higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INTRODUCTORY INFORMATION PROCESSING N4

14 November 2022

This marking guideline consists of 30 pages.

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QUESTION 1: TIMED ACCURACY TEST

NOTE: RED / = ACCURACY ERRORS

SPEED SHOULD BE MARKED 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.

1. Indicate accuracy errors with a red slash (/).
2. One or more incorrect characters in a word – 1 error.
3. Do not penalise for incorrect margins.
4. Do not penalise for incorrect line spacing.
5. Do not penalise for incorrect hyphenation.
6. Do not penalise for incorrect capital/small letters.
7. Do not penalise for incorrect letter spaces.
8. Do not penalise for incorrect alignment (left, centre, right, justify).
9. Do not penalise for any display errors.
10. Do not penalise if a whole line or paragraph has been left out and keyed in in a different position.
11. When the same word is repeatedly keyed in incorrectly, it is penalised ONCE only per question. Thereafter it is encircled as a repetitive error.
12. If a word was not inserted, it is regarded as an omission -4 accuracy (see point 13). If a word was inserted twice it is regarded as inclusion error -4 accuracy (e.g. signed signed).

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QUESTION 1 (CONTINUED)

13. 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 fewer than 5, ignore. = 5/10/10

14. If 25/30 wpm is not completed, count back as indicated in the marking guideline.

15. The highest mark obtained must be indicated. The highest speed passed must be indicated.

16. INDICATE THE SPEED OBTAINED with Pass 25 wpm/Pass 30 wpm/Fail where applicable in the following way:

    INDICATE AT THE END OF THE TIMED ACCURACY TEST:

    Pass 25 wpm/Pass 30 wpm/Fail
    Errors
    Mark

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

    Pass 25 wpm/Pass 30 wpm/Fail

    If the candidate did not hand in QUESTION 1, indicate by drawing a line through the block for the mark next to QUESTION 1 on the front of the folder and writing Fail at the appropriate positions.

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

    Pass 25 wpm/Pass 30 wpm/Fail

17. Should a candidate fail the examination (less than 40%) and pass the timed accuracy test, the word Fail replaces the Pass 25 wpm/Pass 30 wpm, as a candidate cannot fail the question paper as a whole and get recognition for the wpm.

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MARK SCHEDULE FOR QUESTION 1 (TIMED ACCURACY TEST): 10 MINUTES

POSSIBLE MARKS	20	
NUMBER OF ERRORS	25 WPM	30 WPM
1	19	19
2	18	18
3	17	18
4	16	17
5	15	16
6	14	15
7	13	14
8	12	14
9	11	13
10	10	12
11	9	11
12	8 PASS	10
13	7	10
14	6	9
15	5	8 PASS
16	4	7
17	3	6
18	2	6
19	1	5
20	0	4
21		3
22		2
23		2
24		1
25		0

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SCHEDULE – ACCURACY

ERRORS	QUESTION 2 40 MARKS	QUESTION 3 40 MARKS	QUESTION 4 32 MARKS	QUESTION 5 16 MARKS	QUESTION 6 20 MARKS
0	40	40	32	16	20
1	36	36	28	12	16
2	32	32	24	8	12
3	28	28	20	4	8
4	24	24	16	0	4
5	20	20	12		0
6	16	16	8		
7	12	12	4		
8	8	8	0		
9	4	4			
10	0	0			

SCHEDULE – DISPLAY

ERRORS	QUESTION 2 10 MARKS	QUESTION 3 10 MARKS	QUESTION 4 8 MARKS	QUESTION 5 4 MARKS
0	10	10	8	4
1	8	8	6	2
2	6	6	4	0
3	4	4	2	
4	2	2	0	
5	0	0		

NOTE:

ACCURACY = 4 MARKS PER ERROR ARE DEDUCTED
[INDICATE WITH A RED SLASH (/)]

DISPLAY = 2 MARKS PER ERROR ARE DEDUCTED
[INDICATE WITH A BLUE CROSS (X)]

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QUESTION 1 (CONTINED)

EXAMINATION NUMBER QUESTION 1

The National Student Financial Aid Scheme (NSFAS) will no longer be communicating directly with students via SMS channels.

The decision, which takes immediate effect, means that students will only be able to use the myNSFAS online self-service portal to view their application status and any other information relating to funding. NSFAS said it was stopping the SMS service after first-time applicants, returning and continuing students were targeted in phishing e-mail and text message scams that aimed to compromise personal data.

NSFAS identified scams in which fraudsters lure students into providing confidential information via a link to a site controlled by the attackers.

The e-mail or text message scam is designed to look like it is a regular message issued by the NSFAS Contact Centre. "We would like to warn all the applicants, students and parents to be aware of these fraudsters and take extra care when dealing with their personal information online or over the phone", Dr

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QUESTION 1 (CONTINED)

EXAMINATION NUMBER QUESTION 1

20 19
Randall Carolissen, a NSFAS admi|nistrator|, said.

18 17 16 15 14 13
|Any SMS |messaging |regarding |funding re|ceived fol|lowing
12 11 10 9 8 7
thi|s message |will be fr|om fraudst|ers and no|t NSFAS.| "We
6 5 4 3 2 1 **25 wpm**
adv|ise every |student th|at NSFAS| will neve|r ask for |your
25 24 23 22 21 20
accou|nt details|, password|, PIN or| OTP ove|r the phon|e or
19 18 17 16 15
via e|-mail." |In additio|n to the o|nline serv|ice, the
14 13 12 11 10 9
|NSFAS con|tact centr|e will be |available |to student|s and
8 7
pros|pective st|udents.

6 5 4 3 2 1 **30 wpm**
|Notices fr|om the org|anisation |will also |be publish|ed on

[20]

QUESTION 2: PARAGRAPHS

10 EXAMINATION NUMBER left and QUESTION 2 right as header

EXAMINATION NUMBER QUESTION 2

1 margins, align, l/s (3-2-1) *2 p/s, tab stops, indent, hyphenation* *3 font, uc/lc, let/sp*

REDUCING EDUCATOR STRESS *7 move 3 uc, 16 pt 6 bold*

Being an educator is a wonderful profession and far more than just a job. It truly takes special people to be educators. *6 u/line*

I have heard different sayings along the lines of "if you love what you do, you won't feel stressed." *4 del* *8 NP* ¼

1. *IDENTIFY WHAT'S MAKING YOU STRESSED:* *3 uc 6 ital*

1.1 Before you can tackle stress, you need to know what is stressing you out. Write a list detailing all the things that are causing you stress right now. *4 the* *7 runs on* ½

2. *DIVIDE YOUR LIST INTO TWO COLUMNS:* *3 uc 6 ital*

2.1 Things you can control and things you can't. *8 and*

2.2 Now focus on finding solutions to the things you can control. *5 stet*

2.3 From your list, pick the one that will have the biggest impact on your list, pick the one that will have the biggest impact on your stress levels. *4 the* *5 trs* *4 the* ¾

2.4 What can you do to tackle this issue? Set yourself a goal to manage it and write it down using positive language. *5 sp* *8 and*

9 numerical order, paragraph & subparagraph numbers

ERRORS	40 MARKS
0	40
1	36
2	32
3	28
4	24
5	20
6	16
7	12
8	8
9	4
10	0

MARKS			
POSSIBLE MARKS	40	10	50
ERRORS			
	RED -4	BLUE -2	TOTAL

¼		
10	3	13
40	10	50

½		
20	5	25
40	10	50

¾		
30	8	38
40	10	50

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QUESTION 2 (CONTINUED)

ACCURACY = 40 MARKS -4 MARKS PER ERROR (MARK WITH RED /) DISPLAY = 10 MARKS -2 MARKS PER ERROR (MARK WITH BLUE X)	
Number error and -2 marks per number	
ERROR NO	**DISPLAY**
1	Margins incorrect and/or Alignment (left, centre, right, justify) incorrect and/or Line spacing incorrect
2	Paper size incorrect and/or Tab stops/indentation incorrect and/or Hyphenation incorrect
3	Font/font size incorrect and/or Capital/Small letters incorrect and/or Letter spaces incorrect
4	/ – not changed to [the] and/or incorrect and/or Del – [at ahead] not deleted and/or incorrect
5	Trs – [biggest impact] not transposed and/or incorrect and/or Stet – not retained [control] and/or incorrect and/or Sp – [issue] spelling incorrect
6	Bold – not changed and/or incorrect and/or Italics – not changed and/or incorrect and/or Underline – not underlined and/or incorrect
7	Move – not moved and/or incorrect and/or Runs on incorrect
8	[& NP – new line and new paragraph incorrect and/or & – not changed to [and] and/or incorrect
9	Paragraphs not arranged in numerically order and/or incorrect and/or Paragraph and subparagraph numbers not inserted and/or incorrect
10	Header not inserted with EXAMINATION NUMBER left and QUESTION 2 right and/or incorrect

[50]

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QUESTION 3

EXAMINATION NUMBER *10 EXAMINATION NUMBER left, QUESTION 3 right* QUESTION 3

1 L-margin, 3,81 cm/1,5", l/s, align *2 p/s, tab stops, hyphenation* *3 font, uc/lc, let/sp*

P O Box 1045
LADYSMITH *3 uc*
3370

14 November 2022 *9 in fulll*

George Gilhoolay
NSFAS
27 Delaware Road
CAPE TOWN *3 uc*
8001

Dear Mr Gilhoolay

APPLICATION FOR POSITION: PRIVATE SECRETARY *6 bold 3 uc*

I would like to apply ¼ for the position of private secretary which was advertised in the Union Times. *4 del* *4 the*

As requested, I enclosed the following: *4 the*

- job application, *8 insert bullets, NL*
- certificates,
- resume and *4 insert*
- three references.

I believe that ½ my secretarial experience which I acquired in my previous job will contribute to your organisation. *5 stet* *5 trs*

With a National Diploma as Management Assistant, I have a comprehensive understanding of secretarial and administrative duties. *5 sp* ¾

Thank you for your time and favourable consideration. I look forward to hearing from you. My contact details can be found in my resume. *8 in full* *7 runs on*

Yours faithfully

9 display correctly

MC CARTER

ERRORS	40 MARKS
0	40
1	36
2	32
3	28
4	24
5	20
6	16
7	12
8	8
9	4
10	0

MARKS			
POSSIBLE MARKS	40	10	50
ERRORS			
	RED -4	BLUE -2	TOTAL

¼		
10	3	13
40	10	50

½		
20	5	25
40	10	50

¾		
30	8	38
40	10	50

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QUESTION 3 (CONTINUED)

ACCURACY = 40 MARKS -4 MARKS PER ERROR (MARK WITH RED /) DISPLAY = 10 MARKS -2 MARKS PER ERROR (MARK WITH BLUE X)	
Number error and -2 marks per number	
ERROR NO	**DISPLAY**
1	Margins incorrect and/or Alignment (left, centre, right, justify) incorrect and/or Line spacing incorrect
2	Paper size incorrect and/or Tab stops/indentation incorrect and/or Hyphenation incorrect
3	Font/font size incorrect and/or Capital/Small letters incorrect and/or Letter spaces incorrect
4	/ – not changed to [the] and/or incorrect and/or Del – [to apply] not deleted and/or incorrect and/or Insert – [resume] incorrect **If a word was not inserted, it is regarded as an omission -4 for accuracy and -2 for display. If a word was inserted twice it is regarded as an inclusion error -4 accuracy (e.g. signed signed).**
5	Trs – [previous job] not transposed and/or incorrect and/or Stet – [organisation] not retained and/or incorrect and/or Sp – [Assistant] spelling incorrect
6	Bold – not changed and/or incorrect
7	Runs on incorrect
8	[& NP – new line and new paragraph incorrect and/or Bullets not inserted and/or correct and/or & – not changed to [and] and/or incorrect
9	Date – not inserted in full and/or incorrect and/or Conclusion – displayed incorrectly
10	Header not inserted with EXAMINATION NUMBER left and QUESTION 3 right and/or incorrect

[50]

DIFFERENT DATES INSERT	
DATE IN FULL	**DATE IN DESCENDING ORDER**
14 November 2022	2022/11/14 or 2022-11-14 or 2022.11.14

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QUESTION 4: ADVERTISEMENT

11 EXAMINATION NUMBER left and QUESTION 4 right as header

EXAMINATION NUMBER QUESTION 4

1 margins, 2,54 cm/1", l/s, align

2 p/s, tab stops, hyphenation

3 font, uc/lc, let/sp

10 vertically centred

7 sp caps 6 bold 3 Algerian 18 pt 1 centre

N S F A S

EXECUTIVE SECRETARY

6 bold 3 uc, Arial Black 12 pt 1 centre

3 uc 6 u/line *4 the* *5 stet* *4 the*

At NSFAS head office the above vacancy exists for the General Manager. To be considered for this position, the applicant will need to have the following **minimum** requirements: *6 bold* *4 the* ¼ *4 the*

9 bullets

- Matric/Grade 12 certificate. *8 new lines*
- Tertiary qualification as Management Assistant would be an added advantage. ½
- At least 3 years of experience in a similar position. *8 figures 7 join*
- Ability to communicate verbally and in writing. *5 trs*

Duties include, but are not limited to: ¾ *4 insert*

9 bullets

- Management of office equipment. *8 new lines*
- Maintaining a clean and enjoyable working environment.
- Managing clerical and/or other administrative staff. *4 del*

ERRORS	32 MARKS
0	32
1	28
2	24
3	20
4	16
5	12
6	8
7	4
8	0

MARKS			
POSSIBLE MARKS	32	8	40
ERRORS			
	RED -4	BLUE -2	TOTAL

¼		
8	2	10
32	8	40

½		
16	4	20
32	8	40

¾		
24	6	30
32	8	40

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QUESTION 4 (CONTINUED)

ACCURACY = 32 MARKS -4 MARKS PER ERROR (MARK WITH RED /) DISPLAY = 8 MARKS -2 MARKS PER ERROR (MARK WITH BLUE X)	
Number error and -2 marks per number	
ERROR NO	**DISPLAY**
1	Margins incorrect and/or Alignment (left, centre, right, justify) incorrect and/or Line spacing incorrect
2	Paper size incorrect and/or Tab stops/indentation incorrect and/or Hyphenation incorrect
3	Font/font size (Arial 12 pt, Algerian 18 pt and Arial Black 12 pt) incorrect and/or Capital/Small letters incorrect and/or Letter spaces incorrect
4	/ – not changed to [the] and/or incorrect and/or Del – [workers] not deleted and/or incorrect and/or Insert – [limited] incorrect **If a word was not inserted, it is regarded as an omission -4 for accuracy and -2 for display. If a word was inserted twice it is regarded as an inclusion error -4 for accuracy (e.g. signed signed).**
5	Trs – [communicate vertically] not transposed and/or incorrect and/or Stet – [vacancy] not retained and/or incorrect
6	Bold – not changed and/or incorrect and/or Underline – not underlined and/or incorrect
7	Sp caps – [NSFAS] not spaced capital letters and/or Join – [experience] not joined and/or incorrect
8	[& NP – new line and new paragraph incorrect and/or In figures – [three] not changed to [3] and/or incorrect
9	Bullets not inserted and/or incorrect
10	Document not vertically centred and/or incorrect
11	Header not inserted with EXAMINATION NUMBER left and QUESTION 4 right and/or incorrect

[40]

QUESTION 5: COLUMNS

7 EXAMINATION NUMBER left and QUESTION 5 right as header

EXAMINATION NUMBER QUESTION 5

1 margins, 3,81 cm/1,5", l/s, align

2 p/s, tab stops, hyphenation

3 font, uc/lc, let/sp

NSFAS APPLICATION PROCESS

3 Times New Roman 14 pt, uc, 1 centre

NEW STUDENTS *3 uc 6 bold*

4 del

6 bold, u/line

Students who applied must monitor the **MyNSFAS PORTAL** ¼ regularly to check if the Funded Status is approved for the academic year.

CURRENT STUDENTS *3 uc 6 bold*

Once the academic ½ results are uploaded to NSFAS and the student number is linked ¾ to the status, an *SMS* will be released to inform the students to continue with registration.

6 ital

5 two columns, vertical line between columns, correct content

4 copy the main heading

NSFAS APPLICATION PROCESS

ERRORS	16 MARKS
0	16
1	12
2	8
3	4
4	0

MARKS			
POSSIBLE MARKS	16	4	20
ERRORS			
	RED -4	BLUE -2	TOTAL

¼		
4	1	5
16	4	20

½		
8	2	10
16	4	20

¾		
12	3	15
16	4	20

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QUESTION 5 (CONTINUED)

ACCURACY = 16 MARKS -4 MARKS PER ERROR (MARK WITH RED /) DISPLAY = 4 MARKS -2 MARKS PER ERROR (MARK WITH BLUE X)	
Number error and -2 marks per number	
ERROR NO	**DISPLAY**
1	Margins (3,81 cm/1,5") left and right incorrect and/or Alignment (left, centre, right, justify) incorrect and/or Line spacing incorrect
2	Paper size incorrect and/or Tab stops/indentation incorrect and/or Hyphenation incorrect
3	Font/font size (Courier New 12 pt and Times New Roman 14 pt) incorrect and/or Capital/Small letters incorrect and/or Letter spaces incorrect
4	Del – [Once … released,] not deleted and/or incorrect and/or Copy – main heading not copied and/or incorrect
5	Two columns not created and/or incorrect and/or Vertical line between columns not inserted and/or incorrect and/or Content not in correct columns
6	Bold – not changed and/or incorrect and/or Italics – not changed and/or incorrect and/or Underline – not underlined and/or incorrect
7	Header not inserted with EXAMINATION NUMBER left and QUESTION 5 right and/or incorrect

[20]

QUESTION 6: AFRICAN LANGUAGE

EXAMINATION NUMBER QUESTION 6

Kuhle ukuzithanda ngasosonke isikhathi kungaba umuntu wesilisa noma owesifazane. Ukuzithanda kudala inhlanzeko ngisho ¼ nasekhaya imbala. Kubalulekile ukuvuka ekuseni ugeze phambi kokuba wenze umsebenzi wosuku.

Inhlanzeko ayifundelwa uy½azifundisa wena ngokuthi uhlezi uzinakekela uphinde unakekele nendawo ohlala kuyo. Akthatndeki umuntu ongazithandi uba nephunga elibi nabantu bangamuthandi. ¾ Kubalulekile ukugeza kabili ngosuku u ayine nezingubo zakho ukuze uzobukeka kahle.

ERRORS	20 MARKS
0	20
1	16
2	12
3	8
4	4
5	0

MARKS			
POSSIBLE MARKS	20	0	20
ERRORS			
	RED -4	BLUE -2	TOTAL

¼		
5	0	5
20	0	20

½		
10		10
20	0	20

¾		
15		15
20	0	20

QUESTION 6 (CONTINUED)

20 MARKS – ACCURACY -4 marks per error
Penalise all keying-in errors
0 MARKS – DISPLAY – DO NOT PENALISE DISPLAY ERRORS
NO MARKS WILL BE DEDUCTED FOR DISPLAY ERRORS
1. Do not penalise for incorrect margins. 2. Do not penalise for incorrect line spacing. 3. Do not penalise for incorrect hyphenation. 4. Do not penalise for incorrect upper case/lower case. 5. Do not penalise for incorrect letter spaces. 6. Do not penalise for incorrect alignment. 7. Do not penalise for any incorrect display errors. 8. Do not penalise if new paragraph is incorrect. 9. Do not penalise if a whole line or paragraph was left out and keyed in in a different position. 10. When the same word is repeatedly keyed in incorrectly, it is penalised only ONCE per question. 11. 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 fewer than 5, ignore. = 5/10/10

[20]

TOTAL SECTION A: 200

SECTION B

1. The total of the section is 100 marks. Part A of each question is 80% accuracy and 20 % display. **Part B is 80% processing and 20% accuracy.**

2. Part A of each question must be keyed in correctly, except for QUESTION 7A that is copied to the students' data diskette/hard drive.

3. Part B of each question must be processed according to the processing instructions.

4. ONE mark per error deducted – accuracy as well as display and processing.

   ACCURACY ERRORS = All keying-in errors
   DISPLAY ERRORS = Display errors
   PROCESSING ERRORS = All processing instructions

5. Questions not completed (**only part A**) will be marked accordingly. **Part B will be penalised for each processing not done.**

   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.

   EXAMPLE

   TOTAL MARKS = 20
   ACCURACY = 16
   DISPLAY = 4

   ½ OF THE QUESTION IS COMPLETED, MARK AS FOLLOWS:

   ½ OUT OF 16 = 8 MARKS
   ½ OUT OF 4 = 2 MARKS

   THE QUESTION IS MARKED OUT OF 10, BUT THE MARK IS ALLOCATED OUT OF 20:

6	1	=	7	=	7
8	2	=	10	=	20
2 errors	1 error	=	3 errors		

6. Words incorrectly hyphened will be penalised as a display error only ONCE per question. Further similar errors will be encircled.

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MARKS-PUNTE	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
ERRORS-FOUTE 1	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0
2	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0	
3	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0		
4	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0			
5	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0				
6	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0					
7	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0						
8	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0							
9	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0								
10	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0									
11	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0										
12	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0											
13	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0												
14	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0													
15	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0														
16	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0															
17	13	12	11	10	9	8	7	6	5	4	3	2	1	0																
18	12	11	10	9	8	7	6	5	4	3	2	1	0																	
19	11	10	9	8	7	6	5	4	3	2	1	0																		
20	10	9	8	7	6	5	4	3	2	1	0																			
21	9	8	7	6	5	4	3	2	1	0																				
22	8	7	6	5	4	3	2	1	0																					
23	7	6	5	4	3	2	1	0																						
24	6	5	4	3	2	1	0																							
25	5	4	3	2	1	0																								
26	4	3	2	1	0																									
27	3	2	1	0																										
28	2	1	0																											
29	1	0																												

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QUESTION 7B: BUSINESS LETTER

24 EXAM NUMBER left, QUESTION 7B right as header

EXAMINATION NUMBER QUESTION 7B

1 margins, 2,54 cm/1", l/s, alignment

2 p/s, tab stops/indent, hyphenation

3 font, uc/lc, let/sp

NSFAS

27 Delaware Road
Hatfield
CAPE TOWN
8001

14 November 2022 *5 date insert in full*

Dear Student *6 insert, 1 Acc*

GUIDELINES FOR NSFAS BURSARY *7 insert, uc, bold, ital, 1 Acc*

8 F&R, uc, bold

NSFAS provides bursaries to students who come from poor and working-class backgrounds and who are registered or plan to study at Universities or TVET Colleges. *9 joined*

23 paragraph and subparagraph numbers, numerical order

1. **NSFAS WILL EXPECT YOU TO:** *3 uc 4 bold*

Being funded requires a few things you must do to stay funded until you finish your qualification. *10 sp*

8 the

1.1 Comply with all the academic requirements set by your institution. *11 NP* *12 trs*

1.2 Attend and participate in lectures and academic support. *11 NL*

1.3 Undergo all *tests and examinations* as required by the institution. *11 NL* *4 ital* *8 the*

2. **WHO QUALIFIES FOR NSFAS FUNDING?** *3 uc 4 bold*

2.1 All South African citizens *13 in full*

2.2 All SASSA grant recipients *11 NL* *3 uc*

2.3 Applicants whose combined household income is not more than R350 000 per annum. *14 stet*

1 letter space 8 the

3. **NSFAS COVER THE FOLLOWING:** *3 uc 4 bold*

- Accommodation
- Transport
- Living allowance
- Book allowance
- Registration
- Tuition

11 NL
22 insert bullets

15 page break

16 page number, bottom, right-align

1

QUESTION 7B (CONTINUED)

EXAMINATION NUMBER QUESTION 7B

4. **ADDITIONAL SUPPORT:** *3 uc 4 bold*

8 F&R, uc, bold

NSFAS funded students with disabilities with further additional allowance such as: *17 figures*

4 u/line *8 the*

4.1 Medical assessment: limited to 1 assessment for the duration of the study. *17 figures*

4.2 Assistive devices: limited to 1 assistive device for the duration of study. *8 the* *8 the*

4 u/line

4 u/line

4.3 Human support: to cover for the cost of a caregiver, guide dog, scribe, tutor. *18 insert, 1 Acc*

Attached is the menu for NSFAS STAR CAFÉ where students can get their meals. *19 Algerian 12 pt, uc, u/line*

8 the *8 F&R, uc, bold* *8 F&R, uc, bold*

Visit the **NSFAS** website for more information or follow **NSFAS** on social media – Facebook, Twitter, Instagram. *20 d/s, centre, double u/line*

Regards

21 insert, 1 Acc

NSFAS GENERAL MANAGER *3 uc 4 bold*

MARKS			
POSSIBLE MARKS	6	22	28
ERRORS			
	RED -1	BLUE -1	TOTAL

16 page number, bottom, right-align

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QUESTION 7B (CONTINUED)

ACCURACY = 6 marks **DISPLAY = 22 marks** **TOTAL = 28**	
NOTE: -1 MARK PER ERROR	
ACCURACY = / RED – ONLY MARK ERRORS ON PROCESSED OR ADDITIONAL TEXT **PROCESSING = X BLUE** **REPETITIVE ERRORS = RED OR BLUE CIRCLE**	
ERROR NO.	**PROCESSING**
1	Margins 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) incorrect and/or Capital/small letters incorrect and/or Letter spaces
4	Bold – not changed and/or incorrect and/or Italics – not changed and/or incorrect and/or Underline/Double underline – not underlined/double underlined and/or incorrect
5	Today's date in full and/or incorrect
6	[Dear Student] not inserted and/or incorrect **plus** 1 accuracy error
7	[Guidelines for NSFAS Bursary] not inserted in capital letters, bold and italics and/or incorrect **plus** 1 accuracy error
8	[Nsfas] not replaced with [NSFAS] in capital letters and bold and/or incorrect and/or [/] not replaced with [the] and/or incorrect
9	[backgrounds] not joined and/or incorrect
10	[requires] spelling incorrect
11	NL and NP = new lines and new paragraphs incorrect
12	[academic support] not transposed and/or incorrect
13	[South Africans] not in full and/or incorrect
14	[combined] not retained and/or incorrect
15	Page break not inserted and/or incorrect
16	Page numbers not inserted at the bottom, right-aligned on all the pages and/or incorrect
17	[one] not changed to figure [1] and/or incorrect
18	[Attached … meals.] not inserted and/or incorrect **plus** 1 accuracy error
19	[NSFAS Star Café] not changed to Algerian 12 pt, capital letters and underlined and/or incorrect
20	[Visit … Instagram] not in double line spacing, double underlined and centred and/or incorrect
21	Closure not inserted correctly **plus** 1 accuracy error
22	Bullets not inserted with two letter spaces and/or incorrect
23	Paragraph and subparagraph numbers not inserted and/or incorrect and/or Paragraphs not in correct numerical order and/or incorrect
24	[EXAMINATION NUMBER] left and [QUESTION 7B] right not inserted as a header and/or incorrect

[28]

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QUESTION 8A: MENU

4 EXAM NUMBER left, QUESTION 8A right as header

EXAMINATION NUMBER QUESTION 8A

1 L margin, 3,81 cm/1,5", l/s, align	*2 p/s, tab stops/indent, hyphenation*	*3 font, uc/lc, let/sp*

Chicken Kebabs in Roll

Chicken Livers and Portuguese | Roll ¼

Portuguese Galito Roll

Two Kebabs

Six | Dippa Wings ½

+

Chips

Potato Wedges

Pap and Tomato | Relish Sauce ¾

Spicy Rice and Garlic Port Roll

MARKS			
POSSIBLE MARKS	7	2	9
ERRORS			
	RED -1	BLUE-1	TOTAL

¼		
1	1	2
7	2	9

½		
4	1	5
7	2	9

¾		
6	1	7
7	2	9

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QUESTION 8A (CONTINUED)

ACCURACY = 7 **PROCESSING = 2** **TOTAL = 9**	
NOTE: -1 MARK PER ERROR	
ACCURACY = / RED – ONLY MARK ERRORS ON TEXT PROCESSED OR ADDITIONAL ERRORS **PROCESSING = X BLUE** **REPETITIVE ERRORS = RED OR BLUE CIRCLE**	
ERROR NO.	**PROCESSING**
1	Margins (left-hand 3,81 cm/1,5”) incorrect and/or Alignment (left, centre, right, justify) incorrect and/or Line spacing 1,5 incorrect
2	Paper size incorrect and/or Tabular stops/indentation incorrect and/or Hyphenation incorrect
3	Font/font size (Tahoma 12 pt) incorrect and/or Capital/Small letters incorrect and/or Letter spaces incorrect
4	Header not inserted with EXAMINATION NUMBER left and QUESTION 8A right and/or incorrect

(9)

QUESTION 8B: MENU

20 change QUESTION 8A to 8B in header

EXAMINATION NUMBER QUESTION 8B

1 l-margin, 3,81 cm/1,5", r-margin 2,54 cm/1" l/s, align | *2 p/s, hyphenation* | *3 font, uc/lc, let/sp*

4 insert, Bauhaus 93 18 pt, 1 Acc 5 uc, centre

NSFAS STAR CAFÉ

6 Left tab set at 9 cm/3,54"

Only *7 insert, bold, ital, 1 Acc*

Chicken Kebabs in Roll	29.90
Chicken Livers and Portuguese Roll	38.90
Portuguese Galito Roll	39.90
2 Kebabs	38.90
6 Dippa Wings	48.90

8 insert, 1 Acc

9 in figures *9 in figures*

10 insert, Bauhaus 93 14 pt, uc, centre, 1 Acc

SIDE ITEMS

12 insert, 1 Acc

11 right tab stop with leader dots at 14,6 cm/5,75"

Chips 5.00
Potato Wedges 10.00
Pap and Tomato Relish Sauce 25.00
Spicy Rice and Garlic Port Roll 18.50

13 insert horizontal line from left to right margin

15 right-align

Cell: 087 986 5421

16 bold

14 insert, 2 Acc

Notice to all NSFAS students:

19 bullets

* the meals are freshly prepared *17 joined*
* we take pride in our food presentation *18 stet*

MARKS			
POSSIBLE MARKS	5	20	25
ERRORS			
	RED -1	BLUE-1	TOTAL

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QUESTION 8B (CONTINUED)

ACCURACY = 5 **PROCESSING = 20** **TOTAL = 25**	
NOTE: -1 MARK PER ERROR	
ACCURACY = / RED – ONLY MARK ERRORS ON TEXT PROCESSED OR ADDITIONAL ERRORS **PROCESSING = X BLUE** **REPETITIVE ERRORS = RED OR BLUE CIRCLE**	
ERROR NO.	**PROCESSING**
1	Margins incorrect and/or Alignment (left, centre, right, justify) incorrect and/or Line spacing incorrect
2	Paper size incorrect and/or Hyphenation incorrect
3	Font/font size (Tahoma 12 pt) incorrect and/or Capital/Small letters incorrect and/or Letter spaces incorrect
4	[NSFAS STAR CAFÉ] not inserted in Bauhaus 93 18 pt and/or incorrect **plus** 1 accuracy error
5	[NSFAS STAR CAFÉ] not inserted in capital letters and centred and/or incorrect
6	Left tabular stop not set at 9 cm/3,54" and/or incorrect
7	[Only] not inserted at left tabular stop in bold and italics and/or incorrect **plus** 1 accuracy error
8	Amounts not inserted at left tabular stop and/or incorrect **plus** 1 accuracy error
9	[two] and [six] not changed to figures [2] and [6] and/or incorrect
10	[SIDE ITEMS] not inserted in Bauhaus 93 14 pt, capital letters and centred and/or incorrect **plus** 1 accuracy error
11	Right tabular stop with leader dots not inserted at 15,92 cm/6,27" and/or incorrect
12	Amounts not inserted at right tabular stop with leader dots and/or incorrect **plus** 1 accuracy error
13	Horizontal lines not inserted from the left- to right-hand margin and/or incorrect
14	[Cell … presentation] not inserted and/or incorrect **plus** 2 accuracy errors
15	[Cell …] not right-aligned and/or incorrect
16	[Notice … students] not bold and/or incorrect
17	[prepared] not joined and/or incorrect
18	[pride] not retained and/or incorrect
19	Bullets with two letter spaces not inserted and/or incorrect
20	[QUESTION 8A] not changed to [QUESTION 8B] in header and/or incorrect

(25)
[34]

QUESTION 9 A: CURRICULUM VITAE

5 EXAMINATION NUMBER left and QUESTION 9A right as header

EXAMINATION NUMBER QUESTION 9A

1 margins, l/s, align	*2 p/s, tab stops, hyphenation*	*3 font, uc/lc, let/sp*

Name

Surname

Date of birth

ID number

Address ¼ *4 sp*

Curriculum vitae

Qualifications

National Diploma ½

Subjects

Management Communication N6

Information Processing N6 ¾

Computer Practice N6

Office Practice N6

MARKS			
POSSIBLE MARKS	7	2	9
ERRORS			
	RED -1	BLUE-1	TOTAL

¼		
1	1	2
7	2	9

½		
4	1	5
7	2	9

¾		
6	1	7
7	2	9

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QUESTION 9A (CONTINUED)

ACCURACY = 7 **PROCESSING = 2** **TOTAL = 9**	
NOTE: -1 MARK PER ERROR	
ACCURACY = / RED – ONLY MARK ERRORS IN PROCESSED OR ADDITIONAL TEXT **PROCESSING = X BLUE** **REPETITIVE ERRORS = RED OR BLUE CIRCLE**	
ERROR NO.	**PROCESSING**
1	Margins incorrect and/or Alignment (left, centre, right, justify) incorrect and/or Double line spacing incorrect
2	Paper size incorrect and/or Tabular stops/indentation incorrect and/or Hyphenation incorrect
3	Font/font size incorrect and/or Capital/Small letters incorrect and/or Letter spaces incorrect
4	Sp = [Address] spelling incorrect
5	Header not inserted with EXAMINATION NUMBER left and QUESTION 9A right and/or incorrect

(9)

QUESTION 9B: CURRICULUM VITAE

23 QUESTION 9A not changed to 9B in header

EXAMINATION NUMBER QUESTION 9B

1 margins, l/s, align *2 p/s, hyphenation* *3 font, uc/lc, let/sp*

4 move **C U R R I C U L U M V I T A E** *5 spaced caps, bold, centre*

11 insert left tabular stop at 9,5 cm/3,74"

NAME *6 headings uc, bold*	Mary Catherine *12 insert, 1 Acc*
SURNAME	Carter *13 insert, 1 Acc*
DATE OF BIRTH	27 March 1992 *14 insert, 1 Acc* *15 stet*
IDENTITY NUMBER *7 in full*	9203270087081 *16 insert, 1 Acc*
ADDRESS	12 Motlape Street *17 insert, 1 Acc* Ladysmith 3370 *18 NL*
QUALIFICATIONS	*20 trs*
National Diploma	Management Assistant *19 insert, 1 Acc*
SUBJECTS	**LEVEL** *21 insert, uc, bold, 1 Acc*
Communication *8 del*	N6
Computer Practice	N6 *22 move*
Information Processing	N6
Office Practice	N6

9 s/s
10 sort alphabetically

MARKS			
POSSIBLE MARKS	6	23	29
ERRORS			
	RED -1	BLUE-1	TOTAL

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QUESTION 9B (CONTINUED)

ACCURACY = 6 **PROCESSING = 23** **TOTAL = 29**	
NOTE: -1 MARK PER ERROR	
ACCURACY = / RED – ONLY MARK ERRORS ON TEXT PROCESSED OR ADDITIONAL ERRORS **PROCESSING = X BLUE** **REPETITIVE ERRORS = RED OR BLUE CIRCLE**	
ERROR NO.	**PROCESSING**
1	Margins incorrect and/or Alignment (left, centre, right, justify) incorrect and/or Line spacing incorrect
2	Paper size incorrect and/or Hyphenation incorrect
3	Font/font size incorrect and/or Capital/Small letters incorrect and/or Letter spaces incorrect
4	[Curriculum vitae] not moved and/or incorrect
5	[Curriculum vitae] not changed to spaced capital letters, bold and centred and/or incorrect
6	Headings not changed to capital letters and bold and/or incorrect
7	[Identity] not in full and/or incorrect
8	[Management] not deleted and/or incorrect
9	[Communication … Practice] not in single line spacing and/or incorrect
10	Subjects not sorted alphabetically and/or incorrect
11	Left tabular stop not inserted at 9,5 cm/3,74" and/or incorrect
12	[Mary Catherine] not inserted and/or incorrect **plus** 1 accuracy error
13	[Carter] not inserted and/or incorrect **plus** 1 accuracy error
14	[27 March 1992] not inserted and/or incorrect **plus** 1 accuracy error
15	[March] not retained and/or incorrect
16	[9203270087081] not inserted and/or incorrect **plus** 1 accuracy error
17	[12 Motlape … 3370] not inserted and/or incorrect **plus** 1 accuracy error
18	New line not inserted and/or incorrect
19	[Management Assistant] not inserted and/or incorrect **plus** 1 accuracy error
20	[Management Assistant] not transposed and/or incorrect
21	[Level] not inserted in capital letters and bold and/or incorrect **plus** 1 accuracy error
22	[N6] not moved to tabular stop and/or incorrect
23	[QUESTION 9A] not changed to [QUESTION 9B] in header and/or incorrect

(29)

[38]

TOTAL SECTION B: 100
GRAND TOTAL: 300

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