higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

OFFICE DATA PROCESSING
NQF LEVEL 2

16 November 2023

This marking guideline consists of 19 pages.

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MARKING INSTRUCTIONS

1. All guidelines given in the Subject and Assessment Guides and/or circulars received from the department are applicable.

2. QUESTION 1: The attached mark schedule on page 3 must be used for the marking of accuracy. This question is marked with RED PEN only.

3. 2 marks are to be deducted per accuracy error and 1 mark per display error for QUESTIONS 1−6.

4. Marks are allocated for correct answers as indicated in QUESTION 1 – no marks are deducted for grammar or spelling in QUESTION 1 only.

5. Errors made repeatedly are to be penalised ONCE ONLY per question.

6.1 Mark as follows:

6.1 Accuracy errors with a red /

6.2 Display errors with a blue X

6.3 Encircle repetitive errors: accuracy in red, display in blue. These encircled errors are not penalised.

7. Accuracy errors include:

7.1 Omissions and/or additions: one error for the first 5 strokes and thereafter one error for every following 10 strokes.

7.2 NOTE: Where a whole paragraph is keyed in where a “del” instruction was given, it constitutes only ONE display error (blue).

7.3 In QUESTION 1, the speed reached is endorsed on the ANSWER SHEET as follows:

No. of errors	**5**
Mark achieved	**13**
WPM achieved	**25 wpm**

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QUESTION 1: TIMED ACCURACY TEST

MARK SCHEDULE FOR SPEED AND ACCURACY

The following schedule is used to allocate the marks for the speed and accuracy test.

MARGIN OF ERRORS	**5%**	**5%**	**5%**
Words per minute	**25**	**30**	**35**
MAXIMUM ERRORS PERMITTED	**6**	**7**	**8**
MARKS PER ERROR DEDUCTED	**1.5**	**1.2**	**1**
POSSIBLE MARKS	**20**		
NUMBER OF ERRORS/MARKS DEDUCTED			
0	20	20	20
1	19	19	19
2	17	18	18
3	16	16	17
4	14	15	16
5	13	14	15
6	11	13	14
7 Passed 25 wpm	**10**	12	13
8 Passed 30 wpm	8	**10**	12
9	7	9	11
10 Passed 35 wpm	5	8	**10**
11	4	7	9
12	2	5	8
13	1	4	7
14		2	6
15		1	5
16		0	4
17			3
18			2
19			1
20			0

How to mark a TIMED ACCURACY TEST:

- Repetitive errors are penalised once only per accuracy test.
- If words are omitted
  - the first 5 strokes are counted as one error; thereafter
  - every 10 strokes are counted as an additional error.
- If a student omits an entire line, sentence or paragraph, and it is keyed in at the end of the accuracy test, do not penalise.
- One or more incorrect characters in a word = 1 error.
- No space between words = 1 error.
- Do not penalise incorrect margins or justification/alignment.
- Do not penalise incorrect line spacing.
- Do not penalise incorrect hyphenation.
- Do not penalise incorrect uppercase or lowercase.
- Do not penalise any incorrect display errors.

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Earth is the third planet from the Sun and the only astronomical object known to harbour life. While large volumes of water can be found throughout the Solar System, only Earth sustains liquid surface water. About 71% of Earth's surface is made up of the ocean, dwarfing Earth's polar ice, lakes, and rivers. The remaining 29% of Earth's surface is land, consisting of continents and islands. Earth's surface layer is formed of several slowly moving tectonic plates, interacting to produce mountain ranges, volcanoes, and earthquakes. Earth's liquid outer core generates the magnetic field that shapes Earth's magnetosphere, deflecting destructive solar winds.

Earth's atmosphere consists mostly of nitrogen and oxygen. More solar energy is received by tropical regions than polar regions and is redistributed by atmospheric and ocean circulation. Water vapor is widely present in the atmosphere and forms clouds that cover most of the planet. Greenhouse gases in the atmosphere like carbon dioxide (CO^2) trap a part of the energy from the Sun close to the surface. A region's climate is governed by latitude, but also by elevation and proximity to moderating oceans. Severe weather, such as tropical cyclones, thunderstorms, and heatwaves, occurs in most areas and greatly impacts life.

25wpm

Earth is an ellipsoid with a circumference of about 40 000 km. It is the densest planet in the Solar System. Of the four rocky planets, it is the largest and most massive. Earth is about eight light minutes away from the Sun and orbits it, taking a year (about 365,25 days) to complete one revolution. Earth rotates around its own axis in slightly less than a day (in about 23 hours and 56 minutes). Earth's axis of rotation is tilted with respect to the perpendicular to its orbital...

30wpm

35wpm

[20]

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QUESTION 2

Examination number
QUESTION 2

Opened QUESTION 2.
Inserted EXAMINATION NUMBER✓ (1)
Printed QUESTION 2✓ (1)

2.1

2.1.1	D
2.1.2	H
2.1.3	E
2.1.4	F
2.1.5	B
2.1.6	G
2.1.7	A
2.1.8	C
2.1.9	J
2.1.10	I

(10 × 1) (10)

2.2

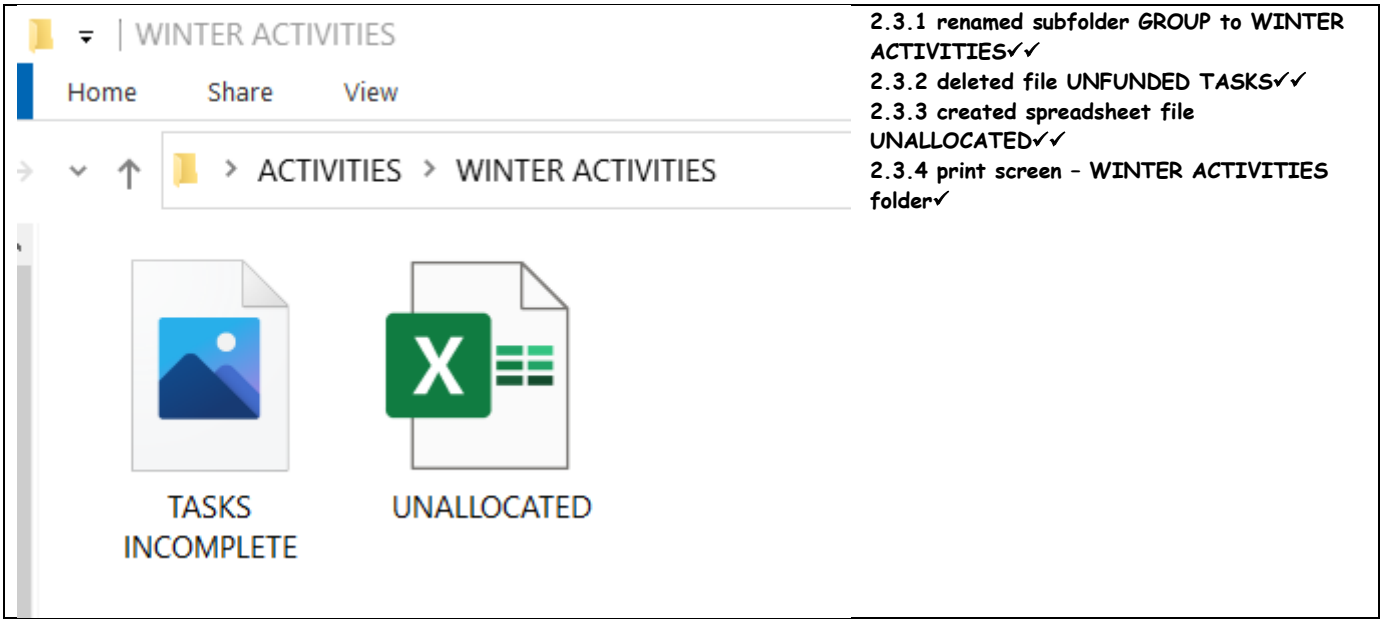
2.2.1 Earth Awareness (1)

2.2.2
- Awareness – .doc/.docx
- Budget – .xls/.xlxs
- Sponsors -.ppt/.pptx (3)

2.2.3
- Earth
- Green (2)

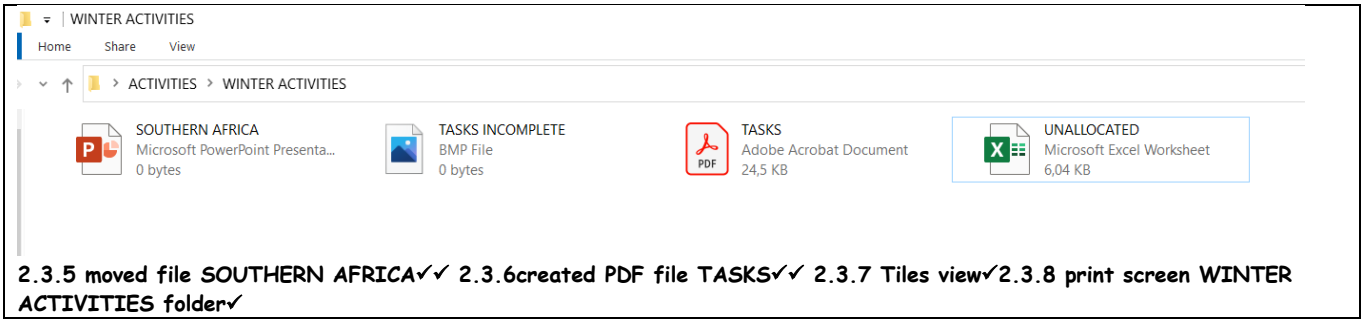
2.2.4 Details view (1)

2.3 2.3.1−2.3.4



(7)

2.3.5–2.3.8



2.3.5 moved file SOUTHERN AFRICA✓✓ 2.3.6created PDF file TASKS✓✓ 2.3.7 Tiles view✓2.3.8 print screen WINTER ACTIVITIES folder✓

(6)

2.4
- Do not insert too much paper in the paper tray.
- Insert the correct paper for the print job.
- Fan the paper to loosen it for easier pick-up by the printer.
- Do not insert paper that is too thick or too slippery. (Any 3 × 1) (3)

2.5
- File
- Options
- Advanced
- Move to display settings
- Change measurement from inches to centimetres (5)

[40]

QUESTION 3: PARAGRAPHS

100% (Completed)		
A	**D**	**T**
30	**10**	**40**

75% (¾ done)		
A	**D**	**T**
22	**8**	**30**

50% (½ done)		
A	**D**	**T**
14	**6**	**20**

25% (¼ done)		
A	**D**	**T**
6	**4**	**10**

ACCURACY ERRORS: **-2 PER ERROR** **Mark ACCURACY with RED /**	• Incorrect spelling of words • Omission of word(s) – count out 5/10/10 • If the words omitted appear at the end of the document, mark as display error.

DISPLAY ERRORS: -1 PER ERROR **Mark DISPLAY with BLUE X**	
ERR NO	**GROUPING OF ERRORS**
1	Paper size Margins Alignment Header/footer
2	Font/ Font size
3	Line spacing (including spacing between paragraphs) Letter spacing
4	Uppercase Lowercase
5	Bold Italics Underline
6	Stet Transpose
7	Insert text Delete text Insert ‘the’
8	New Paragraph New Line Run On Rearrange text
9	Spelling In full
10	Indentation Numbering

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1 LM 1"/2.54cm **1 LM**
1"/2.54cm

4 uppercase 5 bold 1 centre 2 14 pt

EARTH DAY

3 line spacing

Earth Day is an annual celebration that honours the **4 uppercase** achievements of the environmental movement and raises **9 in full** awareness of the need to protect Earth's natural resources for future generations. Earth Day is celebrated on *April 22* in the United States and on either *22 April* or the day the spring equinox occurs throughout the rest of the world. ¼

7"the" 8 r.o 5 italics

3 line spacing 7 "the"

***THE EARTH DAY NETWORK PURSUES A SET OF CORE GOALS*:**

4 uppercase 5 bold 5 italics

1. Broaden the meaning of environment **5 underline 7 "the"**

10 numbering/indentation

1.1 to include issues such as

8 new paragraph 8 new line

1.1.1 climate change, ¾
1.1.2 green schools and environmental curricula,
1.1.3 green jobs,
1.1.4 and renewable energy; **9 spelling**

3 line spacing

2. Diversify the movement **5 underline**

3 line spacing

2.1 by providing civic engagement opportunities at the local, state, national and global levels around the world. ¾ Recognizing that climate change impacts out most vulnerable citizens first. **7 delete text**

6 stet

3 line spacing

3. Mobilize communities **5 underline**

3 line spacing

3.1 by working with partner organizations to provide opportunities for all citizens to become active in the environmental movement. **6 transpose**

(40)

EXAMINATION NUMBER **1 footer**
QUESTION 3

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QUESTION 4A: BUSINESS LETTER

100% (Completed)		
A	**D**	**T**
48	**12**	**60**

75% (¾ done)		
A	**D**	**T**
36	**9**	**45**

50% (½ done)		
A	**D**	**T**
24	**6**	**30**

25% (¼ done)		
A	**D**	**T**
12	**3**	**15**

ACCURACY ERRORS: **-2 PER ERROR** **Mark ACCURACY with RED /**	• Incorrect spelling of words • Omission of word(s) – count out 5/10/10 • If the words omitted appear at the end of the document, mark as display error

DISPLAY ERRORS: -1 PER ERROR **Mark DISPLAY with BLUE X**	
ERR NO	**GROUPING OF ERRORS**
1	Fit to letterhead Paper size Margins Alignment Header/footer
2	Font/ Font size
3	Line spacing (including spacing between paragraphs) Letter spacing
4	Uppercase Lowercase
5	Bold Italics Underline
6	Stet Transpose
7	Insert text Delete text Insert ‘the’
8	New Paragraph Run On Rearrange text
9	Spelling In full
10	Numbering not replaced with bullets Indentation
11	Date format
12	Closure

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(OPOFA)	Our Planet Our Future Association

74 Nkanyamba Drive Pretoria 2001 ☎ 012 2674398 info@opofa.org.za
www.opofa.co.za

1 fit to letterhead

Date in full 11 date 2 font/font size

3 line spacing

Dear members 7 insert

4 uppercase 5 bold 1 centre 2 14pt

WHY HUMANITY MUST SAVE NATURE TO SAVE ITSELF

10 numbers replaced with bullets 10 indentation

- **OUR PLANET, THE ONLY HOME WE HAVE IS AT BREAKING POINT.** 5 bold 4 uppercase

8 new paragraph

Two thirds of our earth's oceans and three quarters of its land have been damaged by humans. One million species could vanish by 2050 accelerating the global extinction rate ¼ potentially hundreds of times faster than over the last ten million years. 6 transpose 9 in full 9 spelling 9 in full

- **OUR EARTH CAN ONLY CONTINUE TO SUSTAIN US IF WE PROTECT ITS BIODIVERSITY:** 5 bold 4 uppercase

8 new paragraph

Every life form, however tiny, is essential to the whole. As Sir David Attenborough put it: "***Every breath of air we take, every mouthful of food that we take, comes from the natural world.***" 5 bold 5 italics

To make matters worse, damage to our ecosystems also threatens human health, by diminishing our sources of food, medicine, water and even oxygen. 7 insert text ¾ 6 stet

HUMANKIND CAN THEREFORE ONLY SURVIVE, LET ALONE PROSPER, IF OUR WORLD REMAINS BIODIVERSE.

4 uppercase 5 bold 1 centre

Thank you for your support.

12 closure

MAKAZIWE J MAGAGULA
DIRECTOR

(60)

EXAMINATION NUMBER 1 footer
QUESTION 4A

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QUESTION 4B: ENVELOPE

100% (Completed)		
A	**D**	**T**
3	**7**	**10**

75% (¾ done)		
A	**D**	**T**
2	**6**	**8**

50% (½ done)		
A	**D**	**T**
1	**4**	**5**

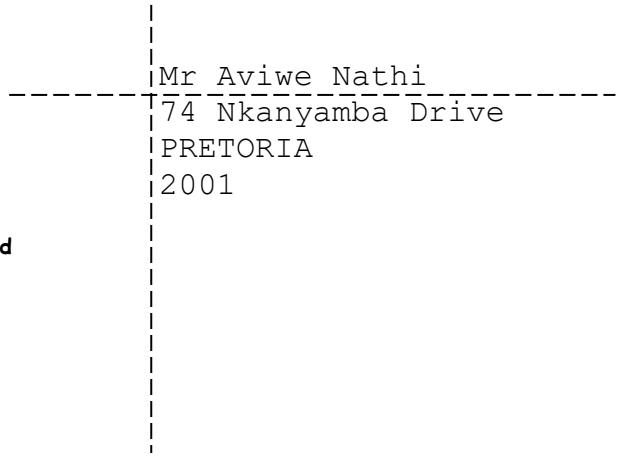
25% (¼ done)		
A	**D**	**T**
1	**2**	**3**

ACCURACY ERRORS: **-2 PER ERROR** **Mark ACCURACY with RED /**	• Incorrect spelling of words • Omission of word(s) – count out 5/10/10 • If the words omitted appear at the end of the document, mark as display error

DISPLAY ERRORS: -1 PER ERROR **Mark DISPLAY with BLUE X**	
ERR NO	**GROUPING OF ERRORS**
1	Paper size Margins Justification: full
2	Font/ Font size
3	Line spacing (including spacing between paragraphs) Letter spacing
4	Uppercase Lowercase
5	Block text/correctly displayed
6	Return address
7	Correct envelope

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EXAM NUMBER **6 return address** **7 DL size**
Q4B



2 font – Courier New 12 pt
3 line spacing/letter spacing
4 uppercase/lowercase
5 text blocked/correctly displayed

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QUESTION 5: WORD PROCESSING

100% (Completed)		
A	**D**	**T**
10	**50**	**60**

ACCURACY ERRORS: **-2 PER ERROR** **Mark ACCURACY** **with RED /**	• Incorrect spelling

DISPLAY ERRORS: -1 PER ERROR
Mark DISPLAY with BLUE X

Get involved in community work!!! 1

5.1 retrieve Q5✓ 5.3.1 line spacing single/throughout entire document must be correct✓full justification✓entire document✓ 5.3.5 page number✓ top centre✓5.3.2 spacing before ✓and after 0pt✓ 5.3.3 automatic hyphenation✓ entire document✓ 5.3.4 Arial Nova 12pt(incl new text)✓✓

EARTH DAY

5.3.6 header left✓bold✓Arial Nova 12pt✓Accuracy
5.3.7 insert heading✓Any outline effect✓uppercase✓40pt✓accuracy 5.3.8 paragraph centre✓italics✓

In honour of Earth Day – celebrated this year on April 22 there are easy ways each of us can celebrate Earth Day every day.

5.3.9 insert heading✓uppercase✓bold✓centre✓16pt✓any border✓

HOW TO CELEBRATE EARTH DAY EVERY DAY

5.3.10 new paragraphs indicated correctly✓✓ 5.3.11 All headings✓ Intense Quote Style✓

Follow the 3 R's.

Look for ways you can Reduce, Reuse and Recycle throughout your home.

Conserve energy at home.

From turning off lights and electronics when not in use.

Reduce paper waste and junk mail.

Think twice before printing things at work and home.

5.3.12 page break✓

5.2 footer right✓EXAMINATION NUMBER
QUESTION 5

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Get involved in community work!!! 15

Recycle your electronics.

Your old, unused electronics can often be recycled for free by stores, manufacturers, and local governments, which saves natural resources while also reducing pollution.

5.3.13 paragraph✓ right aligned✓

Turn off the tap.

Whether you're brushing your teeth, washing dishes, or taking a shower, turn off the water when it's not needed.

5.3.14 delete ✓paragraph✓

Now, the fight for a clean environment continues with increasing urgency, as the ravages of climate change become more and more apparent every day.

5.3.15 insert new text in bold✓ indent left and right at 1.18"/3cm✓Arial Nova 14pt✓ 1.5 line spacing✓ italics✓ Accuracy

EARTH DAY THEMES 2018-2022 **5.3.16 insert text uppercase✓bold✓accuracy**

5.3.17 tab stop 1.57"/4cm✓

2018	End Plastic pollution
2019	Protect our species
2020	Climate Action
2021	Restore our earth
2022	Invest in our planet

5.3.18 text single spacing✓accuracy

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QUESTION 6A: SPREADSHEETS

ACCURACY ERRORS: **-2 PER ERROR** **Mark ACCURACY with RED /**	• Incorrect spelling of words • Omission of word(s) – count out 5/10/10 • If the words omitted appear at the end of the document, mark as display error

100% (Completed)		
A	**D**	**T**
20	**5**	**25**

75% (Completed)		
A	**D**	**T**
14	**4**	**18**

50% (Completed)		
A	**D**	**T**
9	**3**	**12**

25% (Completed)		
A	**D**	**T**
4	**2**	**6**

DISPLAY ERRORS: -1 PER ERROR **Mark DISPLAY with BLUE X**	
ERR NO	**GROUPING OF ERRORS**
1	Paper size/orientation Margins Alignment Header left-aligned
2	Font/font size: Arial 12 pt/Calibri 12 pt Bold
3	Rows (including spacing between paragraphs) Row and column headings typed Letter spacing Column width
4	Uppercase Lowercase
5	Numbers right aligned Numbers format (2 decimals, integers)

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EXAMINATION NUMBER

QUESTION 6A **1 header left✓ 1 portrait✓**
2 font/font size: Arial/Calibri 12pt✓

OUR PLANET OUR FUTURE ASSOCIATION **2 bold✓**

Budget and Activities 2022

Activity Name	Name of the leader	Number of activities	Cost per activity
Community clean up	Lion Mdaba	120	14060.00
Go on a hike	Anele Motaba	16	12000.00
Make a bird feeder	Zenande Gambushe	79	800.00
Build an insect hotel	Noleen Strydom	82	4000.00
Avoid factory farming	Thobani Malanda	1075	700.00
Plant an indoor herb garden	Daven Padayachee	64	8002.00

¼ ½ ¾

3 Rows (including spacing between paragraphs), Row and column headings typed, Letter spacing, Column width✓
4 uppercase/lowercase✓
5 Numbers right aligned, Numbers format (2 decimals, integers)✓

(25)

QUESTION 6B

100% (Completed)		
A	**D**	**T**
8	**37**	**45**

ACCURACY ERRORS: **-2 PER ERROR** **Mark ACCURACY with RED /**	• Incorrect spelling of new inserted text • Maximum of 4 errors

EXAMINATION NUMBER
QUESTION 6B **6.6 changed to 6B✓**

OUR PLANET OUR FUTURE ASSOCIATION

6.7.3 open row✓ **6.7.1 Britannic Bold 26pt ✓✓ 6.7.2 merge and centre ✓across A-F✓**

Budget and Activities 2022

6.7.3 open row✓ **6.7.4 merge and centre ✓ across A-F ✓ 6.7.5 heading row 3✓ bold italics✓ 20pt✓**

Activity Name	Name of the Leader	Number of activities	Cost per Activity	Total Cost Per Activity	Less R2000 State Grant
6.7.7 column headings bold✓14pt✓ centre✓		**6.7.6 insert heading column E✓ accuracy✓✓**		**6.7.6 insert heading column F✓ accuracy✓✓**	
Community clean up	Lion Mdaba	120	R14060.00	R1687200.00	R1685200.00
Go on a hike	Anele Motaba	16	R12000.00	R 192000.00	R 190000.00
Make a bird feeder	Zenande Gambushe	79	R 800.00	R 63200.00	R 61200.00
Build an insect hotel	Noleen Strydom	82	R 4000.00	R 328000.00	R 326000.00
Educate people about the plant-based lifestyle	Thobani Malanda	1075	R 700.00	R 752500.00	R 750500.00
Plant an indoor herb garden	Daven Padayachee	64	R 8002.00	R 512128.00	R 510128.00
6.7.8 changed text in row 12✓casing✓accuracy✓✓		**6.7.16 centre column C✓**		**6.7.9 calculate✓ E8✓**	**6.8.10 calculate✓ F8 ✓**
TOTAL BUDGETED	**6.7.12 insert text row 15uppercase✓ bold right✓**		**6.7.13 calculate ✓F15 ✓**		R3523028.00

6.7.14 borders correct✓✓✓ **6.7.12 accuracy✓✓** **6.8.11 copy formula✓** **6.8.11 copy formula✓**

6.7.15 Currency with 2 decimals✓

6.7.17 column width✓

6.7.18 print landscape✓ font✓

[45]

TOTAL: 300

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