higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE SKILLS AND COMPUTER LITERACY
NQF LEVEL 3
(Second paper)

30−31 October 2024

This marking guideline consists of 17 pages.

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IMPORTANT INSTRUCTIONS TO MARKERS

1. Markers are required to work out the question paper before the marking memorandum is discussed.

2. **Accuracy errors** are marked with a **red /.** Accuracy errors include spelling errors/typing errors, omissions and repetitions. Uppercase, lowercase and letter spacing are marked as manipulation errors and not accuracy errors. If 5 marks are allocated for accuracy, the candidate only loses 5 marks for accuracy even if the number of accuracy marks exceeds the total marks for accuracy and still rewarded for the manipulation done correctly on that question.

3. **Manipulation errors** are marked with a **blue X** next to the manipulation number as indicated on the marking guideline. Manipulation marks awarded correctly are indicated with a **blue**√ This will also aid with the moderation process. The marker writes the corresponding manipulation number in blue and makes a tick (correct) or X (error) next to the number.

4. The marks achieved for each question is written on the printout of each question in the following table format:

	A	M	T
Write the possible marks on this row			
Write the number of errors on this row			
Write the candidate`s marks achieved in this row Circle the total mark			(circled)

5. The candidate's total mark is written on the cover of the examination folder next to the corresponding question number.

6. If a candidate handed in a printout, but achieved 0 for the question, then 0 (zero) is written on the cover next to the corresponding question number.

7. If a candidate did not hand in a printout, a line is drawn through the block next to the corresponding question number.

8. If a candidate handed in a printout without an EXAMINATION NUMBER and a consistent WATERMARK, the question must be marked and reported as an irregularity.

9. All irregularities are marked and marks are transferred to the cover page. The word 'Irregularity' is written next to the percentage and an irregularity report is completed.

10 If a candidate handed in duplicate printouts, a line must be drawn across the duplicate with a notation ‘Duplicate’ written across it.

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SECTION A: WORD PROCESSING

QUESTION 1

ACCURACY	8
MANIPULATION	10
TOTAL	18

QUESTION	MARK	ACCURACY
1.1	✓✓✓✓✓✓✓✓	All keying in errors (spelling, omissions and repetitions) Do not penalise repeated errors

MANIPULATION

QUESTION	NUMBER	MARK	MANIPULATION
1.1	1	✓	Letter spacing and line spacing
1.2	2	✓	Font type, Century Gothic 12 pt (**both must be correct)**
1.3	3	✓	Header with examination number and Question 1 right-aligned (**both must be correct**)
1.4	4	✓	Main heading 'Corruption in Schools and Colleges' font type Jokerman 16 pt (**both must be correct)**
1.5	5	✓	Main heading right-aligned
1.6	6	✓	Left and right margins at 3 cm **(penalize if one margin is incorrect)**
1.7	7	✓	Whole document justified. Except for the main heading
1.8	8 9	✓ ✓	Sub-headings 'Introduction' and 'Causes of Corruption' in bold and underlined.
1.10	10	✓	Print on ONE portrait page

1.letter spacing and line spacing✓
2. font Century Gothic 12 pt✓

3. Examination number and question number✓

EXAMINATION NUMBER QUEST
ION 1

4. Font Jockerman 16 pt ✓

5. Heading right-aligned✓

Corruption in Schools and Colleges

Introduction

Corruption has long-lasting consequences because resources are wasted, young people are denied the education they should receive, and those unable to afford bribes are denied access to schooling. A group of students come to believe that personal effort and distinction do not count, and that success comes through manipulation, favouritism, and bribery.

Causes of Corruption

Starting with national exams, it has been found that there has been a lot of cheating. This was exemplified by the results of both the Certificate of Primary Education and Certificate of Secondary Education of 2016 where there was extreme reduction of the number of students scoring a grade A, due to good supervision of the exams. This means all along there has been a lot of cheating going on in both the exams in public and private schools.

Many parents go all the way to bribing the principals of the schools for vacancies in these schools. Admission to the high schools have been seen as a guarantee to admission to public colleges, which are viewed to be more prestigious than the private ones. Some of the principals of the schools are coerced by senior government officials to give them admission letters to classes in their schools through threats and undue influence. Some principals will not hesitate to admit children of relatives, clansmen and tribesmen, thereby fanning corruption and nepotism in the schools.

6. Margins, 3cm left and right ✓
7. Document fully justified✓
8. `Introduction' and causes of corruption in bold ✓
9. ` Introduction' and causes of corruption underlined ✓
10.Document printed on one A4 portrait page✓

A	M	T
8	10	18

ACCURACY	2
MANIPULATION	20
TOTAL	22

	MARK	ACCURACY
2.1	✓✓	All keying-in errors (spelling, letter spacing and line spacing, omissions and repetitions) **Only apply to newly inserted text**

MANIPULATION

QUESTION	NUMBER	MARK	MANIPULATION
2.2	1	✓	Header deleted.
2.3	2	✓	Footer with QUESTION 2 and EXAMINATION NUMBER, centred (penalise if incorrect alignment is used)
2.4	3	✓	Page break inserted.
2.5	4 5 6 7	✓ ✓ ✓ ✓	Picture inserted. Picture resized correctly. 6 pt long dash borders around the picture inserted. Picture left-aligned.
2.6	8	✓	Create two columns, insert a column break.
2.7	9	✓	Table with two columns inserted
2.8	10	✓	Borders applied to the table.
2.9	11	✓	Heading changed to Ravie 16 pt. **(Font and font size must be correct)**
2.10	12	✓	White,background, darker 15% shading applied on the second row of the table.
2.11	13 14	✓ ✓	Column heading in bold. Column headings in uppercase.
2.12	15 16	✓ ✓	Bullets correctly inserted**.** ➢ Left column • Right column
2.13	17	✓	Right column sorted alphabetically (ascending order).
2.14	18 19	✓ ✓	Page numbering inserted in the header. Numbering right-aligned.
2.16	20	✓	Printouts on TWO A4 portrait pages

***Ignore merge on row 1 of table. No mark allocated.**

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Corruption in Schools and Colleges

18. page numbering✓ 1
19. numbering left-aligned✓

Introduction

Corruption has long-lasting consequences because resources are wasted, young people are denied the education they should receive, and those unable to afford bribes are denied access to schooling. A group of students come to believe that personal effort and distinction do not count, and that success comes through manipulation, favouritism, and bribery.



4. picture inserted✓
5. 5cm height and width✓
6. 6pt, long dash borders✓
7. Left align✓

A	M	T
2	20	22

1. Header deleted✓

2. Examination number and question number ✓ Examination number, QUESTION 2

3. Page break✓
18. Page numbering ✓
19. Numbering right-aligned✓
20. Print TWO pages' portrait✓

2

Causes of Corruption

Starting with national exams, it has been found that there has been a lot of cheating. This was exemplified by the results of both the Certificate of Primary Education and Certificate of Secondary Education of 2016 where there was extreme reduction of the number of students scoring a grade A, due to good supervision of the exams. This means all along there has been a lot of cheating going on in both the exams in public and private schools.

Many parents go all the way to bribing the principals of the schools for vacancies in these schools. Admission to the high schools have been seen as a guarantee to admission to public colleges, which are viewed to be more prestigious than the private ones. Some of the principals of the schools are coerced by senior government officials to give them admission letters to classes in their schools through threats and undue influence. Some principals will not hesitate to admit children of relatives, clansmen and tribesmen, thereby fanning corruption and nepotism in the schools.

8. Two columns with correct column break✓

Effects of corruption 11. Font and size✓

EFFECTS	DESCRIPTION
➢ Greater danger	▪ Corrupt officials promote high failure rate.
➢ High failure rate	▪ It hinders progress,
➢ No progress	▪ Students with false requirements are incompetent.

9. Table inserted✓
10. Borders✓

12. light shading✓
13. bold✓
14. u/c✓
15. L bullets✓
16. Rbullets✓
17. R/ column sorted✓

2. Examination number and question number ✓ Examination number, QUESTION 2

SECTION B: SPREADSHEET

QUESTION 3

ACCURACY	4
MANIPULATION	4
TOTAL	8

MARKS	ACCURACY
✓✓✓✓ 3.1	Typing errors, omission of words, letter spacing and incorrect cell address.

MANIPULATION

QUESTION	NUMBER	MARK	MANIPULATION
3.2	1	✓	Footer with QUESTION 3 and EXAMINATION NUMBER right-aligned. **(Both must be correct)**
3.3	2	✓	Font type Arial 10 pt **(Both must be correct)**
3.4	3	✓	Column width adjusted.
3.6	4	✓	Printout printed on ONE A4 landscape without column and row headings.

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CORRUPTION IN SCHOOLS			
YEARS	Embezzlement of school funds	Bribery	Money laundering
2010	210	190	333
2011	256	105	513
2012	516	823	200
2013	330	695	225
2014	294	234	456

A	M	T
4	4	8

2. *Font Arial 10 pt*✓
3. *Column width adjusted*✓
4. *printed without row and column headings*✓

1. *Footer with exam, Question number R/A* ✓

QUESTION 3 Examination number

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QUESTION 4

ACCURACY	2
MANIPULATION	16
TOTAL	18

	MARKS	ACCURACY
4.2	✓✓	Typing errors, omission of words, letter spacing and incorrect cell address (apply only to newly inserted text)

MANIPULATION

QUESTION	NUMBER	MARK	MANIPULATION
4.1	1	✓	Change question number to QUESTION 4.
4.2	2	✓	Insert columns and rows (2 marks for accuracy).
4.3	3 4	✓ ✓	Main heading in Lucida Handwriting Size 18 pt.
4.4	5	✓	Main heading merged and centred across the spreadsheet.
4.5	6 7	✓ ✓	Column headings in uppercase and bold.
4.6	8	✓	A – Sum of all corruption cases calculated.
	9	✓	B –TOTAL NO. OF CORRUPTION calculated.
	10	✓	C – % OF TOTAL calculated
	11	✓	D – MAXIMUM highest number of Bribery calculated.
	12	✓	E – NUMBER OF YEARS recorded
4.7	13	✓	Column G displayed as a percentage with zero decimal place.
4.8	14	✓	Borders inserted as indicted.
4.9	15	✓	Figures as integers
4.10	16	✓	Spreadsheet printed WITHOUT row and column headings in portrait.

A	M	T
2	16	18

2. Insert new columns and rows✓
3. Font, Lucida handwriting ✓
4. Size 18 pt✓
5. Merge and centre✓

CORRUPTION IN SCHOOLS

CORRUPTION REPORTED

YEARS	EMBEZZLEMENT OF SCHOOL FUNDS	FALSIFICATION OF RESULTS	BRIBERY	MONEY LAUNDERING	TOTAL	% OF TOTALS
2010	210	8	190	333	741	14%
2011	256	4	105	513	878	16%
2012	516	5	823	200	1544	28%
2013	330	12	695	225	1262	23%
2014	294	18	234	456	1002	18%
TOTAL NO. OF CORRUPTION					5427	

MAXIMUM NUMBER OF BRIBERY	823
NUMBER OF YEARS RECORDED	5

6. column headings u/c✓
7. column headings bold✓
8. A - TOTAL calculated✓
9. B - TOTAL NO. OF CORRUPTION calculated✓
10. C - % OF TOTALS calculated✓
11. D - Maximum number calculated✓
12. E- Number of years recorded counted✓
13. % OF TOTAL column displayed as a percentage with zero decimal✓
14. Borders inserted✓
15. Integers✓
16. printed without raw and column headings on one portrait page✓

Examination number
QUESTION 4
1. change Q3 to Q4 ✓

QUESTION 5

MANIPULATION	8
TOTAL	8

QUESTION	NUMBER	MARK	MANIPULATION
5.1	1	✓	Question 4 changed to question 5.
5.2	2 3 4 5 6	✓ ✓ ✓ ✓ ✓	Correct formula A TOTAL Correct formula B TOTAL No. of corruption Correct formula C % OF TOTAL Correct formula D MAXIMUM NUMBER OF BRIBERY Correct formula E NUMBER OF YEARS RECORDED
5.3	7	✓	Column adjusted
5.5	8	✓	Spreadsheet printed on one A4 landscape page. Formula must be visible to award the mark.

A	M	T
-	8	8

CORRUPTION IN SCHOOLS

CORRUPTION REPORTED

YEARS	EMBEZZLEMENT OF SCHOOL FUNDS	FALSIFICATION OF RESULTS	BRIBERY	MONEY LAUNDERING	TOTAL	% OF TOTAL
2010	210	8	190	333	=SUM(B6:E6)	**=F7/F12**
2011	256	4	105	513	=SUM(B7:E7)	=F8/F12
2012	516	5	823	200	=SUM(B8:E8)	=F9/F12
2013	330	12	695	225	=SUM(B9:E9)	=F10/F12
2014	294	18	234	456	=SUM(B10:E10)	=F11/F12
TOTAL NO. OF CORRUPTION					=SUM(F7:F11)	

MAXIMUM NUMBER OF BRIBERY	=MAX(D6:D10)
NUMBER OF YEARS RECORDED	=COUNT(A6:A10)

7. spreadsheet column width adjusted✓
8. printed on one A4 landscape page✓

2. TOTAL formula ✓
3. TOTAL OF CORRUPTION formula✓
4. % OF TOTAL formula✓
5. MAXIMUM formula ✓
6. NUMBER OF YEARS RECORDED formula✓

EXAMINATION NUMBER
QUESTION 5

1. Question 5✓

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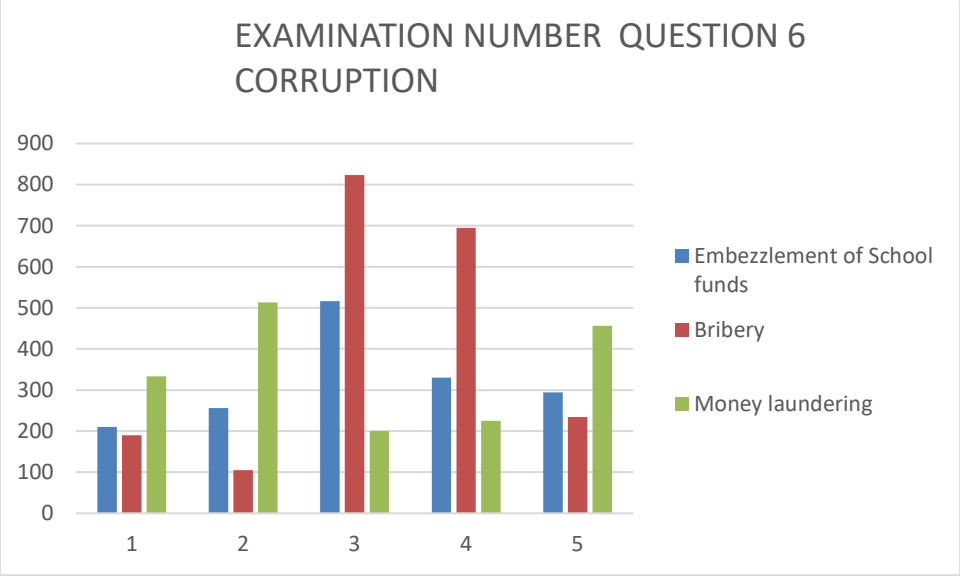
QUESTION 6

MANIPULATION	6
TOTAL	6

QUESTION	NUMBER	MARK	MANIPULATION
6.1	1	✓	QUESTION 3 and EXAMINATION NUMBER deleted in the footer.
6.2	2	✓	Delete Row 4
6.3	3	✓	Clustered COLUMN chart inserted comparing Embezzlement of school funds, Bribery and money laudering
6.4	4	✓	Legend displayed on the right.
6.5	5	✓	EXAMINATION NUMBER, QUESTION 6 CORRUPTION **(Penalise if not in two lines)**
6.6	6	✓	Chart printed as an object below spreadsheet

A	M	T
-	6	6

CORRUPTION IN SCHOOLS			
YEARS	Embezzlement of school funds	Bribery	Money laundering
2010	210	190	333
2011	256	105	513
2012	516	823	200
2013	330	695	225
2014	294	234	456



2. Delete Row 4
3. Clustered Column graph ✓
4. Legends on the right ✓
5. Chart title with examination number and question 6 ✓
6. Chart printed as an object ✓

1. Question 3 and examination number deleted ✓

QUESTION 7

ACCURACY	4
MANIPULATION	16
TOTAL	20

QUESTION	NUMBER	MARK	MANIPULATION
7.1			**SLIDE 1: TITLE AND TWO CONTENT**
7.1.1	1 2	✓ ✓	Heading in Cooper Black. Heading 48 pt.
7.1.2	3	✓	Bullets inserted.
7.1.3	4	✓	Content right-aligned.
7.1.4	5	✓	Picture inserted. **(penalize if the picture is not in the right column)**
7.2			**SLIDE 2: TITLE AND CONTENT**
7.2.1	6	✓	Main heading font Lucida Handwriting 32 pt.
7.2.2	7	✓	Heading in uppercase and right-aligned. **(Both must be correct)**
7.2.3	8	✓	Correct numbering
7.3			**SLIDE 3: COMPARISION**
7.3.1	9	✓	Heading 44 pt and bold. **(Both must be correct)**
7.3.2	10	✓	Headings underlined. **(penalize if one column heading is not underlined).**
7.3.3	11	✓	Column heading font, Engravers MT 24 pt
7.3.4	12	✓	Left and right column numbered correctly. **Both must be correct to award a mark.**
7.3.5	13	✓	Right column right-aligned.
7.4	14	✓	Footer with QUESTION 7 and EXAMINATION NUMBER. **(Penalise if one is missing) (Ignore alignment)**
	15	✓	Footer applied in all slides
7.6	16	✓	Presentation printed as a handout (all slides on ONE page)

A	M	T
4	16	20

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Benefits of reporting corruption

- ✓Exposes information
- ✓Gets results
- ✓Promotes a united attempt
- ✓Allows money to be used effectively
- ✓Sets a good example



EXAMINATION NUMBER QUESTION 7

1. Heading, cooper black✓
2. Heading 48 pt✓
3. Bullets ✓ inserted
4. Content right-aligned✓
5. picture✓

***NOTE: HEADING MUST BE IN UC

Possible disadvantages of reporting corruption

A. I might lose my job.
B. Nobody will believe me.
C. I am not a brave person.
D. I may have to testify in court.
E. Syndicate will come looking for me.

EXAMINATION NUMBER QUESTION 7

6. Heading Lucida Handwriting 32 pt✓
7. Heading uppercase and right-aligned✓
8. Numbering. ✓

Examples of government department hotlines

Department or agency	Hotline / telephone number
1. Basic Education	➢0800 202 933
2. Environmental Affairs	➢0800 205 005
3. Human Settlements	➢0800 204 401
4. Magistrates' Commission	➢012 325 3951
5. Telecommunications and Postal Services	➢012 427 8292

EXAMINATION NUMBER QUESTION 7

9. Heading 44 pt and bold ✓
10. Heading underlined✓
11. column headings, font Engravers MT 24 pt✓
12. left and right column numbered correctly✓
13. right column right-aligned✓

14. Footer with EXAMINATION NUMBER AND QUESTION NUMBER✓
15. Footer applied in ALL slides ✓
16. Printed as handouts✓

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