higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE SKILLS AND COMPUTER LITERACY (ICT COMPONENT)

NQF LEVEL 2

(Second paper)

11 February 2025

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.
   Upper case, lower case, 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 of 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 word '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.

SECTION A: WORD PROCESSING

QUESTION 1

MARK ALLOCATION

ACCURACY	**5**
MANIPULATION	**15**
TOTAL	**20**

QUESTION NUMBER	MARKS	ACCURACY
1.1	✓✓✓✓✓	Penalise for all typing errors 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 errors twice, rather encircle them. Also, do NOT penalise for upper case, lower case, line and letter spacing under accuracy.

QUESTION NUMBER	NUMBERING	MARKS	MANIPULATION
1.2	1	✓	Inserted header
	2	✓	Header: EXAMINATION NUMBER and QUESTION 1 centre-aligned
	3	✓	Header: EXAMINATION NUMBER and QUESTION 1 typed in ONE line
1.3	4	✓	Font type: Malgun Gothic (consistent throughout the entire document)
	5	✓	Font size: 12
1.4	6	✓	Heading: Bold
	7	✓	Heading: Upper case
	8	✓	Heading: Left-aligned
1.5	9	✓	Spaces between paragraphs
1.6	10	✓	Sub-heading: Underlined
1.7	11	✓	Numbered list inserted
1.1	12	✓	Line and letter spacing consistent throughout the entire document
	13	✓	Upper case and lower case consistent throughout the entire document
1.9	14	✓	Printed: ONE A4 page
	15	✓	Page orientation: Portrait

Header: 1. Correctly inserted✓ 2. Exam no & QUESTION 1: Centre ✓ 3. Typed in ONE line✓

EXAMINATION NUMBER QUESTION 1

4. Font type: Malgun Gothic✓ 5. Font size: 12✓

A BALANCED LIFESTYLE

Heading: 6. Bold✓ 7. Upper case✓ 8. Left-aligned✓

A balanced lifestyle ensures that you enjoy good health and can perform your daily responsibilities. Therefore, being healthy should be part of your overall lifestyle. Living a healthy lifestyle can help prevent chronic diseases and long-term illnesses.

9. Spaces between paragraphs✓

The most important factor is to manage the stressful demands and pressures of life that can be harmful to your health. Remember, maintaining a healthy lifestyle is not difficult, nor does it require a lot of work.

10. Sub-Heading: Underlined✓

TIPS FOR A HEALTHY LIFESTYLE:

1. Eating healthy food that is rich in nutrients
2. Do exercises regularly and be physically active
3. Avoid stimulants
4. Getting enough good sleep
5. Practice good hygiene
6. Manage stress

11. Numbered list inserted✓

12. Line & letter spacing consistent✓

13. Upper case and Lower case consistent✓

14. Printed ONE A4 page✓

15. Page orientation: Portrait✓

A	M	T
5	15	20

[20]

Copyright reserved

QUESTION 2

MARK ALLOCATION

ACCURACY	**4**
MANIPULATION	**16**
TOTAL	**20**

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

QUESTION NUMBER	NUMBERING	MARKS	MANIPULATION
2.1	1	✓	Header: Changed QUESTION 1 to QUESTION 2
2.2	2	✓	TWO open spaces below main heading
2.3	3	✓	Paragraph 1 : Formatted phrase ‘healthy lifestyle’ to appear in UPPERCASE
	4	✓	Paragraph 2: Formatted phrase ‘healthy lifestyle’ to appear in UPPERCASE
2.4	5	✓	Sub-heading: ‘TIPS FOR A HEALTHY LIFESTYLE’: Centre-aligned
	6	✓	Sub-heading: ‘TIPS FOR A HEALTHY LIFESTYLE’: Bold
2.6	7	✓	Newly inserted sub-heading: Font type: Bodoni MT Black
	8	✓	Newly inserted sub-heading: Font size: 16
2.7	9	✓	Newly inserted sub-heading: Underlined (Dot-dash underline style)
	10	✓	Newly inserted sub-heading: Right-aligned
2.8	11	✓	Newly inserted text: Delete bullet 5 with all corresponding information
2.9	12	✓	Newly inserted text (EXCEPT the sub-heading): Italics
2.5	13	✓	Upper case and lower case (new text ONLY)
	14	✓	Line and letter spacing (new text ONLY)
2.11	15	✓	Printed: ONE A4 page
	16	✓	Page orientation: Portrait

Copyright reserved

1. Changed QUESTION 1 to QUESTION 2✓

2. TWO open spaces below main heading✓

EXAMINATION NUMBER QUESTION 2

A BALANCED LIFESTYLE

3. Phrase Par 1 'HEALTHY LIFESTYLE': UPPERCASE✓

4. Phrase Par 2 'HEALTHY LIFESTYLE': UPPERCASE✓

A balanced lifestyle ensures that you enjoy good health and can perform your daily responsibilities. Therefore, being healthy should be part of your overall lifestyle. Living a HEALTHY LIFESTYLE can help prevent chronic diseases and long-term illnesses.

The most important factor is to manage the stressful demands and pressures of life that can be harmful to your health. Remember, maintaining a HEALTHY LIFESTYLE is not difficult, nor does it require a lot of work.

Sub-heading: 5. Centre✓ 6. Bold✓

TIPS FOR A HEALTHY LIFESTYLE:

1. Eating healthy food that is rich in nutrients
2. Do exercises regularly and be physically active
3. Avoid stimulants
4. Getting enough good sleep
5. Practice good hygiene
6. Manage stress

New sub-heading: 7. Font type: Bodoni MT Black✓ 8. Font size: 16✓ 9. Underlined (Dot-dash)✓ 10. R/A✓

11. Deleted bullet 5 with all corresponding information✓ 12. New text (EXCEPT sub-heading): Italics✓

What can happen if you do not live a healthy lifestyle

- *Your health will be poor because germs and bacteria grow in dirty places.*
- *You will spread diseases to all the people you meet.*
- *You will have no energy, leading to feeling and looking miserable.*
- *You will probably be overweight.*
- *You will also have low self-esteem*

13. Upper case & lower case (new text ONLY)✓

14. Line & letter spacing (new text ONLY)✓

15. Printed: ONE A4 page✓

16. Page Orientation: Portrait✓

A	M	T
4	16	20

[20]

TOTAL SECTION A: 40

SECTION B

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. 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 (penalise if NOT on TWO lines)
	2	✓	Header: EXAMINATION NUMBER and QUESTION 3 centre-aligned.
3.3	3	✓	Font type: Maiandra GD (consistent throughout the entire document)
	4	✓	Font size: 11
3.4	5	✓	Open rows: Row 2, 4 and 12 (penalise if ONE of the rows in not left open)
3.5	6	✓	Horizontal and vertical lines inserted
3.6	7	✓	Column widths correctly adjusted (all information is clearly visible)
3.6 / 3.8	8	✓	Page orientation: Portrait
3.6 / 3.8	9	✓	Printed: ONE A4 page
3.8	10	✓	Printed WITHOUT row and column headings

Copyright reserved

1. Header: Correctly inserted✓

2.Exam no & QUESTION 3 centre-aligned✓

EXAMINATION NUMBER
QUESTION 3

FITNESS CLUB

INCOME AND EXPENDITURE STATEMENT

INCOME

MEMBERSHIP OPTIONS	NUMBER OF MEMBERS	MEMBERSHIP FEE
Active Health Club Membership	20	270
Health Club Premier Select	25	780
Active Premier Membership	25	1095
Collection Membership	30	2350
TOTAL		

EXPENSES

Salaries	25000
Telephone	1200
Rent	5000
Water and Electricity	3500
Machine Maintenance	3500

3. Font type: Maiandra GD✓

4. Font size: 11✓

5. Insert open rows (Rows 2, 4 and 12)✓

6. Horizontal and vertical lines inserted✓

7. Column widths adjusted✓

8. Page orientation: Portrait✓

9. Printed: ONE A4 page✓

10. Printed WITHOUT row and column headings✓

A	M	T
5	10	15

[15]

QUESTION 4

MARK ALLOCATION

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

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

QUESTION NUMBER	NUMBERING	MARKS	MANIPULATION
4.1	1	✓	Changed QUESTION 3 to QUESTION 4
4.2	2	✓	Main heading: Font type: Californian FB
	3	✓	Main heading: Font size: 20
4.3	4	✓	Main heading: Correctly merged and centred across cells A1 to D1
4.4	5	✓	Sub heading: Italics
	6	✓	Sub heading: Right-aligned
4.5	7	✓	New column inserted: INCOME
	8	✓	New row inserted: TOTAL EXPENSES
	9	✓	New row inserted: PROFIT/LOSS
4.6	10	✓	Column headings: Bold
	11	✓	Column headings: Centre-aligned
4.7	12	✓	Deleted row 16 (Rent with all corresponding information)
4.8	13	✓	A: INCOME correctly calculated
	14	✓	B: TOTAL NUMBER OF MEMBERS correctly calculated
	15	✓	C: TOTAL (INCOME column) correctly calculated
	16	✓	D: TOTAL EXPENSES correctly calculated
	17	✓	E: PROFIT/LOSS correctly calculated
4.9	18	✓	Column D: ALL values displayed as CURRENCY with ZERO decimal places

Copyright reserved

4.10	19	✓	Horizontal and vertical lines correctly inserted
4.11	20	✓	Column widths correctly adjusted (all information is clearly visible)
4.11 / 4.13	21	✓	Page orientation: Landscape
4.11 / 4.13	22	✓	Printed: ONE A4 page
4.13	23	✓	Printed WITHOUT row and column headings

[25]

1.Changed QUESTION 3 to QUESTION 4✓

QUESTION 4

FITNESS CLUB

INCOME AND EXPENDITURE STATEMENT

INCOME

MEMBERSHIP OPTIONS	NUMBER OF MEMBERS	MEMBERSHIP FEE	INCOME
Active Health Club Membership	20	270	R5 400
Health Club Premier Select	25	780	R19 500
Active Premier Membership	25	1095	R27 375
Collection Membership	30	2350	R70 500
TOTAL	100		R122 775

EXPENSES

Salaries	R25 000
Telephone	R1 200
Water and Electricity	R3 500
Machine Maintenance	R3 500
TOTAL EXPENSES	R33 200

PROFIT/LOSS R89 575

A	M	T
2	23	25

2. Main heading: Font type: Californian FB✓
3. Main heading: Font size: 20✓
4. Main heading: Merged and centred across cells A1 to D1✓
5. Sub heading: Italics ✓
6. Sub heading: Right-aligned✓
7. New column inserted: INCOME✓
8. New row inserted: TOTAL EXPENSES✓
9. New row inserted: PROFIT/LOSS✓
10. Column headings: Bold✓
11. Column headings: Centre-aligned✓
12. Deleted row 16 (Rent-with all corresponding information)✓
13. A: INCOME correctly calculated✓
14. B: TOTAL NUMBER OF MEMBERS correctly calculated✓
15. C: TOTAL (INCOME column) correctly calculated✓
16. D: TOTAL EXPENSES correctly calculated✓
17. E: PROFIT/LOSS correctly calculated✓
18. Column D: ALL values displayed as CURRENCY with ZERO decimal places✓
19. Horizontal and vertical lines correctly inserted✓
20. Column widths adjusted (all information is clearly visible)✓
21. Page orientation: Landscape✓
22. Printed: ONE A4 page✓
23. Printed WITHOUT row and column headings✓

[25]

TOTAL SECTION B: 40

Copyright reserved

SECTION C: POWERPOINT

QUESTION 5

MARK ALLOCATION

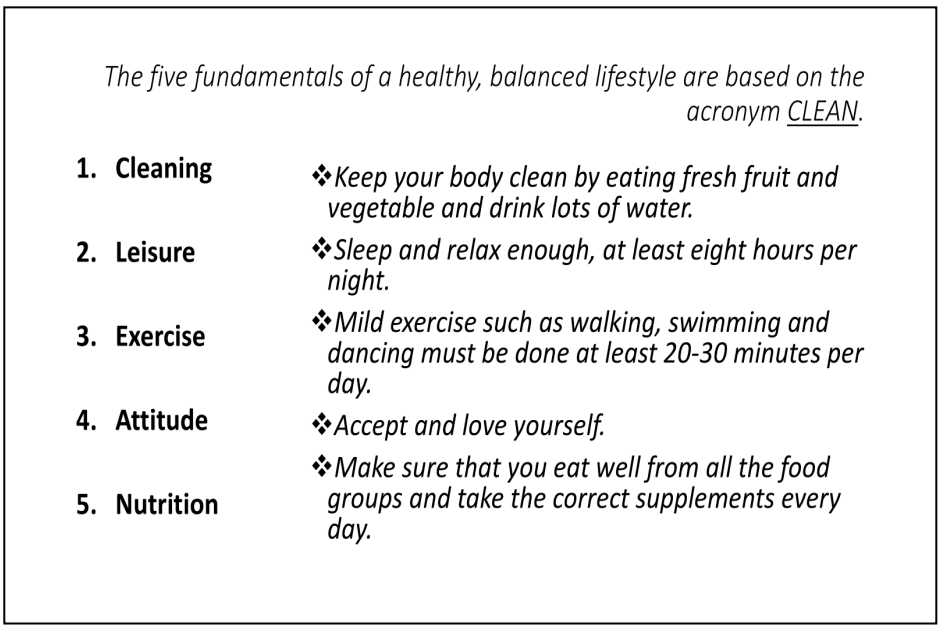
ACCURACY	**2**
MANIPULATION	**18**
TOTAL	**20**

QUESTION NUMBER	MARKS	ACCURACY
5.1	✓✓	Penalise for 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	✓	Title slide inserted
5.2.1	2	✓	Title: Font type: Britannic Bold
5.2.2	3	✓	Title: Underlined
	4	✓	Title: Centre-aligned
5.2.3	5	✓	Sub title: Examination number and QUESTION 5 inserted
5.3	6	✓	Two Content slide inserted
5.3.1	7	✓	Title: Font size 28
5.3.2	8	✓	Title: Right-aligned
	9	✓	Title: Italics
5.3.3	10	✓	Title: Acronym 'CLEAN' underlined
	11	✓	Title: Acronym 'CLEAN' upper case
5.3.4	12	✓	Left column: Numbered list inserted
	13	✓	Left column: Bold
5.3.5	14	✓	Right column: Bulleted list inserted (accept any bullet style)
5.3.6	15	✓	Right column: Italics
5.1	16	✓	Upper case and lower case consistent throughout the presentation
5.5	17	✓	Printed: HANDOUT
	18	✓	Printed: TWO slides on ONE page



1. Title slide inserted✓
2. Title: Font type: Britannic Bold✓
3. Title: Underlined✓
4. Title: Centre-aligned✓
5. Sub title: Examination number and QUESTION 5 inserted✓



6. Two Content slide inserted✓
7. Title: Font size 28✓
8. Title: Right-aligned✓
9. Title: Italics✓
10. Title: Acronym 'CLEAN' underlined✓
11. Title: Acronym 'CLEAN' upper case✓
12. Left column: Numbered list inserted✓
13. Left column: Bold✓
14. Right column: Bulleted list inserted (accept any bullet style)✓
15. Right column: Italics✓

16. Upper case and lower case consistent✓
17. Printed: HANDOUT✓
18. Printed: TWO slides on ONE page✓

A	M	T
2	18	20

TOTAL SECTION C: 20
GRAND TOTAL: 100

Copyright reserved