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)

13 February 2025

This marking guideline consists of 29 pages.

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IMPORTANT INSTRUCTIONS TO MARKERS

1. Markers are required to work out 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 counts 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.

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.

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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
1.4	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
1.2	2	✓	Font: Arial narrow, 12 pt (Both must be correct)
1.3	3	✓	Table renamed (MS Access) or Header inserted (MS Word)
	4	✓	Header (MS Word) /Table name (MS Access) EXAMINATION NUMBER, QUESTION 1 centred
1.4	5	✓	Uppercase and lowercase correct
	6	✓	Letter/number spacing correct
1.5	7	✓	Field names in capital letters
1.6	8	✓	Contents of 2nd column (NAME) in Berlin Sans FB, size 14
1.7	9	✓	All contents of the 5th column (VENUE) in bold
1.8	10	✓	Contents of the 6th column (TOPIC) centre-aligned
1.9	11	✓	Column width correctly adjusted and all information can be read
	12	✓	Column width adjusted to fit data for each record in one row as indicated.
1.11	13	✓	Data source printed from MS Access/MS Word
	14	✓	Printed on ONE A4 page landscape

[20]

LIFE SKILLS AND COMPUTER LITERACY L4
(Second paper)

1✓ Ms Access/MS Word used
2✓ Arial Narrow, size 12
3 ✓ Table renamed (MS Access)/Header (MS Word) inserted correctly
4 ✓ EXAMINATION NUMBER, QUESTION 1 centred

5 ✓ Uppercase and lowercase correct
6 ✓ Letter/number spacing correct

EXAMINATION NUMBER, QUESTION 1

7 ✓ Fieldnames in capital letters

TITLE	NAME	DATE	TIME	VENUE	TOPIC
Mr	Vusi Mavuso	1 October 2024	14:00	**Gallagher Estate Room 1A**	Business Registration
Mrs	Sue Skew	1 October 2024	14:00	**Gallagher Estate Room 2A**	Business Plan Development
Ms	Jane Naidoo	1 October 2024	14:00	**Gallagher Estate Room 2B**	Business Management
Mr	Mashudu Ndou	1 October 2024	14:00	**Gallagher Estate Room 2C**	Financial Management

8 ✓ 2nd column - Berlin Sans FB, 14
9 ✓ 5th column - bold
10 ✓ 6th column – centre-aligned

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

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	Penalize all spelling errors, omissions, and additional text in the document. Deduct ONE mark per error, up to a maximum of 10 marks. **Do not penalize the words 'equipped' and 'successful' as accuracy errors as these were deliberately misspelled to assess the use of Spellcheck. If the words are not corrected, penalize as manipulation errors no. 16 and 17.** **NOTE:** Repeated errors must be penalized ONCE only. Incorrect letter/number spacing, uppercase, and lowercase are marked as manipulation errors.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
2.1	1	✓	MS Word used
2.2	2	✓	Footer inserted
	3	✓	EXAMINATION NUMBER (left aligned) and QUESTION 2 (right aligned)
2.3	4	✓	Font: Century Gothic 12 pt (Both MUST be correct)
2.4	5	✓	Uppercase and lowercase correct throughout the document
	6	✓	Letter spacing correct throughout the document
	7	✓	Line spacing is correct throughout the document. NB: line spacing for paragraph 3 is penalized in no. 19
2.5	8	✓	The current date is inserted in the correct format. (Both must be correct for the mark to be awarded)
2.6	9	✓	Field name «TITLE» inserted
	10	✓	Fieldname «NAME» inserted (NB: Refer to no. 30-33)
2.7	11	✓	Main heading right right-aligned
2.8	12	✓	Main heading in Bernard MT Condensed, 16 pt
2.9	13	✓	1st paragraph double underlined

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2.10	14	✓	"Department" bold – 1st paragraph and 2nd paragraph (Both must be correct for the mark to be awarded)
2.11	15	✓	R68 million replaced with R78 million
2.12	16	✓	Spell check used – 'equipped' correct
	17	✓	Spell check used – 'successful' correct
2.13	18	✓	First three paragraphs fully justified
2.14	19	✓	Line spacing changed to 2,0 for the 3rd paragraph
2.15	20	✓	"Source: Education….." in italics
	21	✓	"Source: Education….." right-aligned
2.16	22	✓	Table inserted correctly
2.17	23	✓	Inner borders inserted as indicated
	24	✓	Outer borders inserted as indicated
2.18	25	✓	Shading correctly applied. Penalise if shading is too dark (blocks the text) or too light (barely visible)
2.19	26	✓	Column headings – bold
	27	✓	Column headings – centred
2.20	28	✓	Bullets inserted as indicated (Only accept other bullets if there is a report indicating that the specific bullet was not available on the version used at the examination centre).
2.21	29	✓	Page break inserted correctly
2.6 (continued)	30	✓	Fieldname «DATE» inserted
	31	✓	Fieldname «TIME» inserted
	32	✓	Fieldname «VENUE» inserted
	33	✓	Fieldname «TOPIC» inserted
2.22	34	✓	Picture/clipart placed in a correct position. Accept any picture/clipart as the candidate may have limited access to pictures/clipart during the examinations. Accept a shape as an alternate answer due to limited access to pictures during the examination.
	35	✓	Picture/clipart resized to an approximate size as indicated.
2.23	36	✓	Text below the picture is in bold
	37	✓	Text below the picture is right-aligned
2.25	38	✓	Document printed on 2 pages portrait.

[48]

1 ✓ MS Word used (2&3 -refer to footer)
4✓ Century Gothic, 12 pt (both correct)
5✓ Uppercase/lowercase correct
6✓ Letter spacing correct
7✓ Line spacing correct

XX/02/2025

8✓ Date inserted correctly

Dear «TITLE» «NAME»

Merge fields inserted correctly
9✓ <<TITLE>> 10✓ <<NAME>>

11 ✓ Right aligned
12 ✓Bernard MT Condensed,16

BUSINESS HUB AND ENTREPRENEURSHIP OPPORTUNITIES

13 ✓ 1st para – double underlined

The **Department** of Higher Education and Training is working to ensure that all Technical Vocational Education and Training (TVET) colleges are involved in some form of entrepreneurship training in the next three years.

14 ✓Department -bold (both correct)

The **Department** has also expanded its Centres of Specialisation from 26 to 34 centres at 20 TVET colleges with a further investment of R78 million.

15 ✓ R78 Million
16✓ equipped
17 ✓ successful

Colleges are encouraged to take advantage of these opportunities and ensure that their students are equipped with the competencies they need to start and run successful businesses. In line with this, many of the country's TVET colleges have since initiated partnerships with several institutions, some of which are mentioned below:

20 ✓ Italics
21 ✓ Right-align

18 ✓ Full justified – first 3 paragraphs
19 ✓ Line spacing – 2,0 for 3rd paragraph

Source: South African Government News Agency

International Youth Foundation (IYF)	National Youth Development Agency (NYDA)	Small Enterprise Development Agency (SEDA)
Youth Empowerment	➢ Youth Development	Small Business Support
Global Programs	➢ Funding and Support	Business Development

22✓ Table inserted correctly
23✓ Inner border correct
24✓ Outer border correct
25✓ Shading correctly applied

26✓ Row 1 - bold
27✓ Row 1 - centred
28✓ Bullets inserted correctly
29✓ Page break inserted

2✓ Footer inserted
3✓ Exam No. (left) and Ques 2 (right)

EXAMINATION NUMBER QUESTION 2

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Consequently, you are cordially invited to attend a stakeholder engagement meeting to be held as follows:

DATE : «DATE»
TIME : «TIME»
VENUE : «VENUE»

Merge fields inserted correctly
30✓ <<DATE>>
31✓<<TIME>>
32✓ <<VENUE>
33✓ <<TOPIC>

You have been assigned to participate in the above-mentioned commission to discuss the topic: «TOPIC».

PICTURE/CIPLART INSERTED AND RESIZED

34✓ Picture inserted correctly
35✓ Picture resized

"**Creating self-employment opportunities for the youth**"

Yours sincerely

36✓ Text in bold
37✓Text right-aligned
38✓Printed on 2 pages portrait

THOBIUS MULEYA
SRC – Social Portfolio

A	M	T
10	38	48

EXAMINATION NUMBER QUESTION 2

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QUESTION 3

MARK ALLOCATION

ACCURACY	0
MANIPULATION	12
TOTAL	12

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
3.2	1	✓	Footer replaced with a header (Penalise if the footer is still visible)
3.2	2	✓	EXAMINATION NUMBER (left-aligned) AND QUESTION 3 (right-aligned) (Both MUST be correct for the mark to be awarded)
3.3	3	✓	Merged information – 1st letter – Mr Vusi Mavuso (Both must be correct)
3.3	4	✓	Merged information: 1st letter 1 October 2024 and 14:00 (Both must be correct for the mark to be awarded)
3.3	5	✓	Merged information: 1st letter Gallagher Estate Room 1A
3.3	6	✓	Merged information: 1st letter Business Registration
3.3	7	✓	Merged information: 2nd letter Mrs Sue Skew (Both must be correct for the mark to be awarded)
3.3	8	✓	Merged information: 2nd letter 1 October 2024 and 14:00 (Both must be correct for the mark to be awarded)
3.3	9	✓	Merged information: 2nd letter Gallagher Estate Room 2A
3.3	10	✓	Merged information: 2nd letter Business Plan Development
3.5	11	✓	Only TWO letters are printed (Vusi Mavuso and Sue Skew). Penalise if all the letters are printed
	12	✓	Each letter is printed on TWO, A4 portrait pages

[12]

TOTAL SECTION A: 80

EXAMINATION NUMBER QUESTION 3

XX/02/2025

Dear Mr Vusi Mavuso

1 ✓Footer replaced with header
2 ✓Exam no. (Left) and Question 3 (right)
3 ✓ Mr Vusi Mavuso (Title and Name correct)

BUSINESS HUB AND ENTREPRENEURSHIP OPPORTUNITIES

The **Department** of Higher Education and Training is working to ensure that all Technical Vocational Education and Training (TVET) colleges are involved in some form of entrepreneurship training in the next three years.

The **Department** has also expanded its Centres of Specialisation from 26 to 34 centres at 20 TVET colleges with a further investment of R78 million.

Colleges are encouraged to take advantage of these opportunities and ensure that their students are equipped with the competencies they need to start and run successful businesses. In line with this, many of the country's TVET colleges have since initiated partnerships with several institutions, some of which are mentioned below:

Source: South African Government News Agency

International Youth Foundation (IYF)	National Youth Development Agency (NYDA)	Small Enterprise Development Agency (SEDA)
Youth Empowerment	➢ Youth Development	Small Business Support
Global Programs	➢ Funding and Support	Business Development

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EXAMINATION NUMBER QUESTION 3

Consequently, you are cordially invited to attend a stakeholder engagement meeting to be held as follows:

DATE : 1 October 2024
TIME : 14:00
VENUE : Gallagher Estate Room 1A

4✓ 1 October 2024 and 14:00 (both correct)

5 ✓ Gallagher Estate Room 1A

You have been assigned to participate in the above-mentioned commission to discuss the topic: Business Registration.

6✓ Business Registration

PICTURE/CIPLART INSERTED AND RESIZED

"**Creating self-employment opportunities for the youth**"

Yours sincerely

THOBIUS MULEYA
SRC – Social Portfolio

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EXAMINATION NUMBER QUESTION 3

XX/02/2025

Dear Mrs Sue Skew | 7 ✓ Mrs Sue Skew (Title and Name correct)

BUSINESS HUB AND ENTREPRENEURSHIP OPPORTUNITIES

The **Department** of Higher Education and Training is working to ensure that all Technical Vocational Education and Training (TVET) colleges are involved in some form of entrepreneurship training in the next three years.

The **Department** has also expanded its Centres of Specialisation from 26 to 34 centres at 20 TVET colleges with a further investment of R78 million.

Colleges are encouraged to take advantage of these opportunities and ensure that their students are equipped with the competencies they need to start and run successful businesses. In line with this, many of the country's TVET colleges have since initiated partnerships with several institutions, some of which are mentioned below:

Source: South African Government News Agency

International Youth Foundation (IYF)	National Youth Development Agency (NYDA)	Small Enterprise Development Agency (SEDA)
Youth Empowerment	➢ Youth Development	Small Business Support
Global Programs	➢ Funding and Support	Business Development

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EXAMINATION NUMBER QUESTION 3

Consequently, you are cordially invited to attend a stakeholder engagement meeting to be held as follows:

DATE : 1 October 2024
TIME : 14:00
VENUE : Gallagher Estate Room 2A

8✓ 1 October 2024 and 14:00 (both correct)

9 ✓ Gallagher Estate Room 2A

You have been assigned to participate in the above-mentioned commission to discuss the topic: Business Plan Development.

10✓ Business Plan Development

PICTURE/CIPLART INSERTED AND RESIZED

"**Creating self-employment opportunities for the youth**"

Yours sincerely

11✓ Only 2 letters printed
12✓ Both letters printed on 2 A4 pages portrait

THOBIUS MULEYA
SRC – Social Portfolio

A	M	T
-	12	12

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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	✓	Used correct program (MS Excel) used to create the spreadsheet. Penalise if row and column headings (shaded areas) are keyed in
4.2	2	✓	Footer inserted
	3	✓	EXAMINATION NUMBER (left-aligned) and QUESTION 4 (right-aligned)
4.3	4	✓	Font: Comic Sans MS, 12 pt
4.4	5	✓	Uppercase/lowercase correct
	6	✓	Letter and number spacing correct
4.5	7	✓	Main heading merged and right-aligned across columns A−D
4.6	8	✓	Main heading Font: Broadway, 12 pt
4.7	9	✓	Column heading centred across B4-D4 (Cells B4-D4 merged)
	10	✓	All column headings centred horizontally (across columns)
4.8	11	✓	Merge and centre 'EMPLOYMENT SECTOR' vertically (across rows 4 and 5)
4.9	12	✓	Column width adjusted
4.10	13	✓	Horizontal and vertical lines inserted
4.12	14	✓	Printed on ONE A4 portrait page without row and column headings

[20]

1✓ Correct program used. Shaded areas not keyed in
2✓ Footer inserted
3✓ Question number (Left) and Examination No. (right)

4✓ Comic Sans MS size 12
5✓ Uppercase/lowercase correct
6✓ Letter and number spacing correct

7✓Merged and right-aligned across A-D
8✓ Font Broadway, 12 (Both correct)

EMPLOYMENT STATISTICS FOR THE THREE QUARTERS

9✓Centre across col B-D
10✓ Centre all col headings (Horizontal)
11✓Centre across row 4 and 5 (Vertical)

Projected Increase in the 4th Quarter 10%

EMPLOYMENT SECTOR	STATISTICS PER QUARTER		
	Quarter 1	Quarter 2	Quarter 3
Finance	275000	272000	237000
Community Service	210000	200109	199000
Agriculture	85000	75000	61000
Manufacturing	78122	56900	50000
Mining	43699	39499	35000
Transport	33000	27000	20000
Utilities	21500	18760	16000

HIGHEST JOBS IN QUARTER 2

LOWEST JOBS IN QUARTER 3

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

EXAMINATION NUMBER QUESTION 4

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QUESTION 5

MARK ALLOCATION

ACCURACY	6
MANIPULATION	31
TOTAL	37

QUESTION NUMBER	MARKS	ACCURACY
5.8	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
5.2	1	✓	Question number in footer changed to Question 5
5.3	2	✓	Font Comics Sans MS, 12
5.4	3	✓	Delete 'THREE' and replace with 'FOUR'
5.5	4	✓	Main heading: Merge and centre across columns A to F
5.6	5	✓	Main heading: Font Century Gothic, size 14 (Both must be correct for the mark to be awarded)
	6	✓	Main heading: Bold
5.7	7	✓	Double underline text in A3 "Anticipated increase…'
5.8	8	✓	New rows and columns correctly inserted (Penalise if not in the correct position as indicated)
	9	✓	Uppercase/lowercase of **newly inserted text** correct
	10	✓	Letter spacing of the **newly inserted** text correct
5.9	11	✓	Column headings: Italics
	12	✓	Column headings right-aligned
5.10	13	✓	Names of Employment Sectors (A6-A12) centre-aligned
5.11	14	✓	Formula inserted in the correct cells
5.11.1	15	✓	PROJECTION FOR QUARTER 4 –Amount correctly calculated
5.11.2	16	✓	TOTAL FOR QUARTER 4: Amount correctly calculated
5.11.3	17	✓	TOTAL JOBS IN QUARTER 1: Amount correctly calculated
5.11.4	18	✓	HIGHEST JOBS IN QUARTER 2: Amount correctly calculated

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5.11.5	19	✓	LOWEST JOBS IN QUARTER 3: Amount correctly calculated
5.11.6	20	✓	AVERAGE JOBS IN QUARTER 4: Amount correctly calculated
5.12	21	✓	Autofill used
5.13	22	✓	Answer in E16 (Average in Quarter 4) displayed as 2 decimals
5.14	23	✓	Text (row A13 to A16): Font Arial Narrow, 11
	24	✓	Text (row A13 to A16): Bold
5.16	25	✓	Horizontal lines inserted correctly (new rows and columns)
	26	✓	Vertical Lines inserted correctly (new rows and columns)
5.15	27	✓	Thick border inserted around columns and rows as indicated.
5.16	28	✓	Double border inserted below the TOTAL amount (B13)
5.17	29	✓	Column widths adjusted
5.19	30	✓	Answer on ONE A4 landscape page
	31	✓	Answer printed without row and column headings

[37]

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1✓ Changed to QUESTION 5
2✓ Comic Sans MS, 12 (both correct)

3✓ THREE replaced with FOUR
4✓ Merged & Centred A-F
5✓ Century Gothic , 14 (both correct
6✓ Bold

EMPLOYMENT STATISTICS FOR FOUR QUARTERS

7✓ Double underlining

8✓ Rows and Columns inserted correctly
9✓ Uppercase/lowercase correct (new text)
10✓ Letter and number spacing correct (new text)

Projected Increase in the 4th Quarter 10%

EMPLOYMENT SECTOR	STATISTICS PER QUARTER			Projections for Quarter 4	Total for Quarter 4
	Quarter 1	Quarter 2	Quarter 3		
Finance	275000	272000	237000	15✓ 23700	16✓ 260700
Community Service	210000	200109	199000	19900	218900
Agriculture	85000	75000	61000	6100	67100
Manufacturing	78122	56900	50000	5000	55000
Mining	43699	39499	35000	3500	38500
Transport	33000	27000	20000	2000	22000
Utilities	21500	18760	16000	1600	17600

11✓ Italics
12✓ Right aligned
13✓ Col. A Centred
14✓ Formula in the correct position

TOTAL JOBS IN QUARTER 1 746321 17✓

HIGHEST JOBS IN QUARTER 2 272000 18✓

LOWEST JOBS IN QUARTER 3 16000 19✓

AVERAGE IN QUARTER 4 8828,57 20✓

21✓ Autofill column E and F (Both correct)
22✓ 2 decimals – E16

23✓ Arial Narrow, 11 (A13-A16)
24✓ Bold (A13-A16)

25✓ Horizontal lines correct
26✓ Vertical lines correct
27✓ Thick outer border correct
28✓ Double border (B13)

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

A	M	T
6	31	37

EXAMINATION NUMBER

QUESTION 5

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QUESTION 6

MARK ALLOCATION

ACCURACY	0
MANIPULATION	11
TOTAL	11

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
6.2	1	✓	The footer is replaced with a header with QUESTION 6 and EXAMINATION NUMBER (centre-aligned).
6.3	2	✓	Correct formula: =D6*C3
	3	✓	The absolute cell reference is copied correctly to relevant cells in column E
	4	✓	Correct formula: =D6+E6 Accept alternate formula =SUM(D6:E6)
	5	✓	Correct formula: =SUM(B6:B12)
	6	✓	Correct formula: =MAX(C6:C12)
	7	✓	Correct formula: =MIN(D6:D12)
	8	✓	Correct formula: =AVERAGE(E6:E12)
6.4	9	✓	Edit font to Arial Narrow, 10
6.5	10	✓	Column widths adjusted. Penalise if the formulae is not fully visible.
6.7	11	✓	Print on ONE A4 page, landscape

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.

[11]

EXAMINATION NUMBER QUESTION 6

1 ✓ Footer replaced with Header (centre –aligned)

EMPLOYMENT STATISTICS FOR FOUR QUARTERS

Projected Increase in the 4th Quarter 0,1

EMPLOYMENT SECTOR	*STATISTICS PER QUARTER*			*Projections for*	*Total for*
	Quarter 1	*Quarter 2*	*Quarter 3*	*Quarter 4*	*Quarter 4*
Finance	275000	272000	237000	=D6*C3	=D6+E6
Community Service	210000	200109	199000	=D7*C3	=D7+E7
Agriculture	85000	75000	61000	=D8*C3	=D8+E8
Manufacturing	78122	56900	50000	=D9*C3	=D9+E9
Mining	43699	39499	35000	=D10*C3	=D10+E10
Transport	33000	27000	20000	=D11*C3	=D11+E11
Utilities	21500	18760	16000	=D12*C3	=D12+E12

2 ✓ Correct Formulae with absolute cell reference : =D6*C3

3 ✓ Absolute cell reference copied correctly to all cells

4 ✓ =D6+E6
(Accept =sum(D6:E6)

TOTAL JOBS IN QUARTER 1 =SUM(B6:B12)

HIGHEST JOBS IN QUARTER 2 =MAX(C6:C12)

LOWEST JOBS IN QUARTER 3 =MIN(D6:D12)

AVERAGE IN QUARTER 4 =AVERAGE(E6:E12)

5✓ Correct formula: =SUM(B6:B12)
6✓ Correct formula: =MAX(C6:C12)
7 ✓Correct formula: = MIN(D4:D6:D12)
8 ✓Correct formula: =AVERAGE(E6:E12)

9 ✓Font changed to Arial Narrow, 10
10 ✓ Column width adjusted and all formulae are visible
11 ✓Print on ONE A4 landscape page

A	M	T
-	11	11

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QUESTION 7

MARK ALLOCATION

ACCURACY	1
MANIPULATION	11
TOTAL	12

QUESTION NUMBER	MARKS	ACCURACY
7.7	1	Penalise all spelling errors omissions and additional in chart title up to a maximum of 1 mark.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
7.2	1	✓	Changed question number to QUESTION 7
7.3	2	✓	3-D column chart inserted
	3	✓	Statistics for Quarter 2 and 3 displayed
	4	✓	Employment sectors – displayed correctly on the chart
7.4	5	✓	Chart title inserted correctly above the chart
	6		Chart title left-aligned
7.5	7	✓	Chart title: Font type Baskerville Old Face, size 10 (Both must be correct)
7.6	8	✓	Legend correctly inserted on the right of the chart
	9	✓	Legend contains the correct information (Quarter 2 and Quarter 3). Penalise if the word 'series' appears in the legend.
7.7	10	✓	Chart resized to fit below the spreadsheet. Accept any position below the spreadsheet i.e. left, centre, right
7.9	11	✓	Chart printed as an object on one A4 page landscape

[12]

EXAMINATION NUMBER

QUESTION 7

1 ✓Question number changed

EMPLOYMENT STATISTICS FOR FOUR QUARTERS

Projected Increase in the 4th Quarter 10%

EMPLOYMENT SECTOR	STATISTICS PER QUARTER			Projections for Quarter 4	Total for Quarter 4
	Quarter 1	Quarter 2	Quarter 3		
Finance	275000	272000	237000	23700	260700
Community Service	210000	200109	199000	19900	218900
Agriculture	85000	75000	61000	6100	67100
Manufacturing	78122	56900	50000	5000	55000
Mining	43699	39499	35000	3500	38500
Transport	33000	27000	20000	2000	22000
Utilities	21500	18760	16000	1600	17600

TOTAL JOBS IN QUARTER 1 746321

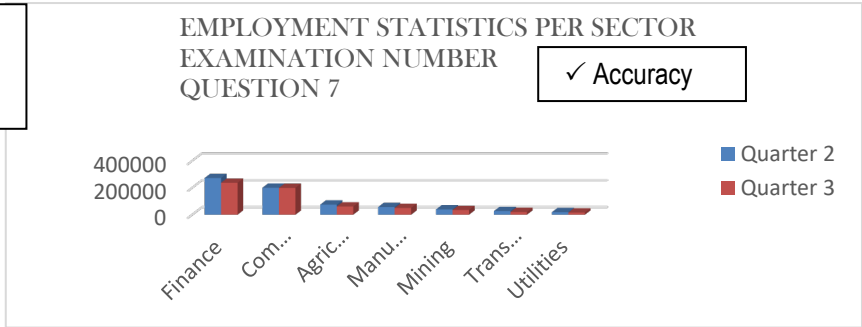
HIGHEST JOBS IN QUARTER 2 272000

LOWEST JOBS IN QUARTER 3 16000

AVERAGE IN QUARTER 4 8828,57

2 ✓ 3D Column chart inserted
3 ✓Statistics for Quarter 2 and 3 displayed
4 ✓Employment sectors displayed on the chart

5✓ Chart title above chart
6 ✓ Chart title left aligned
7 ✓ Baskerville Old Face, 10 (both correct)



✓ Accuracy

8 ✓ Legend – right of chart
9 ✓ Legend displays the correct information

10 ✓ Chart resized to fit below spreadsheet
11 ✓ Answer printed as on object on one A4 page landscape

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1	11	12

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QUESTION 8

MARK ALLOCATION

ACCURACY	2
MANIPULATION	10
TOTAL	12

QUESTION NUMBER	MARKS	ACCURACY
8.3	2	All typing errors, omissions or additional text 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 (BUSINESS). 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 – 35
	5	✓	Correct field type - Long Integer (Size automatically inserted – 2)
	6	✓	Correct field type and size – Currency (Size automatically inserted - 8)
	7	✓	Correct field type - Short Text
	8	✓	Correct field size - 25
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 – BUSINESS.accdb (both correct)

C:\Users\Documents\BUSINESS.accdb Tuesday, 20 October 2023
Table: EXAMINATION NUMBER QUESTION 8 Page: 1

2✓ Table Name: EXAMINATION NUMBER, QUESTION 8

Columns

Name	Type	Size
NAME OF PROVINCE	Short Text	35
NUMBER OF UNEMPLOYED YOUTH	Long Integer	2
NYDA FUNDING AMOUNT	Currency	8
BUSINESS TYPE	Short Text	25

3✓ 4✓ 5✓ 6✓ 7✓ 8✓

✓✓ ACCURACY - Fieldnames

9✓ Printed on one page portrait
10✓Printed without extra properties and indexes

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	✓	Record deleted: "NORTH WEST " and corresponding information
9.5	5	✓	New record added: "MPUMALANGA" and corresponding information
9.6	6	✓	Table sorted according to the 'NAME OF PROVINCE' column with corresponding information
	7	✓	Table sorted in descending 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]

EXAMINATION NUMBER, QUESTION 9

1✓ Table correctly renamed

NAME OF PROVINCE	NUMBER OF UNEMPLOYED YOUTH	NYDA FUNDING AMOUNT	BUSINESS TYPE
MPUMALANGA	2150	R3 000 000,00	Travelling Agent
LIMPOPO	2250	R2 000 000,00	Catering
KWAZULU NATAL	1157	R2 500 000,00	Bakery
GAUTENG	1190	R1 500 000,00	Internet Café
EASTERN CAPE	1150	R1 000 000,00	Hairdresser

2✓ Uppercase/lowercase correct
3✓ Letter spacing correct
5✓ Record deleted (NORTH WEST)
4✓ New record inserted (MPUMALANGA)

6✓ Table sorted according to NAME OF PROVINCE
7✓ Table sorted in descending order
8✓ Column width adjusted
9✓ Table printed on one A4 page, landscape

A	M	T
8	9	17

QUESTION 10

MARK ALLOCATION

ACCURACY	1
MANIPULATION	10
TOTAL	11

QUESTION NUMBER	MARKS	ACCURACY
10.5	1	Penalise all keying-in errors (spelling errors, omissions and additional text) in the report header. Deduct up to a maximum of 1 mark.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
10.2	1	✓	Report created using the Report Wizard
10.3	2	✓	Correct field inserted: NAME OF PROVINCE
	3	✓	Correct field inserted: NUMBER OF UNEMPLOYED YOUTH
	4	✓	Correct field inserted: NYDA FUNDING AMOUNT
10.4	5	✓	Tabular layout used for the report
10.5	6	✓	Report header changed correctly
10.6	7	✓	Text inserted correctly below the last record
10.7	8	✓	The calculated amount is correct (Accept with or without the currency and 2 decimals)
10.8	9	✓	Report footer inserted (Accept any alignment)
10.10	10	✓	Report printed on one A4 page portrait

[11]

1✓ Report created using Report Wizard

EXAMINATION NUMBER, QUESTION 10, BUSINESS TYPES

NAME OF PROVINCE	NUMBER. OF UNEMPLOYED YOUTH	NYDA FUNDING AMOUNT
2✓ NAME OF PROVINCE	3✓ NUMBER OF UNEMPLOYED YOUTH	4✓ NYDA FUNDING AMOUNT
LIMPOPO	2250	R2 000 000, 00
KWAZULU NATAL	1157	R2 500 000, 00
GAUTENG	1190	R1 500 000, 00
EASTERN CAPE	1150	R1 000 000, 00
AVERAGE		R2 000 000,00

5✓ Tabular layout
6✓Report header edited correctly
7✓ New text correctly inserted and centre-aligned (both must be correct)
8✓ Amount correctly calculated (R2 000 000,00)

✓ Accuracy – All newly inserted text

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

A	M	T
1	10	11

SIYANQOBA!!!

TOTAL SECTION C: 40
GRAND TOTAL: 200

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