higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE SKILLS AND COMPUTER LITERACY

NQF LEVEL 4

(Second paper)

1 November 2024

This marking guideline consists of 29 pages.

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IMPORTANT INSTRUCTIONS TO MARKERS

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

2. Accuracy is marked with a red / and manipulation is marked with a blue X. This is to ensure that students are rewarded for tasks done well, e.g. if the accuracy is worth 5 marks, but the candidate made 10 accuracy errors, he/she only loses 5 marks for accuracy and is still rewarded for the manipulation that was done correctly.

3. All marks (ticks and crosses) must be made in the same position on each PRINTOUT as indicated in the marking guideline. This will facilitate consistency in marking and also aid with the moderation process. Accuracy is marked negatively with a red /. Accuracy errors include spelling errors, omissions and repetitions. Manipulation errors are marked in blue. The marker writes the corresponding manipulation number in blue and makes a tick (correct) or X (error) next to the number.

4. 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.

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

	A	M	T
Write the total possible mark on this line –	xx	xx	xx
Write the candidate's errors made on this line -	x	x	x
Write the candidate's mark achieved on this line Circle the candidate's total mark obtained	x	x	(xx)

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

7. 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.

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

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9. If a candidate handed in a PRINTOUT without an EXAMINATION NUMBER and consistent WATERMARK, the PRINTOUT must be marked and the marks transferred to the cover page. The word, IRREGULARITY, is written next to the percentage and an irregularity report is completed if there is no Examination number, watermark or invigilator report explaining an inconsistent water mark.

10. If a candidate did not produce a PRINTOUT for QUESTION 2 (i.e. completed the merge process before/without printing the primary document) mark as follows:

    - Mark the first PRINTOUT of QUESTION 3 as QUESTION 2 but penalise for merge fields not inserted. Indicate on the top of the PRINTOUT that this PRINTOUT was marked as QUESTION 2.

    - Mark the second PRINTOUT/letter of QUESTION 3 as QUESTION 3. The candidate must be awarded marks for all correct work in QUESTION 3 (including merged information on the first letter) to avoid the candidate being penalised twice for the insertion of merge fields.

11. If a candidate used the incorrect program to answer a question, for example MS Word instead of MS Access for QUESTION 9, marks must be awarded for accuracy (as well as uppercase/lowercase and letter spacing) but penalised for other manipulation. The candidate will lose all manipulation marks that are program specific, as this assesses the candidates' ability to use the specified program i.e. MS Word (QUESTIONS 1–3), MS Excel (QUESTIONS 4–7) and MS Access (QUESTIONS 8–10).

12. If a candidate produced an incorrect PRINTOUT (for example, a screen print of QUESTION 8), marks must be awarded for accuracy and any manipulation which can be assessed from the given PRINTOUT. The candidate will lose marks for the PRINTOUT and any other manipulation instruction which is incorrect and cannot be assessed from the PRINTOUT.

13. If a candidate does not use the specified font style, the candidate must be penalised unless the scripts are accompanied by a report indicating that the required font style was not available on the MS Office version used at that examination centre or has been established by the marking team that the version indicated on the cover of the examination folder does not provide the specified font.

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QUESTION 1

MARK ALLOCATION

ACCURACY	6
MANIPULATION	14
TOTAL	20

QUESTION NUMBER	MARKS	ACCURACY
1.5	6	Penalise all spelling errors, omissions and additional text in the document. Deduct ONE mark per error, up to a maximum of 6 marks. **NOTE:** Repeated errors must be penalised ONCE only. Incorrect letter/number spacing, uppercase and lowercase are marked as manipulation errors.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
1.1	1	✓	Ms Word or MS Access is used to prepare the data source document
	2	✓	Field names are correct (All must be correct to award the mark).
1.2	3	✓	Font type Arial, size 12 (Both MUST be correct for a mark to be given)
1.3	4	✓	Table renamed (MS Access) or Header inserted (MS Word)
1.3	5	✓	Header (MS Word) /Table name (MS Access) EXAMINATION NUMBER, QUESTION 1 centred
1.4	6	✓	Field names in capital letters
1.5	7	✓	Uppercase and lowercase correct
1.5	8	✓	Letter/number spacing correct
1.6	9	✓	Right align the contents of the 'THEME' column
1.7	10	✓	Page orientation: landscape
1.8	11	✓	Column width correctly adjusted and all information can be read
1.8	12	✓	Column width (and margins if necessary) adjusted to fit data for each record in one row as indicated.
1.10	13	✓	Data source printed from MS Access/Ms Word
1.10	14	✓	Printed on ONE A4 page NB: The mark for 'landscape' is awarded above (no.10)

[20]

1✓ Ms Access/MS Word used
2✓ Fieldnames correct
3 ✓ Font – Arial, size 12 (both must be correct)

4 ✓ Table renamed (MS Access)/Header (MS Word) inserted correctly
5 ✓ EXAMINATION NUMBER, QUESTION 1 centred

EXAMINATION NUMBER, QUESTION 1

6 ✓ Fieldnames in capital letters

TITLE	NAME	EMAIL ADDRESS	THEME	VENUE	COORDINATOR
Ms	BROWN BB	bbbrown@gmail.com	Resilience	Commission Room 4B	Mr James Steward
Mr	MSHENGU TM	mshengutm@yahoo.com	Empowerment	Commission Room 8A	Ms Moosa Ingrid
Mr	JULAZA JR	julazajr@webmail.com	Awareness	Commission Room 8A	Ms Moosa Ingrid
Ms	SEABENG A	seabenga@mtnloaded.co.za	Prevention	Commission Room 4B	Mr James Steward

7 ✓ Uppercase and lowercase correct
8 ✓ Letter/number spacing correct
9 ✓ Right-align the contents of THEME column

10✓ Page orientation: Landscape
11 ✓ Column width adjusted – all information can be read
12 ✓ Column width adjusted – data for each record fits on one line
13 ✓ Data source printed from MS Access or /MS Word
14 ✓ Data source printed on ONE A4 page (Landscape assessed in no. 10)

ADDITIONAL INSTRUCTION TO MARKERS:

If the candidate reproduced the information in the exact format/display as given in the question paper, the printout must be marked and penalise for No. 1 (Data source document not created)

If the candidate keyed in the text in the first row (shaded area), penalise 2 accuracy marks:
1 mark for “FIELD NAMES” and 1 mark for “RECORDS.”

A	M	T
6	14	20

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QUESTION 2

MARK ALLOCATION

ACCURACY	10
MANIPULATION	38
TOTAL	48

QUESTION NUMBER	MARKS	ACCURACY
2.4	10	Penalise all spelling errors, omissions and additional text. Deduct ONE mark per error, up to a maximum of 10 marks. NB**:** Do not penalise the word **'adres' (2nd paragraph)** and **'comisions' (3rd paragraph)** as an accuracy error, as it was deliberately spelt incorrectly to assess the use of spellcheck – nos. 14 and 15) **NOTE:** Repeated errors must be penalised ONCE only. Incorrect letter spacing, uppercase and lowercase are marked as manipulation errors.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
2.1	1	✓	MS Word used
2.2	2	✓	Header inserted
	3	✓	EXAMINATION NUMBER (left-aligned) and QUESTION 2 (right-aligned) (Both must be correct for the mark to be awarded)
2.3	4	✓	Font: Arial, size 12 (Both MUST be correct for a mark to be awarded)
2.4	5	✓	Uppercase and lowercase correct throughout the document
2.4	6	✓	Letter spacing correct throughout the document.
2.4	7	✓	Line spacing is correct between the paragraphs NB: 1.5 line spacing is assessed in no. 12
2.5	8	✓	Subject heading : Font - Baskerville Old Face, size 16 (Both must be correct for a mark to be given)
	9	✓	Subject heading: Bold
	10	✓	Subject heading: Centred
2.6	11	✓	Paragraph 1 and Paragraph 2 fully justified (Both must be correct for the mark to be awarded)
2.7	12	✓	Line spacing changed to 1.5 in the entire document
2.8	13	✓	The word "Imbizos" appears in UPPERCASE twice (Both words MUST be in uppercase for a mark to be awarded)
2.9	14	✓	Spell check used correctly: "adres" correctly changed to "address"
	15	✓	Spell check used correctly: "comisions" correctly changed to "commissions"

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2.10	16	✓	Merge field correctly inserted: <<TITLE>>
	17	✓	Merge field correctly inserted: <<NAME>>
	18	✓	Merge field correctly inserted: <<EMAIL_ADDRESS>>
	19	✓	Merge field correctly inserted: : <<VENUE>>
	20	✓	Merge field correctly inserted: : <<THEME>>
	21	✓	Merge field correctly inserted: : <<COORDINATOR>>
2.11	22	✓	Table inserted correctly
2.12	23	✓	Outer borders correctly changed
	24	✓	Inner borders correctly changed
2.13	25	✓	First row shaded correctly. Penalise if not shaded/ shading is too light (not clearly visible) or too dark (blocks text)
2.14	26	✓	Left column: All content centred (Rows 1-3)
2.15	27	✓	Right column: Contents in row 2 and 3 are numbered
2.16	28	✓	Right column: All contents are changed to font Berlin Sans FB, size 12 (Both must be correct)
2.17	29	✓	Page break correctly inserted
2.18	30	✓	Picture/clipart correctly inserted in the centre of the document. Accept any picture/clipart or shape as the candidate may have limited access to pictures/clipart during the examination.
	31	✓	Resize the picture/clipart to fit in the space indicated (Penalise if there is no evidence of resizing appropriately – i.e. if the picture is too small or too big)
2.19	32	✓	Text in bold
	33		Text dashed underlined
2.20	34	✓	Text is centred below the picture
2.21	35	✓	The date and format are correct (year-month-date). Both must be correct for mark to be awarded
2.22	36	✓	Page numbers appear on both pages
	37	✓	Page numbers are inserted in bottom centre of the pages
2.24	38	✓	Answer printed on TWO PORTRAIT pages portrait

[48]

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EXAMINATION NUMBER

Dear «TITLE» «NAME»

«EMAIL_ADDRESS»

1 ✓ MS Word used
2 ✓ Header inserted
3 ✓ EXAMINATION NO.. (left aligned) and QUESTION NO. (right aligned) – both correct

QUESTION 2

4✓ Font Arial, size 12
5✓ Uppercase & lowercase correct
6✓ Letter spacing is correct
7✓ Line spacing between paragraphs

MENTAL HEALTH AWARENESS

8✓ Baskerville Old Face, 16 9✓ Bold, 10✓Centred

HIGHER HEALTH develops and implements a range of health, wellness, and psychosocial services across 420 campus sites and rural, informal, and urban settings in all 52 districts across South Africa. .

11✓ Paragraphs fully justified
12✓Line spacing 1.5 entire document

One of Higher Health's key objectives for the 2024 academic year is to hold Gender-Based Violence (GBV) IMBIZOS across the country's 50 TVET colleges. These IMBIZOS aim to address the scourge of GBV cases amongst students.

13✓IMBIZOS both in uppercase 14✓ address

15✓commissions

Participants have been divided into different commissions that are going to tackle different topics. You will be participating in the following commission:

Merge fields inserted correctly
16✓ <<TITLE>>
17✓ <<NAME>>
18✓ <<EMAIL_ADDRESS>>
19✓<<VENUE>>
20✓ <<THEME>
21✓ <<COORDINATOR>

VENUE: «VENUE»
THEME «THEME»
COORDINATOR: «COORDINATOR»

1

The table below highlights the key topics and objectives of the National Engagement Sessions:

22✓ Table inserted correctly

Topics	Objectives
Students' Mental Health Awareness	1. **Highlight the importance of recognizing and addressing students' mental health issues.**
Support and Resources	2. **Provide information on available resources for students' mental health, counselling services and support groups.**

23✓ Outer borders correct
24✓ Inner borders correct
25✓First row shaded
26✓ Left column centred

1

27✓ Right column – numbered
28✓ Right column – Berlin Sans, 12 (both correct)
29✓ Page break inserted correctly

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Picture/Clipart inserted	30✓ Picture/clipart inserted in centre of document 31✓ Picture/clipart resized to fit in the space indicated

Let us join hands to create a GBV Free Society!

32✓ Text in bold
33✓Text dashed underlined
34✓ Text centred below picture

Warm Regards

SS MAVUSO

HIGHER HEALTH

2024-11-01

35✓Date and format correct
36✓Page numbers appear on both pages
37✓Page numbers – bottom centre
38✓Print on 2 pages, portrait

A	M	T
10	38	48

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QUESTION 3

MARK ALLOCATION

ACCURACY	0
MANIPULATION	12
TOTAL	12

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
3.2	1	✓	Header replaced with a footer (Penalise if the header is still visible)
	2	✓	EXAMINATION NUMBER (left-aligned) AND QUESTION 3 (right-aligned) (Both MUST be correct for the mark to be awarded) (Accept with or without the page number)
3.3	3	✓	Merged information – 1st letter – Mr BROWN BB (Both must be correct)
3.3	4	✓	Merged information: 1st letter bbbrown@gmail.com
3.3	5	✓	Merged information: 1st letter Commission Room 4B and Resilience (Both must be correct)
3.3	6	✓	Merged information: 1st letter Mr James Steward
3.3	7	✓	Merged information: 2nd letter Mr JULAZA JR (Both must be correct)
3.3	8	✓	Merged information: 2nd letter julazajr@webmail.com
3.3	9	✓	Merged information: 2nd letter Commission Room 8A and Awareness (Both must be correct)
3.3	10	✓	Merged information: 2nd letter Ms Moosa Ingrid
3.5	11	✓	Only TWO letters are printed (Brown and Julaza). Penalise if all the letters are printed
3.5	12	✓	Each letter is printed on TWO, A4 portrait pages

[12]

TOTAL SECTION A: 80

Dear Ms BROWN BB
bbbrown@gmail.com

3✓ Ms BROWN BB (Both correct)
4✓ bbbrown@gmail.com

1✓ Header replaced by footer

2✓ Examination number (left) and Question 3 (right)

MENTAL HEALTH AWARENESS

HIGHER HEALTH develops and implements a range of health, wellness, and psychosocial services across 420 campus sites and rural, informal, and urban settings in all 52 districts across South Africa.

One of Higher Health's key objectives for the 2024 academic year is to hold Gender-Based Violence (GBV) IMBIZOS across the country's 50 TVET colleges. These IMBIZOS aim to address the scourge of GBV cases amongst students.

Participants have been divided into different commissions that are going to tackle different topics. You will be participating in the following commission:

VENUE:	Commission Room 4B
THEME	Resilience
COORDINATOR:	Mr James Steward

5✓ Commission Room 4B AND Resilience (Both correct)

6✓ Mr James Steward

The table below highlights the key topics and objectives of the National Engagement Sessions:

Topics	Objectives
Students' Mental Health Awareness	1. **Highlight the importance of recognizing and addressing students' mental health issues.**
Support and Resources	2. **Provide information on available resources for students' mental health, counselling services and support groups.**

EXAMINATION NUMBER 1 QUESTION 3

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Picture/Clipart inserted

Let us join hands to create a GBV Free Society!

Warm Regards

SS MAVUSO

HIGHER HEALTH

2024-11-01

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Dear Mr JULAZA JR
julazajr@webmail.com

7✓ Mr JULAZA JR (Both correct)
8✓ julazajrcom@webmail.com

MENTAL HEALTH AWARENESS

HIGHER HEALTH develops and implements a range of health, wellness, and psychosocial services across 420 campus sites and rural, informal, and urban settings in all 52 districts across South Africa.

One of Higher Health's key objectives for the 2024 academic year is to hold Gender-Based Violence (GBV) IMBIZOS across the country's 50 TVET colleges. These IMBIZOS aim to address the scourge of GBV cases amongst students.

Participants have been divided into different commissions that are going to tackle different topics. You will be participating in the following commission:

VENUE:	Commission Room 8A	9✓ Commission Room 8A AND Awareness (Both correct)
THEME	Awareness	
COORDINATOR:	Ms Moosa Ingrid	10✓ Ms Moosa Ingrid

The table below highlights the key topics and objectives of the National Engagement Sessions:

Topics	Objectives
Students' Mental Health Awareness	1. **Highlight the importance of recognizing and addressing students' mental health issues.**
Support and Resources	2. **Provide information on available resources for students' mental health, counselling services and support groups.**

EXAMINATION NUMBER 1 QUESTION 3

Copyright reserved

Picture/Clipart inserted

Let us join hands to create a GBV Free Society!

Warm Regards

SS MAVUSO

HIGHER HEALTH

2024-11-01

11✓ Only TWO letters printed (penalise if all letters are printed)
12✓ Each letter printed on TWO A4 pages, portrait

A	M	T
-	12	12

EXAMINATION NUMBER 2 QUESTION 3

SECTION B (SPREADSHEET)

QUESTION 4

MARK ALLOCATION

ACCURACY	6
MANIPULATION	14
TOTAL	20

QUESTION NUMBER	MARKS	ACCURACY
4.4	6	Penalise all spelling errors omissions and additional text/numbers. Deduct ONE mark for missing words/numbers, up to a maximum of 6 marks. **NOTE:** Repeated errors must be penalised ONCE only. Incorrect letter/number spacing, uppercase and lowercase are marked as manipulation errors.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
4.1	1	✓	Correct program (MS Excel) used to create the spreadsheet. Penalise if row and column headings (shaded areas) are keyed in
4.2	2	✓	Header inserted with EXAMINATION NUMBER and QUESTION 4 centred. (All must be correct for the mark to be awarded)
4.3	3	✓	Font: Arial, size 11
4.4	4	✓	Uppercase/lowercase correct
	5	✓	Letter and number spacing correct
4.5	6	✓	Heading merged and centred across columns A–D
4.6	7	✓	Heading Font: Budoni MT Black, size 12
4.7	8	✓	Row 2 – Column heading merged and centred across column B-D
4.8	9	✓	Column headings bold
	10	✓	Column headings centred
4.9	11	✓	Figures in column B displayed as one decimal
4.10	12	✓	Column width adjusted – all information can be read
4.11	13	✓	Horizontal and vertical lines correctly inserted
4.13	14	✓	Printed on ONE A4 portrait page WITHOUT row and column headings

[20]

EXAMINATION NUMBER QUESTION 4

1✓ Correct program used. Shaded areas not keyed in
2✓ Header inserted Exam no. and Question 4 (centred)

3✓ Arial, size 12
4✓ Uppercase/lowercase correct
5✓ Letter and number spacing correct

REGISTERED VOTERS PER PROVINCE – SA

PROVINCE	REGISTERED VOTERS FOR ELECTIONS		
	2014 (Million)	2019 (Approx.)	2024 (Approx.)
Gauteng	6,0	6381300	6545000
Kwa-Zulu Natal	5,1	5524700	5746500
North West	1,6	1702700	1770700
Mpumalanga	1,8	1951700	2026900
Western Cape	2,9	3128600	3321200
Northern Cape	0,6	626500	658000
Free State	1,4	1462500	1459500
Eastern Cape	3,2	3363200	3445500
Limpopo	2,4	2608500	2783800

Heading
6✓Merged and right-aligned across A-D

7✓ Font Budoni MT Black, 12 (Both correct)

8✓ Row 2 – column heading merged and centred across B-D
9✓ All column headings bold
10✓ All column headings centred
11✓ Figures in column B – 1 decimal place

12✓ Column width adjusted
13✓ Horizontal and vertical lines correct
14✓ Printed on one A4 page portrait without row and column headings

A	M	T
6	14	20

QUESTION 5

MARK ALLOCATION

ACCURACY	6
MANIPULATION	31
TOTAL	37

QUESTION NUMBER	MARKS	ACCURACY
5.6	6	Penalise all spelling errors, omissions and additional text /figures (**newly inserted text only**). Deduct ONE mark per error up to a maximum of 6 marks

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
5.2	1	✓	Change to Question 5
5.3	2	✓	Font Arial, 11
5.4	3	✓	Main heading: Merged and centred across columns A-F
5.5	4	✓	Main heading: Font Algerian, size 18 (Both must be correct for the mark to be awarded)
	5	✓	Main heading in italics
5.6	6	✓	New rows and columns correctly inserted (Penalise if not in the correct position as indicated)
	7	✓	Uppercase/lowercase of **newly inserted text** correct
	8	✓	Letter spacing of the **newly inserted** text correct
5.7	9	✓	Column headings in font Comic Sans MS
	10	✓	Column headings right-aligned
5.8	11	✓	New column headings (Col. E & F) in bold in columns E & F (Both must be correct)
	12	✓	New column headings (Col. E & F) in italics in columns E & F (Both must be correct)
5.9	13	✓	Column heading 'PROVINCE' merged and centred vertically across row 2 and 3
5.10	14	✓	Formula/calculations are done in the correct cells as indicated by the question numbers
5.10.1	15	✓	DIFFERENCES IN REGISTRATION NOS. correctly calculated
5.10.2	16	✓	TOTAL NO. OF 2024 REGISTRATIONS correctly calculated
5.10.3	17	✓	% OF TOTAL correctly calculated
5.10.4	18	✓	LOWEST NO. OF REGISTRATIONS IN 2024 correctly calculated
5.10.5	19	✓	HIGHEST NO. OF REGISTRATIONS IN 2019 correctly calculated
5.10.6	20	✓	NUMBER OF PROVINCES (2014) correctly calculated
5.11	21	✓	Autofill used to copy formulae in column E and column F (Both must be auto-filled)

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5.12	22	✓	Figures in column F displayed as a percentage (%)
	23	✓	Figures in column F displayed as one decimal
5.13	24	✓	Names of the provinces in column A (A4-A12) centre-aligned (Penalise if the column heading is also centred horizontally)
5.14	25	✓	Horizontal lines correctly inserted for newly inserted rows and columns
	26	✓	Vertical lines correctly inserted for newly inserted rows and columns
5.15	27	✓	Thick outer border inserted around newly inserted rows
5.16	28	✓	Content in rows 13-16 appear in font Baskerville Old Face, size 11
5.17	29	✓	Colum widths of newly inserted rows and columns adjusted
5.19	30	✓	Printed on ONE A4 landscape page
	31	✓	Printed WITHOUT row and column headings

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EXAMINATION NUMBER QUESTION 5

1✓ Changed to QUESTION 5
2✓ Arial, 11 (both correct)

3✓ Merged & Centred A-F
4✓ Algerian, 18 (both correct
5✓ Italics

6✓ New rows & col. Inserted correctly
7✓ Uppercase/lowercase correct (new text)
8✓ Letter spacing correct (new text)

REGISTERED VOTERS PER PROVINCE - SA

13✓ PROVINCE	REGISTERED VOTERS FOR ELECTIONS			DIFFERENCE IN REGISTRATION	% REGISTRATION PER PROVINCE IN 2024
	2014 (Million)	2019 (Approx.)	2024 (Approx.)		
Gauteng	6,0	6381300	6545000	15✓ 163700	17✓ 0,6%
KwaZulu Natal	5,1	5524700	5746500	221800	0,8%
North West	1,6	1702700	1770700	68000	0,2%
Mpumalanga	1,8	1951700	2026900	75200	0,3%
Western Cape	2,9	3128600	3321200	192600	0,7%
Northern Cape	0,6	626500	658000	31500	0,1%
Free State	1,4	1462500	1459500	-3000	0,0%
Eastern Cape	3,2	3363200	3445500	82300	0,3%
Limpopo	2,4	2608500	2783800	175300	0,6%
TOTAL FOR 2024			27757100	16✓	
LOWEST NOS. IN 2029		626500	18✓		
HIGHEST NOS. IN 2024			6545000	19✓	
NUMBER OF PROVINCES	9	20✓			

Column headings:
9✓ Comic Sans, 11
10✓ Right-aligned
11✓ Bold – (E&F)
12✓ Italics (E&F)

14✓ Formulae in correct cells

21✓ Autofill -E&F
22✓ % sign
23✓ 1 decimal

24✓ A4-A12 Centred
25✓ Horizontal lines correct
26✓ Vertical lines correct
27✓ Thick outer border correct
28✓ Rows 13-16: Font Baskerville, size 11

29✓ Column width adjusted
30✓ Printed on one page - landscape
31✓ Printed without row and column headings

A	M	T
6	31	37

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QUESTION 6

MARK ALLOCATION

ACCURACY	0
MANIPULATION	10
TOTAL	10

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
6.2	1	✓	Header is replaced with footer with QUESTION 6 and EXAMINATION NUMBER (left aligned). Accept on one or two lines
6.3	2	✓	Correct formula: =D4-C4
	3	✓	Correct formula: =SUM(D4:D12)
	4	✓	Correct formula: =E4/$D$13
	5	✓	Absolute cell reference is copied correctly to relevant cells in column F.
	6	✓	Correct formula: =MIN(C4:C12)
	7	✓	Correct formula: =MAX(D4:D12)
	8	✓	Correct formula: =COUNT(B4:B12)
6.4	9	✓	Column widths adjusted. Penalise if the formulae is not fully visible.
6.6	10	✓	Printed on ONE A4 landscape page

[10]

Note to markers:

- If the candidate used the incorrect cells in Question 4 and Question 5, this will affect the cell references in the formulae displayed in Question 6. Penalise once for incorrect cell reference and award the mark for subsequent correct formula that resulted in the correct answer in Question 5.

- Accept alternative formula that will result in the correct answer.

REGISTERED VOTERS PER PROVINCE - SA

PROVINCE	REGISTERED VOTERS FOR ELECTIONS			DIFFERENCE IN REGISTRATION	% REGISTRATION PER PROVINCE IN 2024
	2014 (Million)	2019 (Approx.)	2024 (Approx.)		
Gauteng	6,0	6381300	6545000	=D4-C4	=E4/$D$13
Kwa-Zulu Natal	5,1	5524700	5746500	=D5-C5	=E5/$D$13
North West	1,6	1702700	1770700	=D6-C6	=E6/$D$13
Mpumalanga	1,8	1951700	2026900	=D7-C7	=E7/$D$13
Western Cape	2,9	3128600	3321200	=D8-C8	=E8/$D$13
Northern Cape	0,6	626500	658000	=D9-C9	=E9/$D$13
Free State	1,4	1462500	1459500	=D10-C10	=E10/$D$13
Eastern Cape	3,2	3363200	3445500	=D11-C11	=E11/$D$13
Limpopo	2,4	2608500	2783800	=D12-C12	=E12/$D$13
TOTAL FOR 2024 ELECTIONS			=SUM(D4:D12)		
LOWEST NOS. IN 2029		=MIN(C4:C12)			
HIGHEST NOS. IN 2024			=MAX(D4:D12)		
NUMBER OF PROVINCES	=COUNT(B4:B12)				

2 ✓ Correct Formulae: DIFFERENCE IN REGISTRATION
3 ✓ Correct formula with absolute cell reference: % REGISTRATION
4 ✓ Absolute cell reference copied correctly to all cells

5✓ Correct formula: =SUM(D4:D12)
6✓ Correct formula: =MIN(C4:C12)
7 ✓Correct formula: = MAX(D4:D12)
8 ✓Correct formula: =COUNT(B4:B12)

9 ✓ Column width adjusted and all formulae are visible
10 ✓Print on ONE A4 landscape page

1 ✓ Header replaced with footer
(Exam no. and Question no. left aligned)

A	M	T
-	10	10

EXAMINATION NUMBER QUESTION 6

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QUESTION 7

MARK ALLOCATION

ACCURACY	1
MANIPULATION	12
TOTAL	13

QUESTION NUMBER	MARKS	ACCURACY
7.5	1	Penalise spelling error, omissions/additional text in the chart title. Deduct a maximum of 1 mark

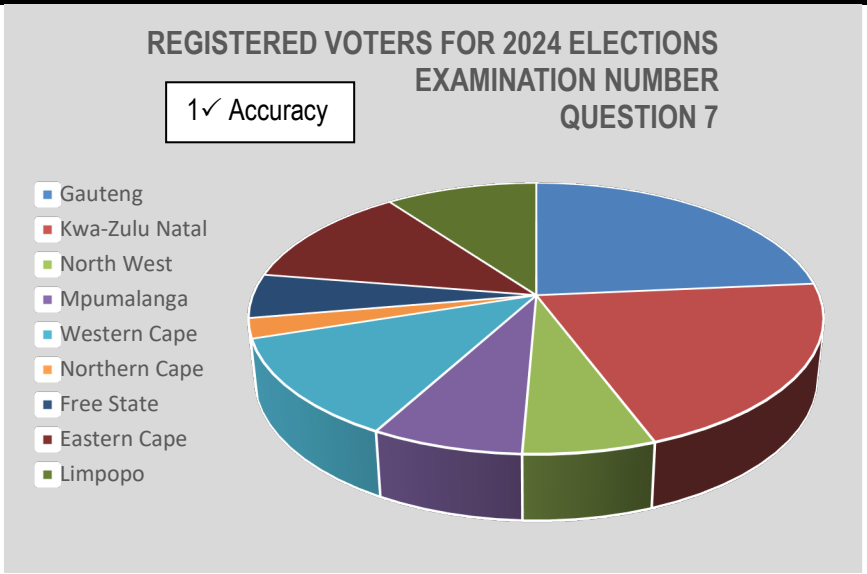
QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
7.2	1	✓	Changed question number to QUESTION 7
7.3	2	✓	3-D pie chart inserted
7.4	3	✓	Chart fill colour changed. Accept any evidence that the colour was changed. (The chart area will appear shaded).
7.5	4	✓	Chart title inserted correctly above the chart
	5	✓	Chart title right-aligned
7.6	6	✓	Chart title: Font type Arial Narrow, size 12 (Both must be correct)
	7	✓	Chart title in bold
7.7	8	✓	Legend correctly inserted on the left of the chart
	9	✓	Legend contains the correct information (Province names). Penalise if the word 'series' appears in the legend.
7.8	10	✓	Chart resized to fit below the spreadsheet. Accept any position below the spreadsheet i.e. left, centre, right
7.10	11	✓	Chart printed as an object
	12	✓	Chart printed on one A4 page, landscape

[13]

1✓ Question number changed in the header

REGISTERED VOTERS PER PROVINCE - SA

PROVINCE	REGISTERED VOTERS FOR ELECTIONS			DIFFERENCE IN REGISTRATION	% REGISTRATION PER PROVINCE IN 2024
	2014 (Million)	2019 (Approx.)	2024 (Approx.)		
Gauteng	6,0	6381300	6545000	163700	0,6%
KwaZulu Natal	5,1	5524700	5746500	221800	0,8%
North West	1,6	1702700	1770700	68000	0,2%
Mpumalanga	1,8	1951700	2026900	75200	0,3%
Western Cape	2,9	3128600	3321200	192600	0,7%
Northern Cape	0,6	626500	658000	31500	0,1%
Free State	1,4	1462500	1459500	-3000	0,0%
Eastern Cape	3,2	3363200	3445500	82300	0,3%
Limpopo	2,4	2608500	2783800	175300	0,6%
TOTAL FOR 2024			27757100		
LOWEST NOS. IN 2029		626500			
HIGHEST NOS. IN 2024			6545000		
NUMBER OF PROVINCES	9				



1✓ Accuracy

2✓ 3D pie chart inserted
3✓ Colour fill evident in chart area – light grey

8✓ Legend – left of chart

9✓Legend displays correct information

Chart Title
4✓ Above chart
5✓ Right-aligned
6✓ Font: Arial Narrow, 12 (both correct)
7✓ Bold

10✓ Chart resized – fits below spreadsheet
11✓ Chart printed as an object
12✓ Chart printed on ONE A4 page, landscape

A	M	T
1	12	13

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SECTION C: DATABASE

QUESTION 8

MARK ALLOCATION

ACCURACY	2
MANIPULATION	10
TOTAL	12

QUESTION NUMBER	MARKS	ACCURACY
8.3	2	All typing errors in the field names. One mark per error up to a maximum of 2 marks.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
8.1	1	✓	MS Access used (.accdb) and the filename is correct (RESOLUTIONS). Both must be correct for the mark to be awarded
8.2	2	✓	Table name: EXAMINATION NUMBER QUESTION 8
8.3	3	✓	Correct data type - Short Text (Accept 'Text')
	4	✓	Correct field size - 30
	5	✓	Correct field type - Long Integer
	6	✓	Correct field type and size -Short Text, 20. Both must be correct. (Accept 'Text')
	7	✓	Correct field type and size - Short Text, 25. Both must be correct. (Accept 'Text')
	8	✓	Uppercase/lowercase and letter spacing correct for field names. All must be correct for the mark to be awarded.
8.4	9	✓	Structure printed on one A4 portrait page
	10	✓	Structure printed without extra properties and indexes (only field names, data type and sizes displayed)

[12]

1✓MS Access used and filename correct – RESOLUTIONS.accdb (both correct)

C:\Users\Documents\RESOLUTIONS.accdb Tuesday, 15 September 2023
Table: EXAMINATION NUMBER QUESTION 8 Page: 1

2✓ Table Name: EXAMINATION NUMBER, QUESTION 8

Columns

Name	Type	Size
COLLEGE NAME	Short Text	30
NUMBER OF GBV CASES	Long Integer	4
TYPE OF CASES	Short Text	20
RESOLUTIONS	Short Text	25

3✓ 5✓

4✓

6✓ both correct
7✓ both correct

8✓ Uppercase/lowercase and letter spacing correct
9✓Printed on one A4 page portrait
10✓ Print without extra indexes and properties (only fieldnames, type and size)

A	M	T
2	10	12

QUESTION 9

MARK ALLOCATION

ACCURACY	8
MANIPULATION	9
TOTAL	17

QUESTION NUMBER	MARKS	ACCURACY
9.3	8	Penalise all keying in errors (spelling errors, omissions and additional text) in the table. Deduct ONE mark per error up to a maximum of 8 marks. DO NOT double penalise an error. Repeated errors must be circled. NB: Uppercase/lowercase, letter and number spacing are marked as manipulation.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
9.2	1	✓	Table correctly renamed (NB: Penalise if the word 'copy' appears as this should be removed when renaming the table as EXAMINATION NUMBER, QUESTION 9)
9.3	2	✓	Uppercase/lowercase correct
	3	✓	Letter spacing correct
9.4	4	✓	New record added: "Ridgefield College" and corresponding information
9.5	5	✓	Record deleted: "Pre-Vocational Excellence" and corresponding information
9.6	6	✓	Table sorted according to the 'TYPE OF CASES' column with corresponding information
	7	✓	Table sorted in ascending order
9.7	8	✓	Adjust column width. Penalise if all data cannot be read
9.9	9	✓	Table printed on ONE A4 landscape page

[17]

1✓ Table correctly renamed

EXAMINATION NUMBER, QUESTION 9

2✓ Uppercase/lowercase correct
3✓ Letter spacing correct

COLLEGE NAME	NUMBER OF GBV CASES	TYPE OF CASES	RESOLUTIONS
AgricFo Technical College	1350	Bullying	Intervention
Millennial College	1490	Physical assault	Support
Ridgefield College	1002	Rape assault	Code of conduct
HiTech Vocational College	1750	Sexual harassment	Debates
InfoTech College	1250	Verbal abuse	Education

4✓ New record inserted (Ridgefield College)
5✓ Record deleted (Pre-Vocational Excellence)

6✓ Table sorted according to TYPE OF CASES with corresponding information
7✓ TYPE OF CASES column sorted in ascending order

8✓ Adjust column width
9✓ Print on ONE A4 landscape page

A	M	T
8	9	17

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QUESTION 10

MARK ALLOCATION

ACCURACY	1
MANIPULATION	10
TOTAL	11

QUESTION NUMBER	MARKS	ACCURACY
10.5	1	Penalise for any spelling error in the newly inserted text. Deduct a maximum of ONE mark for accuracy

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
10.2	1	✓	Report created using the Report Wizard
10.3	2	✓	Correct field inserted: COLLEGE NAME
	3	✓	Correct field inserted: NUMBER OF GBV CASES
	4	✓	Correct field inserted: TYPE OF CASES
10.4	5	✓	Tabular layout used for the report
10.5	6	✓	Report header changed
10.6	7	✓	Text inserted correctly below the last record
10.7	8	✓	The calculated amount is correct (Both must be correct)
10.8	9	✓	Report footer inserted and centre-aligned
10.10	10	✓	Report printed on ONE A4 portrait page

[11]

1✓ Report created using Report Wizard

EXAMINATION NUMBER QUESTION 10 RESOLUTIONS

2✓ COLLEGE NAME	3✓ NUMBER OF GBV CASES	4✓ TYPE OF CASES
COLLEGE NAME	NUMBER OF GBV CASES	TYPE OF CASES
AgricFo Technical College	1350	Bullying
Millennial College	1490	Physical assault
Ridgefield College	1002	Rape assault
HiTech Vocational College	1750	Sexual harassment
InfoTech College	1250	Verbal abuse
TOTAL	6842	

✓ Accuracy – All newly inserted text

5✓ Tabular layout
6✓Report header edited correctly
7✓ New text correctly inserted and centre-aligned (both must be correct)
8✓ Amount correctly calculated (6842)

Striving to stop GBV!

9✓ Report footer correctly inserted
10✓ Report printed on ONE A4 portrait page

A	M	T
1	10	11

TOTAL SECTION C: 40
GRAND TOTAL: 200

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