what to do when these side-effects are seen. **4/** ¾
6	**Any other business**	Members were encouraged to continue to take precautions against the deadly Covid-19 virus and to strongly consider taking a vaccine. **4/**
7	**Closure**	The meeting concluded at 12:00.

4 conclusion

2 left tab stop

CHAIRPERSON **SECRETARY3 uc 6 bold**

. . . . . **4 leader dots**

[40]

Copyright reserved

QUESTION 6: AFRICAN LANGUAGE **MARKS: 20**

ACCURACY - 20 MARKS - -4 marks per error
Every keying-in error
DISPLAY - 0 MARKS

NO MARKS WILL BE DEDUCTED FOR DISPLAY ERRORS

Do not penalise incorrect margins.

Do not penalise incorrect line spacing.

Do not penalise incorrect hyphenation.

Do not penalise incorrect capital/small letters.

Do not penalise incorrect letter spacing.

Do not penalise incorrect justification.

Do not penalise for any display errors.

Do not penalise if a whole line or paragraph is left out and keyed in at another position.

When exactly the same word is repeatedly keyed in incorrectly, it is penalised ONCE only per question. Thereafter it is encircled as a repetitive error.

Omission of words: Count the first 5 strokes and thereafter every 10 strokes as 1 error each. If the first few strokes at the end are 5 or more, count as another error. If the last few strokes at the end are less than 5, ignore.

¼	5	0	5
½	10	0	10
¾	15	0	15
	20	**0**	**20**

Copyright reserved

QUESTION 6 (CONTINUED)

EXAMINATION NUMBER QUESTION 6

XANA SWISAWUTISI LESWI SWI HLAYISEKILE KUFIKA KWIHI?

Swisawutisi swa kamberiwa hi vurhonwana ku vona vuhlayiseki na matirhelo,¼↑hi ku ya hi data ya ndzingeto kusuka eka magidi ya vatekaxiave emisaveni hinkwayo.

EAfrika-Dzonga hi na riandlalo ra engetelo ra vuhlayiseki. Vulawuri bya Swimakiwa swa Rihanyu bya Afrika-Dzonga (SAHPRA) byi languta data ya xisayense hinkwayo ku tiyisisa leswaku ← ½ xisawutisi lexi xi hlayisekile, xi tirha kahle,↑na ku va ximakiwa xa risima.
¾

Hi ku engetela, hikwalaho ka leswi swisawutisi

[20]

TOTAL SECTION A: 200

SECTION B – AUDIO TRANSCRIPTION

GUIDELINES FOR MARKING

1. The total of the question paper is 100 marks. 80% is accuracy and 20% display (QUESTIONS 7−9).

2. ACCURACY ERRORS must be indicated with a RED /. REPETITIVE accuracy errors must be indicated with a RED CIRCLE.
-1 MARKS PER ERROR

3. DISPLAY ERRORS must be indicated with a BLUE X. REPETITIVE display errors must be indicated with a BLUE CIRCLE.
-1 MARKS PER ERROR

ACCURACY ERRORS = All keying-in errors
DISPLAY ERRORS = Dictation instruction errors

4. **METHOD OF MARKING**

16	4	20	POSSIBLE MARK
2e 2 (2 × 1 = 2) RED	4e 4 (4 × 1 = 4) BLUE	 14 TOTAL	NUMBER OF ERRORS TOTAL MARK FOR QUESTION Always put accuracy first

5. **INCOMPLETE QUESTIONS**

If only ¼ of a question is completed, only ¼ of the original mark will be used for the marking of the question. If only ½ of a question is completed, only ½ of the original mark will be used the marking of the question. If only ¾ of a question is completed, only ¾ of the original mark will be used the marking of the question.

EXAMPLE:

TOTAL MARK = 20 ACCURACY = 16 DISPLAY = 4
½ COMPLETE:

16	4	20	POSSIBLE MARK
8 2e 6 (2 × 1 = 2) RED	2 4e 0 (4 × 1 = 2 max) BLUE	10 6 TOTAL	½ COMPLETED NUMBER OF ERRORS Always put accuracy first

6. **PROCESSING OF MARKS**

Penalise and mark as for Typing Technique – only marks per error differ (ONE MARK PER ERROR).

THE MARK FOR TYPING TECHNIQUE (200) TOGETHER WITH THE AUDIO TRANSCRIPTION MARK (100) IS ADDED TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE).

Copyright reserved

AUDIO TRANSCRIPTION

SCHEDULE – QUESTIONS 7-9						
-1 MARK DEDUCTED PER ERROR ACCURACY – RED DISPLAY - BLUE						
MARKS:	ACCURACY			DICTATION INSTRUCTIONS		
	32	28	20	8	7	5
QUESTION: ERRORS:	Q7	Q8	Q9	Q7	Q8	Q9
0	32	28	20	8	7	5
1	31	27	19	7	6	4
2	30	26	18	6	5	3
3	29	25	17	5	4	2
4	28	24	16	4	3	1
5	27	23	15	3	2	0
6	26	22	14	2	1	
7	25	21	13	1	0	
8	24	20	12	0		
9	23	19	11			
10	22	18	10			
11	21	17	9			
12	20	16	8			
13	19	15	7			
14	18	14	6			
15	17	13	5			
16	16	12	4			
17	15	11	3			
18	14	10	2			
19	13	9	1			
20	12	8	0			
21	11	7				
22	10	6				
23	9	5				
24	8	4				
25	7	3				
26	6	2				
27	5	1				
28	4	0				
29	3					
30	2					
31	1					
32	0					

Copyright reserved

QUESTION 7: PARAGRAPHS **MARKS: 40**

ACCURACY – 32 marks – -1 mark per error	
Every keying-in error	
DISPLAY – 8 marks – -1 mark per error	
1.	Margins (2.54 cm/1" left and right) incorrect and/or Alignment (left, centre, right, justify) incorrect and/or Line spacing (as indicated) incorrect
2.	Paper size (A4 portrait) incorrect and/or Tabular stops/indentation incorrect and/or Hyphenation incorrect
3.	Font/font size (Arial 12 pt and Cooper Black 14 pt) incorrect and/or Capital letters/small letters incorrect and/or Letter spaces incorrect
4.	Page break not inserted and/or incorrect and/or Page number not inserted top left and/or incorrect
5.	I spell incorrect -. myths; misconceptions; spike; fatigue; contagious; alter; nucleus
6.	Bold - not changed and/or incorrect and/or Italics - not changed and/or incorrect and/or Underline/Double underline – not changed and/or incorrect
7.	[EXAMINATION NUMBER] left and [QUESTION 7] right not inserted as a header and/or incorrect
8.	Not in figures and/or abbreviations incorrect

¼	8	2	10
½	16	4	20
¾	24	6	30
	32	**8**	**40**

Copyright reserved

QUESTION 7 (CONTINUED)

1 margins (1"/2.54 cm), alignment, line spacing 2 A4 portrait, tab stops/indent, hyphenation Automatic
3 font/font size, uc/lc, letter spaces 7 EXAMINATION NUMBER (left) and QUESTION 7 (right) as header

EXAMINATION NUMBER QUESTION 7

3 Cooper Black 14 pt, uc **5 sp** **8 in figures, abbreviations**

EXPERTS DEBUNK MYTHS ABOUT THE COVID-19 VACCINE

5 sp **6 u/line**

6 bold

There are many **myths** and misconceptions about the vaccine, which are currently affecting the vaccine uptake in some areas. Here, experts have addressed 5 popular misconceptions about vaccinations, explaining why they are incorrect.

MYTH 1: THE VACCINE WILL AFFECT A WOMAN'S FERTILITY

3 uc 6 bold, double u/line

5 sp

Social media claims that the spike protein on the coronavirus was the same as the spike protein that is responsible for the growth and attachment of the placenta during pregnancy.

¼ **3 uc**

This is untrue. The overall makeup of the placental protein is VERY DIFFERENT from the virus spike protein.

MYTH 2: I'VE HAD COVID-19, SO I DON'T NEED A VACCINE

3 uc 6 bold, double u/line

Reinfection with this virus can occur even in individuals who have previously contracted the virus. Receiving the vaccine can provide protection against severe COVID-19 complications. **3 uc**

MYTH 3: COVID-19 SIDE-EFFECTS ARE DANGEROUS

3 uc 6 bold, double u/line

Recent research found that of the respondents who did not want to be vaccinated, 25% were concerned about side-effects. Most of the side-effects of the vaccine are
5 sp mild. They include low grade fever, sore arm and fatigue, and these usually subside after one to three days. The risks of blood clots as a result of COVID-19 infection are **3 uc** 8 to 10 times higher than risks associated with the vaccine. Doctors are aware of this concern and are trained to identify and treat the condition quickly.

½

MYTH 4: THE COVID-19 VACCINE DEVELOPMENT WAS RUSHED, SO IT MAY NOT BE EFFECTIVE

3 uc 6 bold, double u/line

The vaccine was developed very quickly. This was possible because the vaccine technology had been in development for many years. There were sufficient resources to fund the research and social media made it easier to recruit participants for the clinical trials. It was easy to tell whether the vaccine worked or not since the virus is contagious. ¾ **5 sp**

4 page break

Copyright reserved

QUESTION 7 (CONTINUED)

EXAMINATION NUMBER QUESTION 7

2 **4 page number, top left**

MYTH 5: THE COVID-19 VACCINE CAN ALTER MY DNA **3 uc 6 bold, double u/line**

The vaccines cause your body to develop protection, so that when you are infected, the body is prepared to fight the virus. DNA is located in the nucleus of the cells and the vaccine materials does not enter the nucleus. So, it ***does not alter*** the DNA.

6 bold, ital 5 sp

[40]

QUESTION 8: SPEECH **MARKS: 35**

ACCURACY – 28 marks – -1 mark per error	
Every keying-in error	
DISPLAY – 7 marks – -1 mark per error	
1.	Margins (2.54 cm/1" left and right) incorrect and/or Alignment (left, centre, right, justify) incorrect and/or Line spacing (as indicated) incorrect
2.	Paper size (A5 landscape) incorrect and/or Tabular stops/indentation incorrect and/or Hyphenation incorrect
3.	Font/font size (Arial 12 pt) incorrect and/or Capital letters/small letters incorrect and/or Letter spaces incorrect
4.	Date not inserted in full and/or incorrect and/or Key word incorrect and/or Page break inserted and/or incorrect and/or Page numbers inserted and/or incorrect
5.	I spell incorrect – excellency; Dlabazane; excellences; distinguished; stall; frequent; herd; sufficiently; variants; tunnel
6.	Bold - not changed and/or incorrect and/or Italics - not changed and/or incorrect and/or Underline – not changed and/or incorrect
7.	[EXAMINATION NUMBER] left and [QUESTION 8] right not inserted as a header and/or incorrect
8.	In figures and/or abbreviations incorrect

¼	7	2	9
½	14	4	18
¾	21	5	26
	28	**7**	**35**

QUESTION 8 (CONTINUED)

1 margins (1"/2.54 cm), alignment, line spacing 2 A5 landscape, tab stops/indent, hyphenation Automatic
3 font/font size, uc/lc, letter spaces 7 EXAMINATION NUMBER (left) and QUESTION 8 (right) as header 8 in figures

EXAMINATION NUMBER QUESTION 8

9 November 2023 **4 date in full** **8 in figures, abbreviations**

5 sp **5 sp**

OPENING SPEECH BY HER EXCELLENCY DR DLABAZANE, DEPUTY CHAIR-PERSON OF THE VACCINE ADVISORY COMMITTEE ON ROLL-OUT OF THE COVID-19 VACCINATION PROGRAM **3 uc 6 bold, ital**

Excellences, Distinguished Guests, Ladies and Gentlemen **5 sp**

On behalf of the Advisory Committee and on my personal behalf, I would like to welcome you all to the Rolling out of the COVID-19 Vaccination Program. **1 1.5 ls**

¼ **6 u/line**

This pandemic has impacted almost *every corner of our life*, causing global **6 u/line, ital**

4 page break **4 key words 1 right-align**

economies to stall/

QUESTION 8 (CONTINUED)

EXAMINATION NUMBER QUESTION 8

2 **4 page number**

5 sp

economies to stall, changing the way we work and interact with our loved ones, and stretching healthcare systems to their limits. We have been following all preventive measures as advised by public health experts like *wearing of masks*, *frequent washing of hands* and *physical distancing* and still we are not there. COVID-19 vaccination is now offering a way to transition out of this phase of the pandemic. Without them, natural herd immunity will not be able to sufficiently restore society to its normal and that it would have resulted in extreme fatality. **5 sp 6 ital**

½

Fortunately, the beginning of 2021 saw a number of vaccines given emergency approval and begin their roll-out in countries across the world.

4 page break **4 key words 1 right-align** It is clear/

QUESTION 8 (CONTINUED)

EXAMINATION NUMBER QUESTION 8

3 **4 page number**

3/4

It is clear that vaccines will allow society to get back to normal and for restrictions to be permanently eased. Getting vaccinated, you are breaking the chain of the spread, you reduce the variants, you protect others and even if you get sick, hospitalisation will be minimised. **5 sp**

We continue to appeal to all people to please be careful, it is in fact that vaccines give us light at the end of the tunnel, ***but we are not there yet***!

5 sp **4 bold, u/line, ital**

[35]

QUESTION 9: **MARKS: 25**

ACCURACY – 20 marks – -1 mark per error	
Every keying-in error	
DISPLAY – 5 marks – -1 mark per error	
1.	Margins (2.54 cm/1" left and right) incorrect and/or Alignment (left, centre, right, justify) incorrect and/or Line spacing (as indicated) incorrect
2.	Paper size (A4 portrait) incorrect and/or Tabular stop (6.35 cm/2.5")/indentation incorrect and/or Hyphenation incorrect
3.	Font/font size (Arial 12 pt) incorrect and/or Capital letters/small letters incorrect and/or Letter spaces incorrect
4.	Date not in full and/or incorrect and/or In figures – not inserted and/or incorrect and/or Horizontal lines not inserted and/or incorrect and/or Bullets not inserted and/or incorrect
5.	I spell incorrect – embarking; gazebo; Pfizer; portal; WhatsApp
6.	Bold - not changed and/or incorrect and/or Italics - not changed and/or incorrect and/or Underline – not changed and/or incorrect
7.	Spaced capital letters incorrect and/or [EXAMINATION NUMBER] left and [QUESTION 9] right not inserted as a header and/or incorrect

¼	5	1	6
½	10	3	13
¾	15	4	19
	20	**5**	**25**

QUESTION 9 (CONTINUED)
1 margins (1"/2.54 cm), alignment, line spacing 2 A4 portrait, tab stop (6.35 cm/2,5"), indent, hyphenation None
3 font/font size, uc/lc, letter spaces 7 EXAMINATION NUMBER (left) and QUESTION 9 (right) as header

EXAMINATION NUMBER QUESTION 9

M E M O R A N D U M **7 sp caps 6 bold 1 centre**
4 horizontal line

TO: **ALL STAFF MEMBERS**

FROM: **WELLNESS OFFICE**

DATE: **1 OCTOBER 2021** **4 date in full**
4 figures

VACCINATION DRIVE **3 uc 6 u/line**

5 sp
Kindly note that the Department of Health is embarking on the Vaccination Drive, and will be visiting the college from 18 October to 20 October 2021. **6 u/line**
¼
Teams are allocated for all three campuses. The hall, conference centre and the gazebo will be utilised.

5 sp **5 sp**
Two types of vaccines will be available, Pfizer and Johnson and Johnson.

4 bullets 6 ital
- *Pfizer* – You need two doses, with a gap of 42 days between the first dose and the second one. You are only considered fully vaccinated two weeks after the second dose.

6 ital ½
- *Johnson and Johnson* – You just need one dose of this vaccine. The vaccine reaches its full strength 28 days after vaccination.

Registration is essential, and can be done as follows: **6 u/line**

4 bullets 6 bold
- **Self-registration portal**: www.vaccine.co.za **5 sp**
- **USSD**: Dial the number provided ¾
- **WhatsApp portal**: **5 sp** Send the word REGISTER to 060 111 2222
- **Toll-free hotline**: 0800 00 5555

Thanking you in advance for spreading the word.

WELLNESS MANAGER

[25]

TOTAL SECTION B: 100
GRAND TOTAL: 300

Copyright reserved