higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

i

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE SKILLS AND COMPUTER LITERACY (ICT COMPONENT)

NQF LEVEL 2

(Second paper)

24 November 2024

This marking guideline consists of 14 pages.

Copyright reserved

INSTRUCTIONS TO MARKERS

To facilitate marking and moderation, the following must be adhered to:

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

2. **Accuracy** is marked negatively with a red pen (/).

   Manipulation is marked with a blue pen (X or ✓) and the manipulation number must be written next to every tick (✓) or cross (X) e.g.1✓/1X.
   To ensure that candidates are rewarded for tasks done well, e.g. if 3 marks are allocated for accuracy but a candidate made 5 errors, he/she only loses a maximum of 3 marks for accuracy and is still rewarded for the manipulation that was done correctly.

3. Accuracy errors include spelling errors/keying-in errors, omissions and repetitions. Uppercase, lowercase, line and letter spacing are marked as manipulation errors.

4. To aid with the marking process, it is suggested that a transparency template is made of the breakdown of the marks at the beginning of the marking guideline discussion for each question. All marking on the PRINTOUT (ticks and crosses) must be made in the same position as indicated on the marking guideline template.

5. The following table format can be used to write marks achieved for each question on the PRINTOUT. **(NB: numbers in the table are for demonstration purposes only):**

	A	M	T
Write the total possible mark in this line	9	12	21
Write the errors made by the candidate in this line	1	2	3
Write the marks achieved by the candidate in this line	8	10	1

6. The candidate's total mark is written on the cover page of the EXAMINATION FOLDER next to the corresponding QUESTION NUMBER.

7. If the candidate handed in a PRINTOUT, but achieved 0 (zero) for the question, 0 (zero) is written on the cover page next to the corresponding QUESTION NUMBER.

8. If a candidate did not hand in a PRINTOUT, a line is drawn across the block next to the corresponding QUESTION NUMBER.
   If a candidate handed in duplicate printouts, a line must be drawn across the duplicate printout, with the term 'DUPLICATE' written across it.

9. All PRINTOUTS must include the candidate's EXAMINATION NUMBER and a CONSISTENT WATERMARK. If a candidate handed in a PRINTOUT without a printed EXAMINATION NUMBER and/or a CONSISTENT WATERMARK, the question must be marked and reported as an irregularity.

Copyright reserved

10. All irregularities are marked and marks are transferred to the COVER PAGE. The code IRR or word IRREGULARITY is written next to the percentage and an irregularity report is completed.

11. ONLY mark what the marking guideline indicates and do NOT penalise candidates for automatic formats or styles used, for example in MS Office 2007.

Copyright reserved

SECTION A: WORD PROCESSING

QUESTION 1

MARK ALLOCATION

ACCURACY	**2**
MANIPULATION	**13**
TOTAL	**15**

QUESTION NUMBER	MARKS	ACCURACY
1.1	✓✓	Penalise all typing errors such as spelling, omission and repetition of text. Deduct ONE mark per error in the document up to a MAXIMUM of TWO marks. Do NOT penalise errors twice, rather encircle them. Also, do NOT penalise uppercase, lowercase, line and letter spacing under accuracy.

QUESTION NUMBER	NUMBERING	MARKS	MANIPULATION
1.2	1	✓	Header: Correctly inserted
	2	✓	Header: EXAMINATION NUMBER left aligned
	3	✓	Header: QUESTION 1 right aligned
1.3	4	✓	Font type: Gadugi (consistent throughout the entire document)
	5	✓	Font size: 12
1.4	6	✓	Insert date: Date inserted in correct position (accept any format)
1.5	7	✓	Spaces between paragraphs
1.6	8	✓	Subject heading: Italics
	9	✓	Subject heading: Bold
1.1	10	✓	Line and letter spacing consistent throughout the entire document
	11	✓	Uppercase and lowercase consistent throughout the entire document
1.8	12	✓	Document printed on ONE A4 page
	13	✓	Page orientation: Portrait

1. Header: Correctly inserted✓ 2. Header: Exam number L/A✓ 3. Header: QUESTION 1 R/A✓

EXAMINATION NUMBER QUESTION 1

Phalaborwa College
Cnr. Church Street and George Street
PHALABORWA
1389

4. Font type: Gadugi✓ 5. Font size: 12✓

6. Insert date✓

Today's date

7. Spaces between paragraphs✓

Dear Students

Subject heading: 8. Italics✓ 9. Bold ✓

Subject: Invitation to a substance abuse seminar

The Department of Health will be visiting the college to educate students about substance abuse. This decision was influenced by the rapidly rising number of substance abuse cases and the associated health and socio-economic burdens in South Africa.

Remember, substance abuse is a contributing factor to health-related conditions such as deaths, injuries, violence, HIV/AIDS, tuberculosis, and chronic diseases like cardiovascular disease, cancer, and mental disorders.

Being there will help you learn as much as possible to avoid such a situation and enable you to support a friend who is already in danger.

DATE: 31 October 2024
TIME: 09:00
PLACE: College Auditorium

I look forward to seeing you there!

Yours sincerely,
Mr. TP Thulo (SRC PRESIDENT)
PHALABORWA COLLEGE

10. Line and letter spacing consistent✓
11. Uppercase and lowercase consistent✓
12. Document printed on ONE A4 page✓
13. Page orientation: Portrait✓

A	M	T
2	13	15

[15]

QUESTION 2

MARK ALLOCATION

ACCURACY	**3**
MANIPULATION	**17**
TOTAL	**20**

QUESTION NUMBER	MARKS	ACCURACY
2.7	✓✓✓	Penalise all typing errors such as spelling, omission and repetition of text, in the newly inserted text ONLY. Deduct ONE mark per error in the document up to a MAXIMUM of THREE marks. Do NOT penalise errors twice, rather encircle them. Also, do NOT penalise uppercase, lowercase, line and letter spacing under accuracy.

QUESTION NUMBER	NUMBERING	MARKS	MANIPULATION
2.1	1	✓	Header: Changed QUESTION 1 to QUESTION 2
2.2	2	✓	Address: Tab to indent to the right as indicated
	3	✓	Date: Tab to indent to the right as indicated
2.3	4	✓	Subject heading: Underlined
	5	✓	Subject heading: Centre aligned
2.4	6	✓	Subject heading: Uppercase
2.5	7	✓	Paragraph 2: Right aligned
	8	✓	Paragraph 2: Italics
2.6	9	✓	Paragraph 3: “support” double underlined
2.7	10	✓	Uppercase and lowercase (newly inserted text ONLY)
	11	✓	Line and letter spacing (newly inserted text ONLY)
2.8	12	✓	Numbered list inserted
2.9	13	✓	Date, Time & Place: Italics
	14	✓	Date, Time & Place: Bold
2.10	15	✓	“PHALABORWA COLLEGE” deleted
2.12	16	✓	Document printed on ONE A4 page
	17	✓	Page orientation: Portrait

Copyright reserved

EXAMINATION NUMBER

1. Changed header to QUESTION 2✓ QUESTION 2

2. Address: Tab to Indent to right✓
3. Date: Tab to Indent to right✓
4. Subject heading: Underlined✓
5. Subject heading: Centre aligned✓
6. Subject heading: Uppercase✓

Phalaborwa College
Cnr. Church Street and George Street
PHALABORWA
1389

Today's date

Dear Students

SUBJECT: INVITATION TO A SUBSTANCE ABUSE SEMINAR

The Department of Health will be visiting the college to educate students about substance abuse. This decision was influenced by the rapidly rising number of substance abuse cases and the associated health and socio-economic burdens in South Africa.

Remember, substance abuse is a contributing factor to health-related conditions such as deaths, injuries, violence, HIV/AIDS, tuberculosis, and chronic diseases like cardiovascular disease, cancer, and mental disorders.

Being there will help you learn as much as possible to avoid such a situation and enable you to support a friend who is already in danger.

The speaker will address the following questions/topics and distribute pamphlets:
1. What is addiction?
2. The different types of addiction
3. How can you tell when someone is addicted?
4. The effects of addiction
5. Organisations you can go to for help

DATE: 31 October 2024
TIME: 09:00
PLACE: College Auditorium

I look forward to seeing you there!

Yours sincerely,
Mr. TP Thulo (SRC PRESIDENT)

7. Paragraph 2: Right-aligned✓
8. Paragraph 2: Italics✓
9. Paragraph 3: "support" double underlined✓
10. Uppercase/lowercase (new text only)✓
11. Line/letter spacing (new text only)✓
12. Numbered list inserted✓
13. Date, Time & Place: Italics✓
14. Date, Time & Place: Bold✓
15. Deleted "PHALABORWA COLLEGE"✓
16. Printed ONE A4 page✓
17. Page orientation: Portrait✓

A	M	T
3	17	20

[20]

TOTAL SECTION A: 35

Copyright reserved

QUESTION 3

MARK ALLOCATION

ACCURACY	**5**
MANIPULATION	**10**
TOTAL	**15**

QUESTION NUMBER	MARKS	ACCURACY
3.1	✓✓✓✓✓	Penalise all typing errors. Accuracy errors include spelling, omission and repetition of text. such as spelling, omission and repetition of text. Deduct ONE mark per error in the document up to a maximum of FIVE marks. Do not penalise repeated errors. Do not deduct marks for uppercase, lower case, word & letter spacing under accuracy.

QUESTION NUMBER	NUMBERING	MARKS	MANIPULATION
3.2	1	✓	Header: Correctly inserted
	2	✓	Header: QUESTION 3, left aligned
	3	✓	Header: EXAMINATION NUMBER, right aligned
3.3	4	✓	Font type: Goudy Old Style (consistent throughout the entire document)
	5	✓	Font size: 11
3.4	6	✓	Open rows: Row 5 and Row 7 (Penalise if ONE of the rows is NOT left open)
3.5	7	✓	Column widths correctly adjusted (all information is clearly visible)
3.5 / 3.7	8	✓	Page orientation: Portrait
3.5 / 3.7	9	✓	Printed ONE A4 page
3.7	10	✓	Printed WITHOUT row and column headings

Copyright reserved

2. Header: QUESTION 3, left aligned✓

3.Header: Exam no, right aligned✓

QUESTION 3 EXAMINATION NUMBER

1. Header: Correctly inserted✓ **4. Font type: Goudy Old Style✓** **5. Font size: 11✓**

WE CARE ALCOHOL AND DRUG CENTRE
100 HAMILTON STREET
CAPE TOWN
8001

ADMISSION DATE: 21 OCTOBER 2024

PATIENT LEADER	WARD	NUMBER OF PATIENTS	NUMBER OF DAYS	PRICE PER DAY PER PERSON
John	A123	6	4	R200,00
Tom	B234	10	7	R350,00
Jerry	C345	8	5	R250,00
Mark	D456	12	7	R350,00
Sam	E103	9	6	R300,00
Gert	F234	7	4	R150,00
Sipho	G345	11	7	R350,00
Thato	H456	13	7	R350,00

6. Open rows: Row 5 & Row 7✓

7. Column width adjusted✓

8. Page Orientation: Portrait✓

9. Printed ONE A4 page✓

10. Printed WITHOUT rows and column headings✓

A	M	T
5	10	15

[15]

Copyright reserved

QUESTION 4

MARK ALLOCATION

ACCURACY	**2**
MANIPULATION	**23**
TOTAL	**25**

QUESTION NUMBER	MARKS	ACCURACY
4.4 4.5	✓ ✓	Penalise all typing errors such as spelling, omission and repetition of text. Deduct ONE mark per error in the document up to a MAXIMUM of TWO marks.

QUESTION NUMBER	NUMBERING	MARKS	MANIPULATION
4.1	1	✓	QUESTION 3 changed to QUESTION 4
4.2	2	✓	Main heading: Font type: Forte
	3	✓	Main heading: Font size: 20
4.3	4	✓	Main heading: Correctly merged and centred across cells A1 to H1
4.4	5	✓	Sub-heading: 'ADMISSION DATE' correctly inserted in Row 6 with corresponding information
4.5	6	✓	New column inserted: GROSS AMOUNT DUE
	7	✓	New column inserted: ADMISSION FEE 10%
	8	✓	New column inserted: NET AMOUNT DUE
	9	✓	New row inserted: TOTAL AMOUNT
4.6	10	✓	Column headings: Bold
	11	✓	Column headings: Right aligned
4.7	12	✓	A: GROSS AMOUNT DUE correctly calculated
	13	✓	B: ADMISSION FEE 10% correctly calculated
	14	✓	C: NET AMOUNT DUE correctly calculated
	15	✓	D: TOTAL AMOUNT (ADMISSION FEE 10% column) correctly calculated
	16	✓	D: TOTAL AMOUNT (NET AMOUNT DUE column) correctly calculated

Copyright reserved

4.8	17	✓	All values in Columns F, G and H displayed as currency.
	18	✓	All values in Columns F, G and H displayed with TWO decimal places
4.9	19	✓	Horizontal and vertical lines correctly inserted
4.10	20	✓	Column widths correctly adjusted (all information is clearly visible)
4.10 4.12	21	✓	Page Orientation: Landscape
4.10 4.12	22	✓	Printed ONE A4 page
4.12	23	✓	Printed WITHOUT row and column headings

Copyright reserved

QUESTION 4 **1. QUESTION 3 changed to QUESTION 4 ✓** EXAMINATION NUMBER

WE CARE ALCOHOL AND DRUG CENTRE

100 HAMILTON STREET
CAPE TOWN
8001

ADMISSION DATE: 21 OCTOBER 2024

PATIENT LEADER	WARD	NUMBER OF PATIENTS	NUMBER OF DAYS	PRICE PER DAY PER PERSON	GROSS AMOUNT DUE	ADMISSION FEE 10%	NET AMOUNT DUE
John	A123	6	4	R200,00	R4 800,00	R480,00	R4 320,00
Tom	B234	10	7	R350,00	R24 500,00	R2 450,00	R22 050,00
Jerry	C345	8	5	R250,00	R10 000,00	R1 000,00	R9 000,00
Mark	D456	12	7	R350,00	R29 400,00	R2 940,00	R26 460,00
Sam	E103	9	6	R300,00	R16 200,00	R1 620,00	R14 580,00
Gert	F234	7	4	R150,00	R4 200,00	R420,00	R3 780,00
Sipho	G345	11	7	R350,00	R26 950,00	R2 695,00	R24 255,00
Thato	H456	13	7	R350,00	R31 850,00	R3 185,00	R28 665,00
TOTAL AMOUNT						R14 790,00	R133 110,00

A	M	T
2	23	25

2. Main heading: Font type: Forte✓
3. Main heading: Font size: 20✓
4. Main heading: Merged & centred across cells A1 to H1✓
5. Sub heading: 'ADMISSION DATE' correctly inserted with corresponding information✓
6. New column inserted: GROSS AMOUNT DUE✓
7. New column inserted: ADMISSION FEE 10%✓
8. New column inserted: NET AMOUNT DUE✓
9. New row inserted: TOTAL AMOUNT✓
10. Column headings: Bold✓
11. Column headings: Right aligned✓
12. A: GROSS AMOUNT DUE correctly calculated✓
13. B: ADMISSION FEE 10% correctly calculated✓
14. C: NET AMOUNT DUE correctly calculated✓
15. D: TOTAL AMOUNT (ADMISSION FEE 10% column) correctly calculated✓
16. D: TOTAL AMOUNT (NET AMOUNT DUE column) correctly calculated✓
17. All values in columns F, G & H displayed as currency✓
18. All values in columns F, G & H displayed with 2 decimal places✓
19. Horizontal and vertical lines inserted✓ [25]

20. Column widths correctly adjusted✓
21. Page Orientation: Landscape✓
22. Printed ONE A4 page✓
23. Printed WITHOUT row and column headings✓

TOTAL SECTION B: 40

Copyright reserved

QUESTION 5

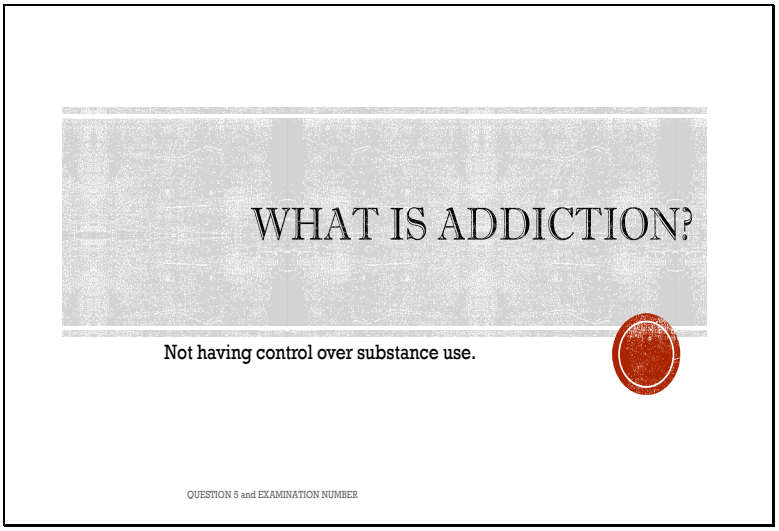
MARK ALLOCATION

ACCURACY	**2**
MANIPULATION	**23**
TOTAL	**25**

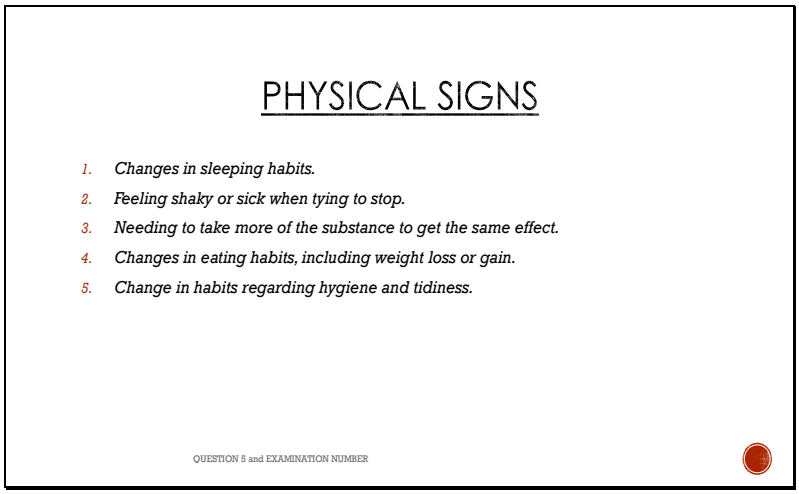
QUESTION NUMBER	MARKS	ACCURACY
5.1	✓✓	Penalise all typing errors such as spelling, omission and repetition of text. Deduct ONE mark per error in the document up to a MAXIMUM of TWO marks. Note: If candidates typed the slide layout e.g. 'SLIDE 1: TITLE ONLY' or the instructions, deduct ONE mark in the TOTAL for Accuracy.

QUESTION NUMBER	NUMBERING	MARKS	MANIPULATION
5.2	1	✓	Slide 1: Title slide inserted
5.2.1	2	✓	Title: Font type: Imprint MT Shadow
	3	✓	Title: Font size: 48
5.2.2	4	✓	Title: Right aligned
5.2.3	5	✓	Sub-title: Centre aligned
5.2.4	6	✓	Insert Footer: QUESTION 5 and EXAMINATION NUMBER
	7	✓	Footer: Applied to ALL slides
5.3	8	✓	Slide 2: Title and Content slide inserted
5.3.1	9	✓	Title: Font type: Century Gothic
	10	✓	Title: Font size: 44
5.3.2	11	✓	Title: Uppercase
	12	✓	Title: Underlined
5.3.3	13	✓	Numbered list inserted
	14	✓	Text displayed in italics
5.4	15	✓	Slide 3: Comparison slide inserted
5.4.1	16	✓	Left Column: Numbered list inserted
	17	✓	Left Column: Bold text
5.4.2	18	✓	Right Column: Bulleted list inserted
	19	✓	Right Column: Phrases underlined
5.1	20	✓	Uppercase and lowercase consistent throughout the entire document.
5.5	21	✓	Theme (Wood type) applied to all slides.
5.7	22	✓	Printed HANDOUT
	23	✓	Printed THREE slides on ONE page

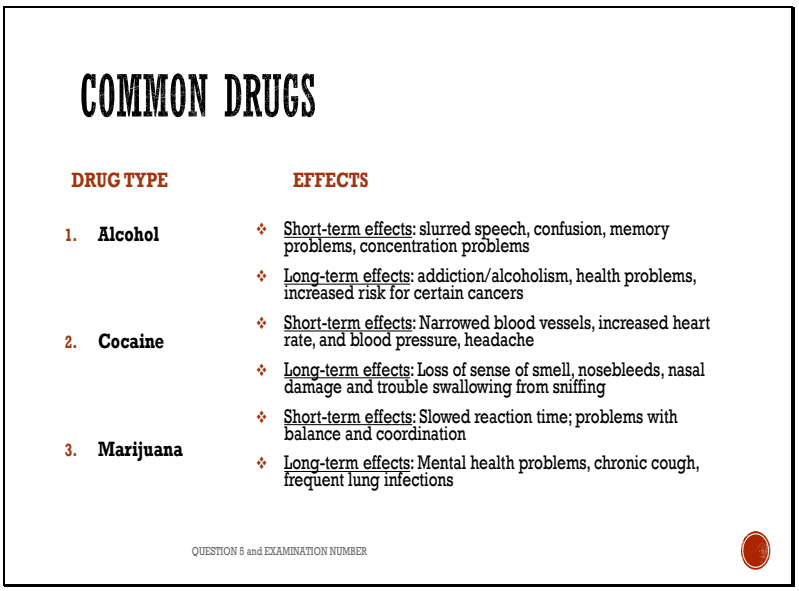
Copyright reserved



1. Title slide inserted✓
2. Title: Font type: Imprint MT Shadow✓
3. Title: Font size: 48✓
4. Title: Right aligned✓
5. Sub-title: Centre aligned✓
6. Insert Footer: QUESTION 5 and EXAMINATION NUMBER✓
7. Footer: Applied to ALL slides✓



8. Title and Content slide inserted✓
9. Title: Font type: Century Gothic✓
10. Title: Font size: 44✓
11. Title: Uppercase✓
12. Title: Underlined✓
13. Numbered list inserted✓
14. Text displayed in italics✓



15. Comparison slide inserted✓
16. Left column: Numbered list inserted✓
17. Left column: Bold ✓
18. Right column: Bulleted list inserted✓
19. Right column: Phrases underlined✓
20. Uppercase & lowercase consistent✓
21. Theme: 'Wood type' applied to all slides✓
22. Printed: HANDOUT✓
23. Printed: 3 slides on ONE page✓

A	M	T
2	23	25

TOTAL SECTION C: [25]
TOTAL: 100

Copyright reserved