higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE N6

14 November 2023

This marking guideline consists of 11 pages.

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INSTRUCTIONS TO MARKERS

SECTION A: THEORY

INSTRUCTIONS FOR SECTION A

1. Mark ALL the questions.

2. Read ALL the answers carefully, only allocate marks to correct answers. If alternative answers could have been given, allocate the mark and do not penalise.

3. Use only RED ink for SECTION A – Theory.

4. Make ticks and crosses neatly and legibly. If a candidate did not answer a question, make only crosses according to the marks allocated, e.g., if a question was worth 5 marks, make 5 crosses, not more or fewer. Do not draw lines through unanswered questions.

5. If all the answers to a question are incorrect, DO NOT draw a line through the wrong answers and under no circumstances draw one large X. Mark each incorrect answer with an X.

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SECTION A

QUESTION 1: COMPUTER CONCEPTS AND APPLICATION SKILLS

1.1 **NOTE:** the answers below can be in any order.

- Physical access
- Theft
- Hardware failure
- Power failure
- Acts of God (5 × 1) (5)

1.2 **NOTE:** the answers below can be in any order.
Accept any FIVE of the following:

- Physical access controls
- Information security
- Safety from power failures
- Backups
- Antivirus software
- Firewalls (Any 5 × 1) (5)

[10]

QUESTION 2: NETWORK AND COMMUNICATION TECHNOLOGIES

2.1 E-communication is communication✓ that involves using electronic methods✓ and the internet.✓ (3)

2.2 E-mail is an electronic message✓ that can be sent from one user✓ to one or more recipients that have e-mail addresses anywhere in the world. ✓
(3 × 1) (3)

2.3 Internet service provider account,✓ examples: Outlook, Thunderbird✓
Web-based e-mail account,✓ examples: Gmail, Yahoo, Live✓
[(2 × 1) + Any (2 × 1 examples) (4)

2.4 **NOTE**: the answers below can be in any order.
Accept any FIVE of the following:

- Web browser
- File transfer protocol
- Chat rooms
- Videoconferencing
- Voice over internet protocol
- RSS aggregator
- Weblog (blog)
- Text, picture and video messaging (Any 5 × 1) (5)

[15]

QUESTION 3: DATA INFORMATION MANAGEMENT AND COMPUTATIONAL THINKING

3.1 True
3.2 True
3.3 True
3.4 True
3.5 True
3.6 False
3.7 False
3.8 True
3.9 True
3.10 True

(10 × 1) **[10]**

QUESTION 4: INTERNET AND COMMUNICATION SKILLS

4.1
- SaaS: Software as a Service
- PaaS: Platform as a Service
- IaaS: Infrastructure as a Service (3)

4.2 **NOTE**: the answers below can be in any order.
Accept any TWO of the following:

- Facebook
- LinkedIn
- Twitter (Any 2 × 1) (2)

4.3.1 K
4.3.2 J
4.3.3 F
4.3.4 H
4.3.5 B
4.3.6 C
4.3.7 I
4.3.8 D
4.3.9 E
4.3.10 G

(10 × 1) (10)
[15]

QUESTION 5: DIGITAL CITIZENSHIP

5.1
- Unintentional threats
- Intentional threats (2)

5.1 **NOTE**: the answers below can be in any order.
Accept any THREE of the following:

- Labour: automation
- Communication costs
- Efficiency
- Accuracy and reliability (Any 3 × 1) (3)

5.3 **NOTE**: the answers below can be in any order.
Accept any FIVE of the following:

- Hoaxes
- Spams
- Ransomware
- Phishing
- Vishing
- Email spoofing
- Pharming
- DDos attacks (Any 5 × 1) (5)

[10]

TOTAL SECTION A: 60

MARKING GUIDELINE: QUESTION 6 (ONENOTE)	
ACCURACY (USE A RED PEN FOR MARKING): 1 MARK	
QUESTION NUMBER and EXAMINATION NUMBER	
Minus ONE mark per keying in error, this implies also minus ONE mark for each word not keyed in	
MANIPULATION (USE A BLUE PEN FOR MARKING): 19 MARKS	
FIRST PRINTOUT: SCREEN PRINT	
1, 2. ✓✓	Three sections displayed, section names must be correct SECTION 1 MS WORD SECTION 2 MS EXCEL SECTION 3 MS OneNote
3, 4. ✓✓	Three pages displayed, page names must be correct PAGE 1 WORD PROCESSING PAGE 2 CALCULATIONS PAGE 3 INTEGRATED SOFTWARE
5. ✓	Landscape orientation
	SECOND PRINTOUT: (FROM ONENOTE)
6. ✓	PRINTOUT fits to ONE page, portrait orientation
7. ✓	Worked in correct section (MS OneNote) and page (INTEGRATED SOFTWARE)
8. ✓	Date and time of page deleted
9. ✓ 10. ✓ 11. ✓	QUESTION 6 & EXAMINATION NUMBER added as a quick note Quick note is tagged (No tick as no instruction was given) Quick note: Heading 1 style Quick note: Right-aligned
12. ✓	Correct file inserted
13. ✓	Text left-aligned
14. ✓	Sub paragraph/text numbered correctly
15. ✓	Font of inserted text: Arial 12 pt and container centred horizontally
16, 17. ✓✓	Pen mode evidence: "PROJECT MANAGEMENT"
18,19. ✓✓	Correct picture inserted, centred

A	M	T
1	19	20

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MARKING GUIDELINE: QUESTION 7A	
ACCURACY (USE A RED PEN FOR MARKING): 2 MARKS	
QUESTION NUMBER and EXAMINATION NUMBER	
ENDNOTE, FOOTNOTE	
Minus ONE mark per keying in error, this implies also minus ONE mark for each word not keyed in	
MANIPULATION (USE A BLUE PEN FOR MARKING): 18 MARKS	
1. ✓	Header: QUESTION 7A and COMPUTER NUMBER left-aligned
	Header: EXAMINATION NUMBER right-aligned
2. ✓	All margins: 1,27 cm/ 0,5"
3. ✓	Font Berlin Sans FB 11 pt entire document (all text, including headers, endnote and footnote)
4. ✓	Footnote inserted after word, NOTICE NUMBER
	Footnote text inserted bottom of document in bold and italics: Notice number 30 / 99489 / 256 / 287930
5. ✓	Picture field inserted, centred in row 1
6. ✓	Plain text control field inserted in row 3
7. ✓	Two date picker fields inserted in row 5, centred
8. ✓	Endnote inserted after words, EKURHULENI METRO POLICE DEPT
	Endnote text inserted bottom of document in bold and italics: Magisterial District: EKHURHULENI SOUTH-EAST
9. ✓	Picture field inserted, left-aligned
10. ✓	Four check box fields inserted at the end of each option
11. ✓	Correct shape both text boxes
12. ✓	Two text boxes linked (correct text inserted)
	Text equally divided between text boxes, 10 pt
13. ✓	Two text boxes centred horizontally
14. ✓	Table centred horizontally
15. ✓	All cells correctly merged
16. ✓	All alignment correct
17. ✓	Portrait, one page, line spacing/letter spaces
18. ✓	Upper case/lower case, any other mistake

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2	18	20

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MARKING GUIDELINE: QUESTION 7B	
ACCURACY (USE A RED PEN FOR MARKING): 2 MARKS	
QUESTION NUMBER and EXAMINATION NUMBER	
Minus ONE mark per keying in error, this implies also minus ONE mark for each word not keyed in	
MANIPULATION (USE A BLUE PEN FOR MARKING): 6 MARKS	
1. ✓	QUESTION 7B
2. ✓	Correct picture (BARCODE) inserted
3. ✓	Correct text inserted in plain text field: Be advised your vehicle was photographed on 10 October 2023 at 07:28, location: Elsburg Road East between Vincent Van Gogh Street and Afrikaner Road.
4. ✓	Two correct dates inserted in date picker fields: 10/10/2023 and 11/11/2023
5. ✓	Correct picture (SPEEDFINE) inserted, left-aligned
6. ✓	One check box field selected (ticked)
7. ✓	Double page border, 1,5 pt thick

A	M	T
2	6	8

MARKING GUIDELINE: QUESTION 8	
ACCURACY (USE A RED PEN FOR MARKING): 3 MARKS	
QUESTION NUMBER and EXAMINATION NUMBER	
Minus ONE mark per keying in error, this implies also minus ONE mark for each word not keyed in	
MANIPULATION (USE A BLUE PEN FOR MARKING): 19 MARKS	
1. ✔	Header: QUESTION 8 and COMPUTER NUMBER left-aligned
	Header: EXAMINATION NUMBER right-aligned
2. ✔	All margins: 1,27 cm/ 0,5"
3. ✔	Font type and size: Bookman Old Style 12 pt (All text, including headers and footer – except where indicated as 10 pt)
4. ✔	Main heading: bold, centred, upper case Single border around main heading
5, 6. ✔✔	Move the paragraphs into correct order: Step 1 to Step 4
7. ✔	Page break after paragraph of Step 1
8. ✔	Page 2: landscape
9. ✔	Column 1: paragraph of Step 2
	Column 2: paragraph of Step 3
10. ✔	Columns switched off before paragraph of Step 4
11, 12. ✔✔	Two citations inserted in correct places (end of Step 2 and Step 3 paragraphs
13. ✔ 14. ✔	Picture 1: Move this picture, centred, into paragraph Step 2. Change the size of the picture to 1"/2,5 cm in height and width. Wrap the picture to be tight (text wrapping around the picture). Insert a single border around the picture, 2 pt thick.
15. ✔ 16. ✔	Picture 2: Move this picture, centred, into paragraph Step 3. Change the size of the paragraph to 1"/2,5 cm in height and width. Wrap the picture to be in front of the text. Insert a single border around the picture, 2 pt thick.
17. ✔	Bibliography inserted Thapelo Morwaga Bibliography inserted Gabriel Mwaleka
18. ✔	Insert footnote, left-aligned, 10 pt
19. ✔	Insert page number bottom right in bold and italics and style: Page 1 of 1

A	M	T
3	19	22

MARKING GUIDELINE: QUESTION 9A	
ACCURACY (USE A RED PEN FOR MARKING): 1 MARK FOOTER: HOW TRAFFIC FINES WORK IN SOUTH AFRICA	
MANIPULATION (USE A BLUE PEN FOR MARKING): 30 MARKS	
1. ✓	Header: QUESTION 9A left-aligned, EXAMINATION NUMBER right-aligned
2. ✓	Main heading centred, upper case bold and 16 pt
3. ✓	Subheading right-aligned, lower case and bold
4. ✓	Sorted alphabetically according to METRO OFFICER
5. ✓	Rows 5 & 19: ALL COLUMN HEADINGS bold, italics, wrapped, centred H & V
6. ✓	**A** METRO OFFICER: numbered 1 to 5
7. ✓	**B** MAGISTERIAL DISTRICT: correct answers
8. ✓	**C** CAPTAINS: correct answers
9. ✓	**D** DISTRICT SIZE: correct answers
10. ✓	**E** TITLE: correct answers
11. ✓	**F** SMALLEST DISTRICT: correct answer
	G BIGGEST DISTRICT: correct answer
12. ✓	**H** NUMBER OF DISTRICTS: correct answer
	I AVERAGE SIZE OF DISTRICT: correct answer
13, 14. ✓✓	3 SPARKLINE GRAPHS (LINE, COLUMN, WIN/LOSS) inserted in C12, C13, C14 Rows 12, 13, 14 changed to 30 pt in height Borders inserted around the three Sparkline Graphs
15. ✓	**J** MONTHLY PAYMENT: correct answer
16. ✓	**K** ANNUAL PAYMENT: correct answer
17. ✓	**L** TOTAL AMOUNT PAID: correct answer
18. ✓	**M** TOTAL INTEREST PAID: correct answer
19. ✓ 20. ✓ 21. ✓	PIVOT TABLE correct three columns inserted PIVOT TABLE in cells B19...D25 Thick double border around the PIVOT TABLE
22. ✓ 23. ✓ 24. ✓	PIVOT GRAPH: Correct data in graph, thick border around the graph Add data labels to all values Move the two legends to the bottom of the graph Change the OFFICIALS IN DISTRICT data range in the graph to a line graph
25. ✓ 26. ✓	Picture "SPEEDING TICKET" inserted in cell I19, 3 pt thick double border Resize: 1"/2,54 cm in height, 2"/5,08 cm in width
27. ✓	**N** DEVICE: correct answers
28. ✓	Landscape orientation, fit to ONE page, page centred H & V
29. ✓	All answers bold, all monetary values SA currency, 2 decimals
30. ✓	Footer, right-aligned, bold, italics, 16 pt

A	M	T
1	30	31

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MARKING GUIDELINE: QUESTION 9B	
ACCURACY (USE A RED PEN FOR MARKING): 0 MARKS	
ONLY MANIPULATION	
MANIPULATION (USE A BLUE PEN FOR MARKING): 19 MARKS	
1. ✓	Header: QUESTION 9B
2. ✓	Main heading in upper case =UPPER
3. ✓	Subheading in lower case =LOWER
4. ✓	Hide columns C, E, K, L and rows 19 to 25
5. ✓	Delete footer, picture, PIVOT TABLE & GRAPH
6. ✓	Landscape orientation, one page, column width, centre page H & V
7. ✓	METRO OFFICERS: numbered correctly
8. ✓	MAGISTERIAL DISTRICT: correct function
9. ✓	CAPTAINS: correct function
10. ✓	DISTRICT SIZE: correct function
11. ✓	SMALLEST DISTRICT: correct function
12. ✓	BIGGEST DISTRICT: correct function
13. ✓	NUMBER OF DISTRICTS: correct function
14. ✓	AVERAGE SIZE OF DISTRICT: correct function
15. ✓	MONTHLY PAYMENT: correct function
16. ✓	ANNUAL PAYMENT: correct formula
17. ✓	TOTAL AMOUNT PAID: correct formula
18. ✓	TOTAL INTEREST PAID: correct formula
19. ✓	DEVICE: correct function
20. ✓	Display row and column headings

A	M	T
0	19	19

TOTAL SECTION B: 120
GRAND TOTAL: 180

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