higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE N5

4 November 2022

This marking guideline consists of 23 pages.

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SECTION A

QUESTION 1

1.1 C
1.2 B
1.3 A
1.4 B
1.5 A
1.6 D
1.7 A
1.8 C
1.9 D
1.10 B
1.11 A
1.12 B
1.13 D
1.14 D
1.15 A

(15 × 1) **[15]**

QUESTION 2

2.1 False
2.2 True
2.3 True
2.4 True
2.5 True
2.6 False
2.7 True
2.8 True
2.9 False
2.10 True
2.11 False
2.12 False
2.13 True
2.14 True
2.15 False

(15 × 1) **[15]**

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QUESTION 3

3.1 H
3.2 F
3.3 I
3.4 E
3.5 C
3.6 A
3.7 D
3.8 J
3.9 G
3.10 B

(10 × 1) **[10]**

QUESTION 4

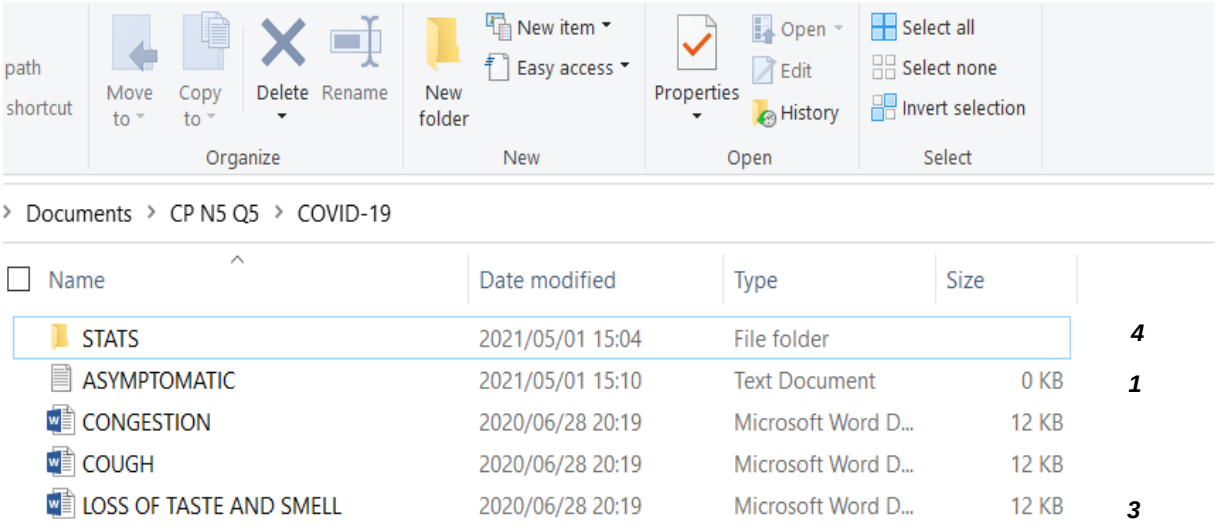
4.1 Local area network
4.2 Short message service
4.3 Wide area network
4.4 World wide web
4.5 Metropolitan area network
4.6 Central processing unit
4.7 Information and communications technology
4.8 Personal computer
4.9 Operating system
4.10 Read only memory

(10 × 2) **[20]**

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QUESTION 5

5.1 5.1.6



4

1

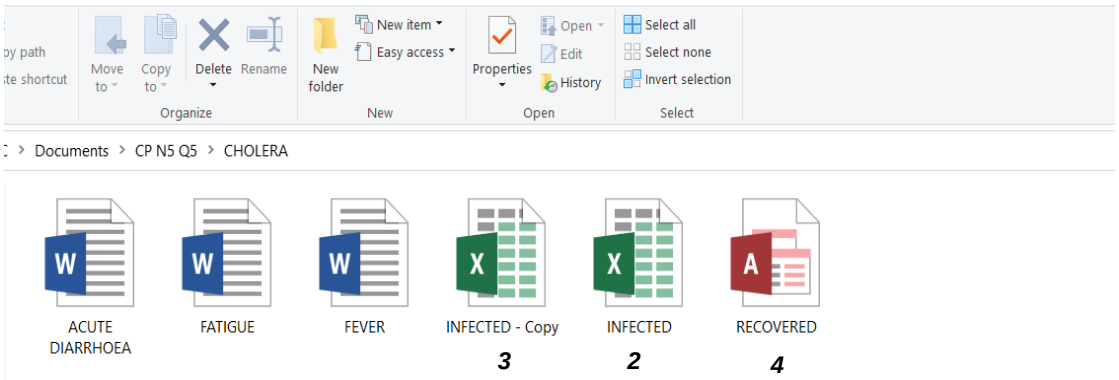
3

2 File, FATIQUE, not moved to CHOLERA folder
5 Contents not sorted
6 Contents of COVID-19 folder not displayed
7 No screen print

A	M	T
0	7	7

(7)

5.2.6



3

2

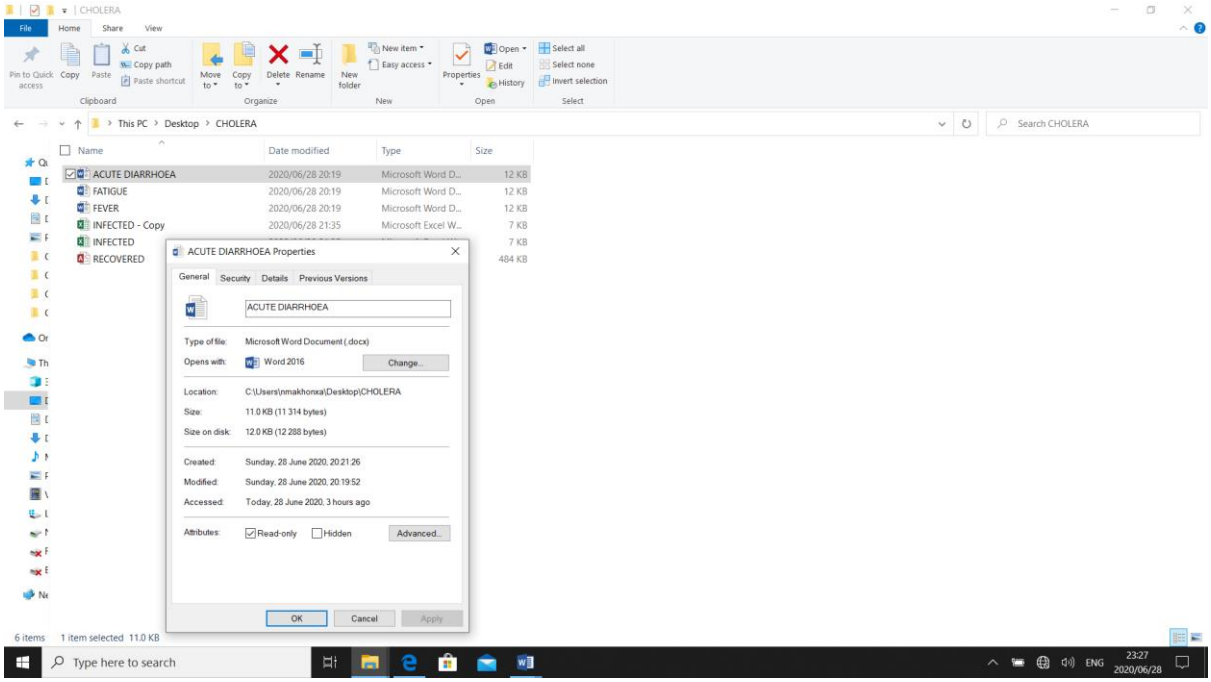
4

1 File, RASH, not deleted
5 Not large thumbnails displayed
6 Contents of CHOLERA folder not displayed
7 No screen print

A	M	T
0	7	7

(7)

5.3

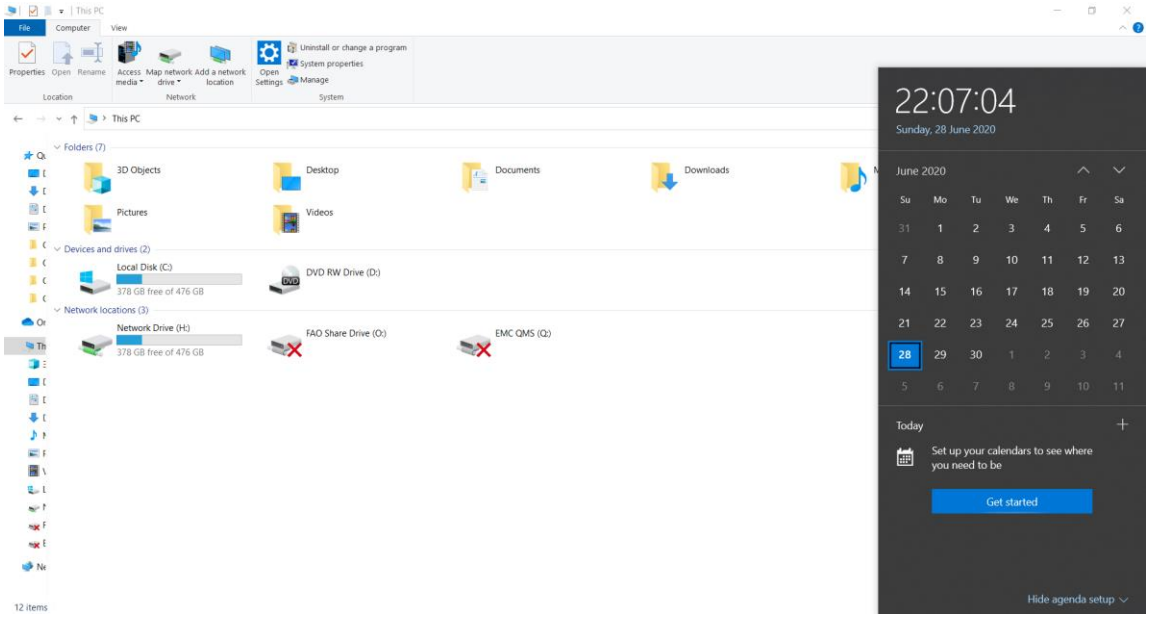


1	The attribute of the ACUTE DIARRHOEA file in the CHOLERA folder not displayed
1	The attribute of the ACUTE DIARRHOEA file in the CHOLERA folder not a read-only file

A	M	T
0	2	2

(2)

5.4

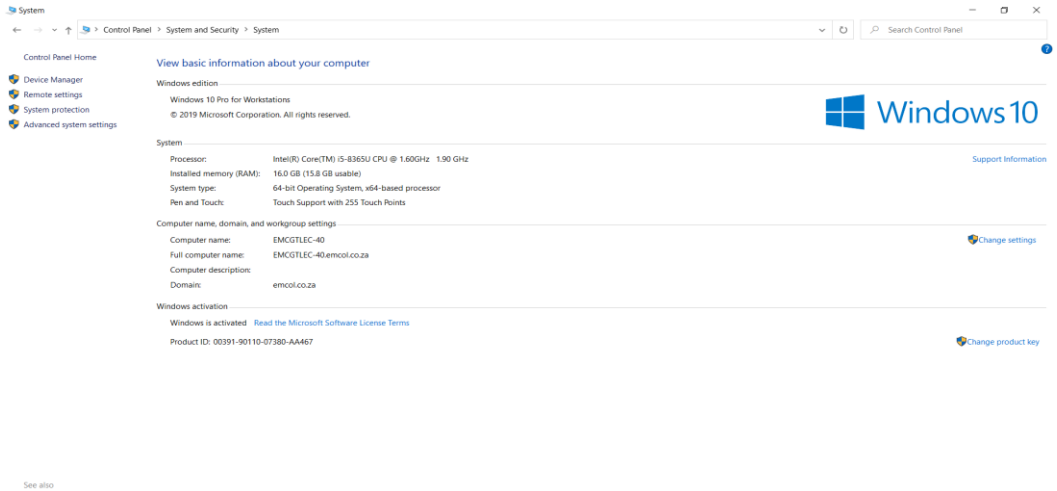


1	The current date on the computer is not displayed and/or incorrect
1	The current time of the computer is not displayed and/or incorrect

A	M	T
0	2	2

(2)

5.5



2	The computer operating software is not displayed and/or incorrect

A	M	T
0	2	2

(2)

TOTAL SECTION A: 80

SECTION B

QUESTION 6

QUESTION 6A

Accuracy	3
Manipulation	4
TOTAL	**7**

ACCURACY	
Read all text for accuracy	3

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted in the [TOWN] field column in the first letter and/or incorrect	
2	[QUESTION 6A] not inserted in the [PROVINCE] field column in the third letter and/or incorrect	
3	Line spacing and/or alignment incorrect	
4	Letter spaces incorrect	
5	Upper case and/or lower case incorrect	
6	Font type and/or font size incorrect (Accept Arial and Calibri in Access)	
7	Data list does not fit one page. Data list not printed in landscape orientation and/or incorrect	
8	Wrapping, column width, information keyed in wrong columns and/or incorrect	
9	Additional records or fields added and/or incorrect	4

NOTE 1

- Data list may be done in Access in Calibri or Arial.
- If print screen of data list is submitted: mark accuracy and deduct number 8 error for wrapping.
- If fields are missing: deduct 2 accuracy errors per file.
- If list structure is printed: mark only QUESTION 6B.
- If keyed in in a table:
- Accept if table is keyed in MS Word/Excel, and if the format of the table is similar as in the table below:

TITLE	INITIALS & SURNAME	VENUE	TOWN	PROVINCE	TIME
Mr	A Winde	Leeuwenhof	EXAMINATION NUMBER	Western Cape	11:30
Mr	D Makhura	Midrand	Johannesburg	Gauteng	11:30
Mr	S Zikalala	Amanzimtoti	Durban	QUESTION 6A	11:30

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NOTE 2: additional marking guideline

No data list No main document Merged letters	DO NOT mark fields on QUESTION 6C
No data list Main document Merged letters	DO NOT mark fields on QUESTION 6B and 6C
Data list No main document Merged letters	Mark only QUESTION 6A and QUESTION 6C
Data list Main document No merged letters	Mark only QUESTION 6A and QUESTION 6B

QUESTION 6A					
TITLE	**INITIALS & SURNAME**	**VENUE**	**TOWN**	**PROVINCE**	**TIME**
Mr	A Winde	Leeuwenhof	EXAMINATION NUMBER	Western Cape	11:30
Mr	D Makhura	Midrand	Johannesburg 1	Gauteng	11:30
Mr	S Zikalala	Amanzimtoti	Durban	QUESTION 6A	11:30

2

1. Examination number in TOWN field column, first letter
2. Question 6A in PROVINCE field column, third letter
3. Line spacing and/or alignment
4. Letter spaces and/or alignment
5. Upper case and/or lower case
6. Font type and/or font size
7. Data list fits on one landscape page
8. Wrapping, column width, information keyed in correct columns
9. Additional records and/or fields added

A	M	T
3	4	7

(7)

QUESTION 6B

Accuracy:	5
Manipulation:	18
Total:	23

ACCURACY	
Read all text for accuracy except field names	5

NO	MANIPULATION	MARK
1	[EXAMINATION NUMBER] not inserted as a header (left-aligned) and/or incorrect	
2	[QUESTION 6B] not inserted as a header (right-aligned) and/or incorrect	
3	Line spacing and/or alignment incorrect	
4	Letter spaces incorrect and/or margins incorrect	
5	Upper case and/or lower case incorrect	
6	Paper orientation, paper size incorrect	
7	[Stay home! Stay safe!] not centred and/or incorrect	
8	[Stay home! Stay safe!] not upper case and/or incorrect	
9	[Stay home! Stay safe!] not Broadway 18 pt and/or incorrect	
10	Tab stop not set at 5,08 cm/2" and/or incorrect	
11	Field names not changed to bold and underlined and/or incorrect	
12	Today's date not inserted and/or incorrect	
13	[PROVINCE] field not inserted and/or incorrect	
14	[TOWN] field not inserted and/or incorrect	
15	[TITLE] field not inserted and/or incorrect	
16	[INITIALS & SURNAME] field not inserted and/or incorrect	
17	[VENUE] field not inserted and/or incorrect	
18	[TOWN] field not inserted and/or incorrect	
19	[PROVINCE] field not inserted and/or incorrect	
20	[TIME] field not inserted and/or incorrect	
21	New paragraph [The meeting …] not inserted and/or incorrect	
22	Not 4 line spaces before line tabular stop and/or incorrect	
23	Line tabular stop not inserted before [Secretary] and/or incorrect	
		18

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EXAMINATION NUMBER [1] [2] QUESTION 6B

QUESTION 6B (CONTINUED)

7 Centre
8 Upper case
9 Broadway 18 pt

STAY HOME! STAY SAFE!

10 Tab stop 5,08 cm/2"

3 Line spacing and alignment
4 Letter spaces and margins
5 Upper case and lower case
6 Paper orientation and page size

Centre for Diseases Control and Prevention
PO Box 154
Randburg
1700

4 November 2022 *12 Today's date, any format*

11 Bold and underline fields

The Premier
«PROVINCE» *13*
«TOWN» *14*

16

Dear **«TITLE» «INITIALS SURNAME»**

15

RE: INVITATION TO A ZOOM CONFERENCE MEETING FOR COVID-19 AWARENESS

As the committee for the Centre for Diseases Control and Prevention, we hereby invite you to a Zoom meeting, where more precautionary measures for COVID-19 prevention will be discussed to ensure that the curve is flattened.

21 New paragraph

17 *18* *19*

The meeting will be held at **«VENUE»** in **«TOWN»**, **«PROVINCE»** over a video conference call. The time allocated for the meeting is **«TIME»**. *20*

If, for any reason you cannot attend the meeting, please do not hesitate to call the office.

Regards

22

_____ *23*
Secretary

A	M	T
5	18	23

(23)

QUESTION 6C

ACCURACY:	0
MANIPULATION:	5
TOTAL:	5

NO	MANIPULATION	MARK
1	Question number not changed to QUESTION 6C on ALL letters and/or incorrect	
2	No letter for [Mr A Winde] and associated fields and/or incorrect	
3	No letter for [Mr D Makhura] and associated fields and/or incorrect	
4	No letter for [Mr S Zikalala] and associated fields and/or incorrect	
5	Alignment incorrect, portrait orientation not used, incorrect paper size, margins incorrect, and other	5

If no data list (QUESTION 6A), do not mark fields.

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QUESTION 6 (CONTINUED)

STAY HOME! STAY SAFE!

Centre for Diseases Control and Prevention
PO Box 154
Randburg
1700

4 November 2022

The Premier
Western Cape 2
EXAMINATION NUMBER 2

Dear **Mr A Winde** 2 2

RE: INVITATION TO A ZOOM CONFERENCE MEETING FOR COVID-19 AWARENESS

As the committee for the Centre for Diseases Control and Prevention, we hereby invite you to a Zoom meeting, where more precautionary measures for COVID-19 prevention will be discussed to ensure that the curve is flattened.

The meeting will be held at **Leeuwenhof** 2 in **EXAMINATION NUMBER** 2, 2 **Western Cape** over a video conference call. The time allocated for the meeting is **11:30**. 2

If, for any reason you cannot attend the meeting, please do not hesitate to call the office.

Regards

_____
Secretary

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QUESTION 6 (CONTINUED)

STAY HOME! STAY SAFE!

Centre for Diseases Control and Prevention
PO Box 154
Randburg
1700

4 November 2022

The Premier [3]
Gauteng
Johannesburg [3]

Dear **Mr D Makhura** [3] [3]

RE: INVITATION TO A ZOOM CONFERENCE MEETING FOR COVID-19 AWARENESS

As the committee for the Centre for Diseases Control and Prevention, we hereby invite you to a Zoom meeting, where more precautionary measures for COVID-19 prevention will be discussed to ensure that the curve is flattened.

The meeting will be held at **Midrand** [3] in **Johannesburg** [3], **Gauteng** [3] over a video conference call. The time allocated for the meeting is **11:30**. [3]

If, for any reason you cannot attend the meeting, please do not hesitate to call the office.

Regards

_____
Secretary

QUESTION 6 (CONTINUED)

STAY HOME! STAY SAFE!

Centre for Diseases Control and Prevention
PO Box 154
Randburg
1700

4 November 2022

The Premier
QUESTION 6A [4]
Durban [4]

Dear **Mr S Zikalala** [4] [4]

RE: INVITATION TO A ZOOM CONFERENCE MEETING FOR COVID-19 AWARENESS

As the committee for the Centre for Diseases Control and Prevention, we hereby invite you to a Zoom meeting, where more precautionary measures for COVID-19 prevention will be discussed to ensure that the curve is flattened.

The meeting will be held at **Amanzimtoti** [4] in **Durban** [4], **QUESTION 6A** [4] over a video conference call. The time allocated for the meeting is **11:30**. [4]

If, for any reason you cannot attend the meeting, please do not hesitate to call the office.

Regards

5. Align, portrait, paper size, margin, other

_____
Secretary

M	T
5	5

(5)
[35]

QUESTION 7

QUESTION 7A

Accuracy:	5
Manipulation:	18
TOTAL:	23

NO	ACCURACY	MARK
1	Read all text for accuracy errors	5

NO	MANIPULATION	MARK
1	[EXAMINATION NUMBER] not inserted as a footer (left-aligned) and/or incorrect	
2	[QUESTION 7A] not inserted as a footer (right-aligned) and/or incorrect	
3	Letter spaces and/or margins incorrect	
4	Upper case and/or lower case incorrect	
5	Font and font size incorrect (Accept Arial, Calibri Body, Courier New)	
6	Spreadsheet does not fit on ONE page and/or landscape orientation not used	
7	Main heading [CENTRE FOR DISEASES CONTROL AND PREVENTION] not bold and/or incorrect	
8	Main heading [CENTRE FOR DISEASES CONTROL AND PREVENTION] not 18 pt and/or incorrect	
9	Column headings not bold and centred and/or incorrect	
10	A: [TOTAL] not calculated and/or incorrect	
11	B: [TOTAL] not calculated and/or incorrect	
12	C: [FUNDING OR NOT?] not calculated and/or incorrect	
13	D: [GREATEST NUMBER OF DEATHS on 1st] not calculated and/or incorrect	
14	E: [GREATEST NUMBER OF DEATHS on 2nd] not calculated and/or incorrect	
15	F: [GREATEST NUMBER OF DEATHS on 3rd] not calculated and/or incorrect	
16	G: [% OF TOTAL] not calculated and/or incorrect	
17	H: [NUMBER OF METROS …] not calculated and/or incorrect	
18	Formulae not copied to other cells and/or incorrect	
19	All figures not displayed as integers and/or incorrect	
20	% OF TOTAL not displayed as a percentage with no decimals and/or incorrect	
21	Column width not adjusted to fit text and/or incorrect	18

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QUESTION 7A (CONTINUED)

3 Letter spaces and margins
4 Upper case and lower case incorrect
5 Font and font size
6 Fit one page and landscape

Centre For Diseases Control and Prevention 7 8

METROPOLITAN MUNICIPALITY	NUMBER OF DEATHS May 2020	June 2020	July 2020	TOTAL	FUNDING OR NOT?
City of Cape Town	2500	3550	4250	10300	Funding
Buffalo City	660	1500	2000	4160	
Johannesburg	3000	4500	5000	12500	Funding
City of Tshwane	850	2550	3500	6900	Funding
Nelson Mandela Bay	2655	4200	4500	11355	Funding
Mangaung	1560	2560	2950	7070	Funding
Ekurhuleni	750	890	1500	3140	
Ethiwini	990	1585	3525	6100	Funding
TOTAL				61525	

9

10 TOTAL column

11 FUNDING OR NOT?

12

	GREATEST NUMBER OF DEATHS MAY	JUNE	JULY
1st	3000	4500	5000
2nd	2655	4200	4500
3rd	2500	3550	4250

13 14 15

% OF TOTAL OF DEATHS FOR JOHANNESBURG 20% 16

NUMBER OF METROS NOT ELIGIBLE FOR FUNDING 2 17

18 Formulae not copied to other cells
19 All figures as integers
20 % of totals as % with no decimals
21 Column width not adjusted

A	M	T
5	18	23

(23)

EXAMINATION NUMBER 1

2 QUESTION 7A

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QUESTION 7B

Manipulation:	10
TOTAL:	10

NO	MANIPULATION	MARK
1	[QUESTION 7A] not changed to [QUESTION 7B] and/or incorrect	
2	Spreadsheet not printed with row and column headings and/or incorrect	
3	[TOTAL] column not displayed and/or incorrect	
4	[TOTAL] of TOTAL column not displayed and/or incorrect	
5	[FUNDING OR NOT?] not displayed and/or incorrect	
6	[1st GREATEST NUMBER OF DEATHS] not displayed and/or incorrect	
7	[2nd GREATEST NUMBER OF DEATH] not displayed and/or incorrect	
8	[3rd GREATEST NUMBER OF DEATH] not displayed and/or incorrect	
9	[% OF TOTAL] not displayed and/or incorrect	
10	[NUMBER OF METROS NOT ELIGIBLE FOR FUNDING] not displayed and/or incorrect	
11	Spreadsheet does not fit on ONE page and/or not printed in landscape orientation	10

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QUESTION 7B (CONTINUED)

2 Row and column headings

	A	B	C	D	E	F
1	**Centre For Diseases Control and Prevention**					
2						
3	**METROPOLITAN**	**NUMBER OF DEATHS**				**FUNDING**
4	**MUNICIPALITY**	**May 2020**	**June 2020**	**July 2020**	**TOTAL**	**OR NOT?**
5						
6	City of Cape Town	2500	3550	4250	=SUM(B6:D6)	=IF(E6>=5000;"Funding";"")
7	Buffalo City	660	1500	2000	=SUM(B7:D7)	=IF(E7>=5000;"Funding";"")
8	Johannesburg	3000	4500	5000	=SUM(B8:D8)	=IF(E8>=5000;"Funding";"")
9	City of Tshwane	850	2550	3500	=SUM(B9:D9)	=IF(E9>=5000;"Funding";"")
10	Nelson Mandela Bay	2655	4200	4500	=SUM(B10:D10)	=IF(E10>=5000;"Funding";"")
11	Mangaung	1560	2560	2950	=SUM(B11:D11)	=IF(E11>=5000;"Funding";"")
12	Ekurhuleni	750	890	1500	=SUM(B12:D12)	=IF(E12>=5000;"Funding";"")
13	Ethiwini	990	1585	3525	=SUM(B13:D13)	=IF(E13>=5000;"Funding";"")
14	**TOTAL**				=SUM(E6:E13)	
15						
16		**GREATEST NUMBER OF DEATHS**				
17		**MAY**	**JUNE**	**JULY**		
18	**1st**	=LARGE(B6:B13;1)	=LARGE(C6:C13;1)	=LARGE(D6:D13;1)		
19	**2nd**	=LARGE(B6:B13;2)	=LARGE(C6:C13;2)	=LARGE(D6:D13;2)		
20	**3rd**	=LARGE(B6:B13;3)	=LARGE(C6:C13;3)	=LARGE(D6:D13;3)		
21						
22	% OF TOTAL OF DEATHS FOR JOHANNESBURG				=E8/E14	
23						
24	NUMBER OF METROS NOT ELIGIBLE FOR FUNDING					=COUNTBLANK(F6:F14)

3 *4* *5* *6* *7* *8* *9* *10*

11 Spreadsheet does not fit to one landscape page

M	T
10	10

(10)

1

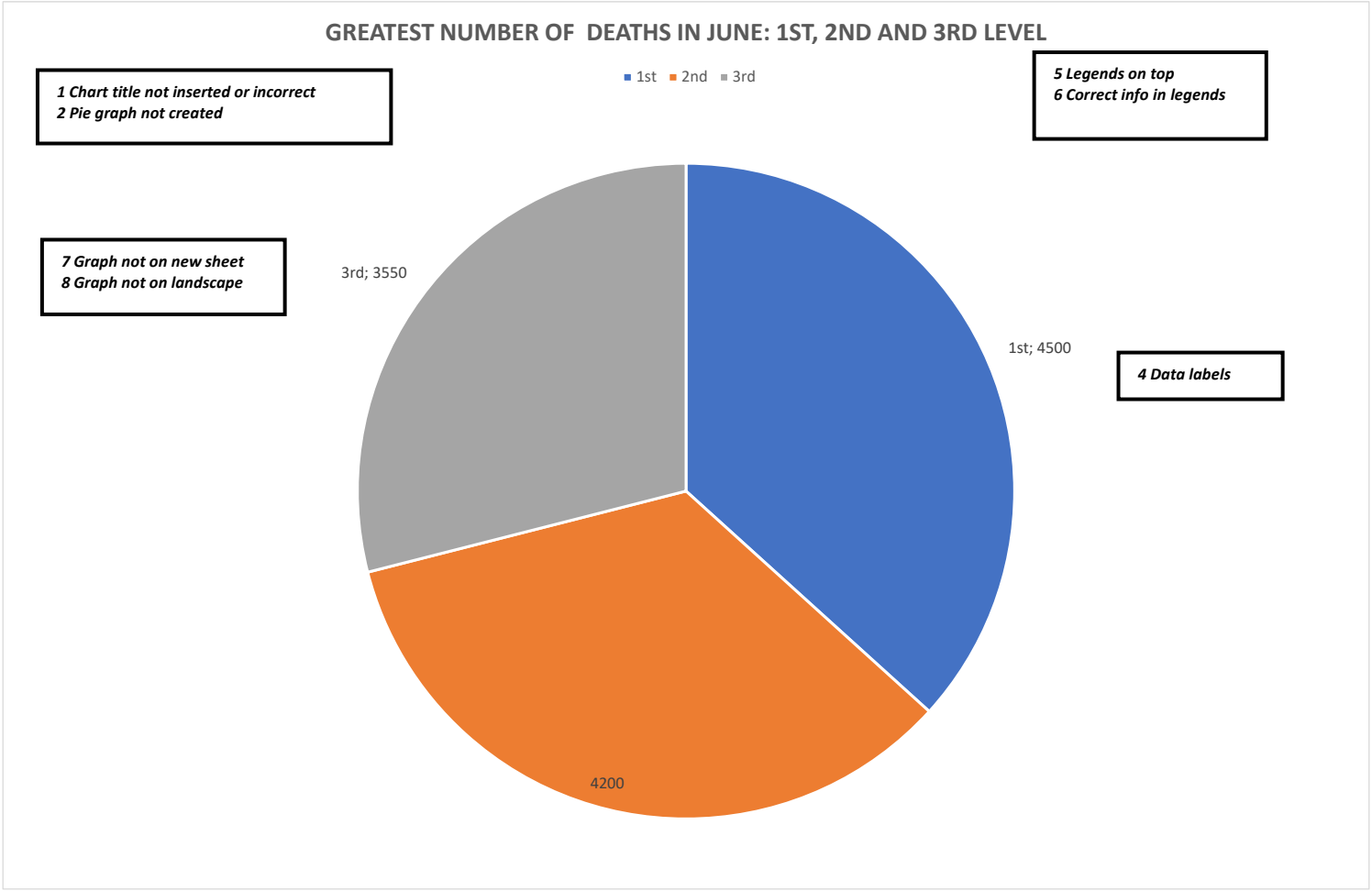
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QUESTION 7C

Manipulation:	7
TOTAL:	7

NO	MANIPULATION	MARK
1	[GREATEST NUMBER OF DEATHS …] not inserted as a title and/or incorrect	
2	Pie graph not created and/or incorrect	
3	Footer not inserted and/or incorrect	
4	Data labels not inserted and/or incorrect	
5	Legend not displayed above the graph and/or incorrect	
6	Correct information not displayed in the legend and/or incorrect	
7	Graph not inserted as a new sheet and/or incorrect	
8	Graph not printed in landscape orientation	7

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M	T
7	7

(7)
[40]

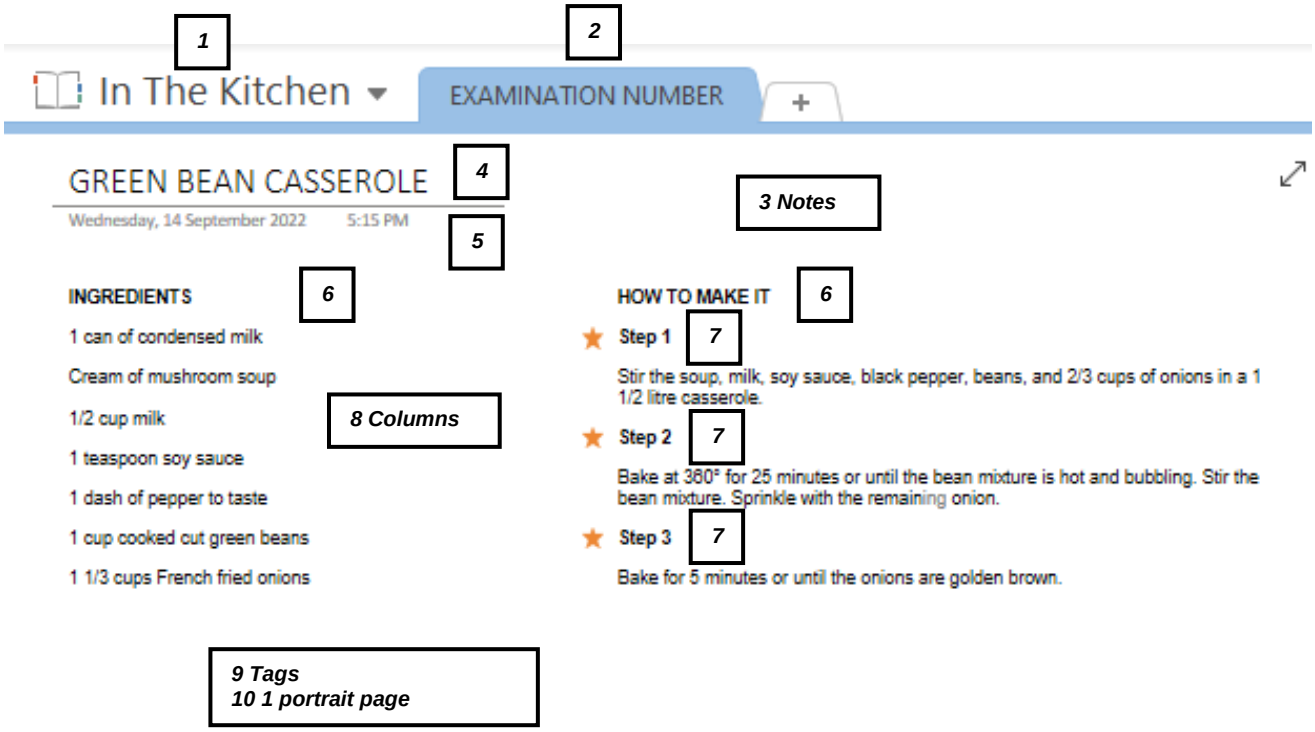
3 Footer

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QUESTION 8

Accuracy:	5
Manipulation:	10
TOTAL:	15

NO	ACCURACY	MARK
	Read all text for accuracy errors	5
NO	**MANIPULATION**	**MARK**
1	IN THE KITCHEN not inserted as a notebook name and/or incorrect	
2	EXAMINATION NUMBER not inserted as section 1 and/or incorrect	
3	Notes not added and/or incorrect	
4	GREEN BEAN CASSEROLE not added and/or incorrect	
5	Date does not correspond and/or incorrect	
6	Column headings not bold and/or incorrect	
7	Step 1, Step 2, Step 3 not bold and/or incorrect	
8	Notes not organised into two columns and/or incorrect	
9	Tags (primary) not inserted and/or incorrect	
10	Not printed in portrait orientation	10



A	M	T
5	10	15

[15]

QUESTION 9

Accuracy	5
Manipulation and calculations	25
TOTAL	30

NO	ACCURACY	MARK
1	Font type and font size not the same	
2	Capital letters/small letters	
3	Alignment	
4	Merging	
5	Spelling errors	5

NO	MANIPULATION	MARK
1, 2	Header not inserted and/or incorrect	
3	June 2020 not displayed as currency with 2 decimals and/or incorrect	
4	December 2020 not displayed as currency with 2 decimals and/or incorrect	
5,6	Sorting not done in descending order according to June 2020 and/or incorrect	
7	% INCREASE calculated incorrectly	
8	AVERAGE PRICE FOR DECEMBER 2020 calculated incorrectly	
9	CHEAPEST COVID PACK calculated incorrectly	
10, 11	GROCERIES AMOUNT calculated incorrectly; workings not displayed	
12, 13	MEDICINE AMOUNT calculated incorrectly; workings not displayed	
14, 15	NUMBER OF CHEAPEST COVID PACKS calculated incorrectly, not rounded off	
16, 17	4 CHEAPEST COVID PACKS not calculated and/or incorrect	
18, 19, 20	CHEAPEST COVID PACK not displayed, and MEDICINE AMOUNT not calculated and/or incorrect	
21, 22, 23, 24	DECEMBER savings not calculated, workings not shown and/or incorrect	
25	All amounts not displayed as currency with 2 decimals and/or % INCREASE not displayed as percentage with 2 decimals and/or incorrect	25

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EXAMINATION NUMBER 1

2 QUESTION 9

STORE NAME	COVID PACK PRICES		
	June 2020	December 2020	% INCREASE
WALLACES PHARMACY	R 70.00	R 71.75	3%
LINK PHARMACY	R 68.00	R 71.40	5%
CLICKS PHARMACY	R 65.00	R 68.25	5%
GHT PHARMACY	R 64.00	R 66.94	5%
PARKS MED PHARMACY	R 60.00	R 62.70	5%

4

5,6

7 % INCREASE

AVERAGE PRICE FOR DECEMBER 2020 3 R 68.21 8

CHEAPEST COVID PACK R 62.70 9

9.7

9.7.1 GROCERIES = R1910 * 75%
R 1 432.50 10, 11

MEDICINE = R1910 * 25%
R 477.50 12, 13

9.7.2 Number of cheapest Covid Packs
7.615629984
Therefore = 7 Covid packs 14, 15

9.7.3 4 lowest priced Covid Pack
= R 250.80 16, 17

9.7.4 Cheapest Covid pack
R 60.00 18

Medicine amount based on June 2020 prices
R 240.00 19, 20

9.7.5 December savings
= R1910 * 10% * 12
= R 2 292.00 21, 22 23, 24

25 All amounts currency with 2 decimals and % INCREASE percentage with no decimals

[30]

TOTAL SECTION B: 120
GRAND TOTAL: 200

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