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)

1 November 2023

This marking guideline consists of 13 pages.

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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 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 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.

9. If a candidate handed in duplicate printouts, a line must be drawn across the duplicate PRINTOUT with the word 'DUPLICATE' written across it.

10. 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.

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11. 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.

12. ONLY mark what the marking guideline indicates and do NOT penalise students 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 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. NOTE: Do NOT penalise errors twice, rather encircle them. Also, do NOT penalise upper case, lower case, line and letter spacing under accuracy.

QUESTION NUMBER	NUMBERING	MARKS	MANIPULATION
1.2	1	✓	Footer: Inserted
	2	✓	Footer: EXAMINATION NUMBER, left-aligned
	3	✓	Footer: QUESTION 1, centre-aligned
1.3	4	✓	Font type: Times New Roman
	5	✓	Font size: 12
1.4	6	✓	Heading: Upper case
	7	✓	Heading: Bold
	8	✓	Heading: Double underlined
1.5	9	✓	TWO open lines after the heading
1.6	10	✓	Second paragraph: Italics
	11	✓	Second paragraph: Right-aligned
1.1	12	✓	Line and letter spacing consistent
	13	✓	Upper case and lower case consistent
1.7	14	✓	Page orientation: Portrait
1.9	15	✓	Document printed on ONE A4 page

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4. Font type: Times New Roman✓

5. Font size: 12✓

6. Main Heading: U/C✓

7. Main heading: Bold✓

8. Main heading: Double underlined✓

THE HUMAN BRAIN

9. Leave two open lines✓

The human brain is the most important organ of the nervous system. It is located in the head and is protected inside the skull.

The brain receives signals from the outside world and sends messages to the different parts of the body so that they respond adequately.

Have you ever asked yourself why we breathe without realising it? Why we remember our way to school without having to think about it? Why do your eyes blink without you ever thinking about it? Where do dreams come from? Our brain is in charge of coordinating all the vital functions of our body and making sense of what is happening around us.

EXAMINATION NUMBER

QUESTION 1

1. Footer inserted✓

2. Footer: Examination number, L/A✓

3. Footer: QUESTION 1, Centre-aligned✓

10. 2nd Paragraph: Italics✓

11. 2nd Paragraph: Right-aligned✓

12. Line and letter spacing

13. Upper case and lower case consistent✓

14. Page orientation: Portrait✓

15. Printed: ONE A4 page✓

A	M	T
5	15	20

[20]

QUESTION 2

MARK ALLOCATION

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

QUESTION NUMBER	MARKS	ACCURACY
2.6	✓✓✓✓✓	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 FIVE marks. NB: Do NOT penalise errors twice, rather encircle them. Also, do NOT penalise upper case, lower case, line and letter spacing under accuracy.

QUESTION NUMBER	NUMBERING	MARKS	MANIPULATION
2.1	1	✓	Footer: Changed QUESTION 1 to QUESTION 2
2.2	2	✓	Main heading: Font type Broadway
	3	✓	Main heading: Font size 18
2.3	4	✓	Main heading: Centre-aligned
2.4	5	✓	Paragraph 2: Moved to paragraph 3
2.5	6	✓	Paragraph 3: Highlight text (Gray 25%) NB: Do NOT penalise candidate if a different gray scale is used provided that the text is visible.
2.7	7	✓	Newly inserted text: Numbered list inserted (accept any alignment).
	8	✓	Newly inserted text: Bullets inserted (accept any alignment and any style).
2.8	9	✓	Sub-heading: Upper case
	10	✓	Sub-heading: Bold
	11	✓	Sub-heading: Underlined
2.6	12	✓	Line and letter spacing (newly inserted text ONLY)
	13	✓	Upper case and lower case (newly inserted text ONLY)
2.9	14	✓	Page orientation: Portrait
2.11	15	✓	Printed: ONE A4 page

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Main heading: 2. Font type Broadway✓ 3. Font size 18✓ 4. Centre-aligned✓

THE HUMAN BRAIN

The human brain is the most important organ of the nervous system. It is located in the head and is protected inside the skull.

Have you ever asked yourself why we breathe without realising it? Why we remember our way to school without having to think about it? Why do your eyes blink without you ever thinking about it? Where do dreams come from? Our brain is in charge of coordinating all the vital functions of our body and making sense of what is happening around us.

The brain receives signals from the outside world and sends messages to the different parts of the body so that they respond adequately.

5. Paragraph 2: Moved to paragraph 3✓
6. Paragraph 3: Highlight text (Gray 25%)✓

THE HUMAN BRAIN IS DIVIDED INTO THREE PARTS:

1. Cerebellum
   - ❖ Controls balance, movement and coordination.
2. Cerebrum or cortex
   - ❖ Is the thinking part of the brain.
   - ❖ It controls one's voluntary muscles and helps one to reason.
3. Brain stem
   - ❖ Is the brain's control centre.
   - ❖ Sorts through the millions of messages that the brain and the rest of the body send back and forth.

7. Newly inserted text: Numbered list inserted✓

8. Newly inserted text: Bullets inserted✓

Sub-heading: 9. U/C✓ 10. Bold✓ 11. Underlined✓

12. Line and letter spacing (newly inserted text ONLY)✓

13. Upper case and lower case (newly inserted text ONLY)✓

14. Page orientation: Portrait✓

15. Printed: ONE A4 page✓

1. Footer: Changed to QUESTION 2✓

A	M	T
5	15	20

EXAMINATION NUMBER QUESTION 2

[20]

TOTAL SECTION A: 40

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SECTION B: SPREADSHEETS

QUESTION 3

MARK ALLOCATION

ACCURACY	6
MANIPULATION	9
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 SIX 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	✓	EXAMINATION NUMBER: Typed in row 1
	2	✓	QUESTION 3: Typed in row 2
	3	✓	QUESTION 3: Upper case
3.3	4	✓	Font type: Eras Medium ITC
	5	✓	Font size: 12
3.4	6	✓	Column width correctly adjusted and ALL information is clearly visible.
	7	✓	Page orientation: Portrait
3.6	8	✓	Printed: ONE A4 page
	9	✓	Printed: WITHOUT row and column headings

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1. Examination number: Typed in row 1✓

2. QUESTION 3: Typed in row 2✓

3. QUESTION 3: Upper case✓

EXAMINATION NUMBER
QUESTION 3

DATA ANALYSIS ON SUBSTANCE ABUSE

Provinces	District	Number of Male	Number of Female	Unknown Gender
Eastern Cape	Chris Hani	36	60	
	Buffalo	56	44	
	O.R. Tambo	34	66	
Gauteng	Sedibeng	581	609	
	Ekurhuleni	377	575	1281
	West Rand	201	179	
	North Rand	741	1202	

4. Font type: Eras Medium ITC✓

5. Font size: 12✓

6. Column width adjusted✓

7. Page orientation: Portrait✓

8. Printed: ONE A4 page✓

9. Printed: WITHOUT row and column headings✓

A	M	T
6	9	15

[15]

QUESTION 4

MARK ALLOCATION

ACCURACY	2
MANIPULATION	23
TOTAL	25

QUESTION NUMBER	MARKS	ACCURACY
4.6 and 4.7	✓✓	Penalise all typing errors in the newly inserted text ONLY (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	✓	Changed QUESTION 3 to QUESTION 4
4.2	2	✓	Main heading: Font size 16
	3	✓	Main heading: Underlined
4.3	4	✓	'Unknown Gender' column: deleted
4.4	5	✓	Main heading: Correctly merged and centred across cells A4 to E4
4.5	6	✓	'District' column: Text right-aligned
4.6	7	✓	New row inserted (Limpopo with corresponding information added)
4.7	8	✓	New row inserted: GRAND TOTAL
	9	✓	New row inserted: AVERAGE
	10	✓	New column inserted: Total Gender
4.8	11	✓	Column headings: Bold
	12	✓	Column headings: Italics
4.9	13	✓	A: Total Gender correctly calculated
	14	✓	B: GRAND TOTAL: 'Number of Males' correctly calculated
	15	✓	B: GRAND TOTAL: 'Number of Females' correctly calculated
	16	✓	B: GRAND TOTAL : 'Total Gender' correctly calculated
	17	✓	C: AVERAGE correctly calculated
4.10	18	✓	All figures displayed as integers without decimal places
4.11	19	✓	Horizontal and vertical lines correctly inserted
4.12	20	✓	Column width correctly adjusted and all information is clearly visible.

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	21	✓	Page orientation: Landscape
4.14	22	✓	Printed: ONE A4 page
	23	✓	Printed: WITHOUT rows and column headings

1. Changed QUESTION 3 to QUESTION 4✓

Main heading: 2. Font size 16✓ 3. Underlined✓

4. 'Unknown Gender' column deleted✓

5. Main heading: Merged and centred across cells

6. 'District' column: Text right-aligned✓

7. New row inserted: 'Limpopo' with corresponding information✓

8. New row inserted: GRAND TOTAL✓

9. New row inserted: AVERAGE✓

10. New column inserted: Total Gender✓

Column headings: 11. Bold✓ 12. Italics✓

13. A: Total Gender correctly calculated✓

14. B: GRAND TOTAL: 'Number of Males' correctly calculated✓

15. B: GRAND TOTAL: 'Number of Females' correctly calculated✓

16. B: GRAND TOTAL: 'Total Gender' correctly calculated✓

EXAMINATION NUMBER
QUESTION 4

DATA ANALYSIS ON SUBSTANCE ABUSE

Provinces	*District*	*Number of Male*	*Number of Female*	*Total Gender*
Eastern Cape	Chris Hani	36	60	96
	Buffalo	56	44	100
	O.R. Tambo	34	66	100
Gauteng	Sedibeng	581	609	1190
	Ekurhuleni	377	575	952
	West Rand	201	179	380
	North Rand	741	1202	1943
Limpopo	Vembe	185	325	510
GRAND TOTAL		2211	3060	5271
AVERAGE		276		

17. C: AVERAGE correctly calculated ✓

18. ALL figures displayed as integers, NO decimal places✓

19. Horizontal and vertical lines correctly inserted✓

20. Column width correctly adjusted✓

21. Page orientation: Landscape✓

22. Printed: ONE A4 page✓

23. Printed WITHOUT row and column headings✓

A	M	T
2	23	25

[25]

TOTAL SECTION B: 40

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SECTION C: POWERPOINT

QUESTION 5

MARK ALLOCATION

ACCURACY	4
MANIPULATION	16
TOTAL	20

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 FOUR 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: ALGERIAN
	3	✓	Title: Font size: 60
5.2.2	4	✓	Sub title: Italics
5.3	5	✓	TWO CONTENT slide inserted
5.3.1	6	✓	Title: Right-aligned
5.3.2	7	✓	Left column: Numbered list inserted
	8	✓	Left column: Bold
5.3.3	9	✓	Right column: Bullets inserted (accept any style of bullets)
	10	✓	Right column: Italics
5.4	11	✓	TITLE ONLY slide inserted
5.4.1	12	✓	Title: Underlined
5.1	13	✓	Upper case and lower case consistent
	14	✓	Line and letter spacing consistent
5.6	15	✓	Printed HANDOUT (All THREE slides on ONE page)
	16	✓	Page orientation: Portrait

[20]

THE ANATOMY OF THE HUMAN BRAIN

EXAMINATION NUMBER

QUESTION 5

1. **TITLE slide inserted✓**
2. **Title: Font type ALGERIAN✓**
3. **Title: Font size 60✓**
4. **Sub-title: Italics✓**

EACH HEMISPHERE OF THE BRAIN (LEFT AND RIGHT) CONTAINS FOUR LOBES:

1. **Frontal lobe**
   - *It governs our ability to reason, make judgements, organise information and control motor functions.*
2. **Parietal lobe**
   - *It is involved with visual attention and is associated with processing tactile sensory information such as pressure, touch and pain.*
3. **Occipital lobe**
   - *It controls vision and interpreting visual stimuli and information.*
4. **Temporal lobe**
   - *It controls hearing and is related to smell, taste and short-term memory. It is also important for interpreting sounds and the language we hear.*

5. **TWO CONTENT slide inserted✓**
6. **Title: Right-aligned✓**

Left column:
7. **Numbered list inserted ✓**
8. **Bold✓**

Right column:
9. **Bullets inserted (accept any style)✓**
10. **Italics✓**

Is There A Mind-Body Connection, Or Does Our Brain Work Alone?

A	M	T
4	16	20

11. **TITLE ONLY slide inserted✓**
12. **Title: Underlined✓**
13. **U/C and L/C consistent✓**
14. **Line and letter spacing consistent✓**
15. **Printed HANDOUT (3 slides on ONE page)✓**
16. **Page Orientation: Portrait✓**

TOTAL SECTION C: 20
GRAND TOTAL: 100

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