higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE SKILLS AND COMPUTER LITERACY

(Second paper)

NQF LEVEL 3

3 November 2023

This marking guideline consists of 17 pages.

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IMPORTANT INSTRUCTIONS TO MARKERS

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

2. **Accuracy errors** are marked with a **red /**. Accuracy errors include spelling errors/typing errors, omissions and repetitions. Upper case, lower case and letter spacing are marked as manipulation errors and not accuracy errors. If 5 marks are allocated for accuracy, the candidate only loses 5 marks for accuracy even if the number of accuracy errors exceeds the total marks for accuracy. The candidate is still rewarded for the manipulation done correctly in that question.

3. **Manipulation errors** are marked with a **blue X** next to the manipulation number as idicated in the marking guideline. Manipulation marks awarded correctly are indicated with a **blue ✓.** This will aid in the moderation process. The marker writes the corresponding manipulation number in blue and makes a tick (correct) or X (error) next to the number.

4. The marks achieved for each question is written on the printout of each question in the following table format:

Write the possible marks in this row

Write the number of errors in this row

Write the candidate's marks achieved in this row
Circle the total mark

A	M	T

5. The candidate's total mark is written on the cover of the examination folder next to the corresponding question number.

6. 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.

7. If a candidate did not hand in a PRINTOUT a line is drawn through the block next to the corresponding question number.

8. If a candidate handed in a PRINTOUT without an EXAMINATION NUMBER and a consistent WATERMARK, the question is marked and reported as an irregularity.

9. 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.

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

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SECTION A: WORD PROCESSING

QUESTION 1

ACCURACY	7
MANIPULATION	11
TOTAL	18

QUESTION	MARK	ACCURACY
1.1	✓✓✓✓✓✓✓✓	All keying-in errors (spelling, omissions and repetitions) Do not penalise repeated errors.

MANIPULATION

QUESTION	NUMBER	MARK	MANIPULATION
1.1 1.1	1 2	✓ ✓	Letter spacing and line spacing U/C & l/c
1.2	3	✓	Font type, Arial 12 pt (**both must be correct)**
1.3	4	✓	Examination number left-aligned Question 1 right-aligned (**both must be correct**)
1.4	5	✓	Main heading 'Human rights violations' Font type, Forte 16 pt (**both must be correct)**
1.5	6	✓	Main heading centred
1.6	7	✓	Left and right margins at 3 cm **(penalise if one margin is incorrect)**
1.7	8	✓	Whole document justified
1.8	9 10	✓ ✓	Changed to two columns A vertical line between two columns
1.10	11	✓	Print on ONE landscape page **(penalise if printed in portrait)**

A	M	T
7	11	18

1.letter spacing and line spacing√ 2. u/c & l/c√
3. font Arial 12 pt√

5. Font Forte 16 pt √
6. Heading cantered√

Human rights violations

To violate means to act against something that should be treated with respect. A human rights violation is the disallowance of freedom of thought and movement to which all humans legally have a right. While individuals can violate these rights, the relationship or government of civilizations most often belittles marginalized persons.

A state commits human rights violations either directly or indirectly. Violations can either be intentionally performed by the state and come to a result of the state failing to prevent the violation. When a state engages in human rights violations, various actors can be involved such as police, judges, prosecutors, government officials and more.

The violation can be physically violated in nature, such as police brutality, while rights such as the right to a fair trial can be violated, where no physical violence is involved.

7. Margins, 3 cm left and right √
8. Document fully justified√
9. Two columns√
10. Vertical line between the columns√
11.Document printed on ONE A4 landscape page√

4. Examination number and question number√
EXAMINATION NUMBER QUESTION 1

QUESTION 2

ACCURACY	3
MANIPULATION	19
TOTAL	22

	MARK	ACCURACY
2.5	✓✓✓	All keying-in errors (spelling, letter spacing and line spacing, omissions and repetitions) **On newly inserted text**.

MANIPULATION

QUESTION	NUMBER	MARK	MANIPULATION
2.2	1	✓	Footer deleted.
2.3	2	✓	Header with QUESTION 2 and EXAMINATION NUMBER, centre aligned (penalise if incorrect alignment is used).
2.4	3	✓	Page break inserted.
2.6	4 5 6 7	✓ ✓ ✓ ✓	Picture inserted. Picture resized correctly. 6 pt long dash borders inserted around the picture. Picture left-aligned.
2.7	8	✓	Table with two columns inserted.
2.8	9	✓	Borders applied around the table.
2.9	10	✓	Headings changed to Algerian 16 pt.
2.10	11	✓	Grey colour applied on the first row of the table.
2.11	12 13	✓ ✓	Column headings in bold. Column headings in upper case.
2.12	14 15	✓ ✓	Bullets correctly inserted **(do not penalise for any type of bullets inserted. In this manipulation question we are only examining whether a candidate can insert bullets. So any bullet is acceptable)** ➢ Left column ▪ Right column **(penalise for incorrect bullets used)**
2.13	16	✓	Right column sorted alphabetically (ascending order)
2.14	17 18	✓ ✓	Page numbering inserted in the footer. Numbering left-aligned
2.15	19	✓	PRINTOUTS on two A4 portrait pages

2. *Examination number and question number* ✓

Examination number
QUESTION 2

Human rights violations

To violate means to act against something that should be treated with respect. A human rights violation is the disallowance of freedom of thought and movement to which all humans legally have a right. While individuals can violate these rights, the relationship or government of civilizations most often belittles marginalized persons.

A state commits human rights violations either directly or indirectly. Violations can either be intentionally performed by the state and come to a result of the state failing to prevent the violation. When a state engages in human rights violations, various actors can be involved such as police, judges, prosecutors, government officials and more.

The violation can be physically violated in nature, such as police brutality, while rights such as the right to a fair trial can be violated, where no physical violence is involved

1. *Footer deleted* ✓

3.Page break ✓

A	M	T
3	19	22

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Examples of human rights violations are: abuse, human trafficking, genocide and xenophobia.



4. picture inserted✓
5.5 cm height and width✓
6. 6 pt, long dash borders✓
7.Left-aligned✓

Abuse

Abuse means cruel treatment. Let us concentrate on two forms of abuse; there are many more.

EXAMPLES OF ABUSE IN PRIVATE LIFE

10. Font and size

GENDER ABUSE	CHILD ABUSE
➢ Denial of a child's human rights (e.g. not allowing girls to receive an education).	▪ Child battering by the parent or caregiver.
➢ Forced sterilization or abortion.	▪ Denial of a child's human rights (e.g. not allowing him or her to receive an education).
➢ Rape within a relationship (e.g. marital rape).	▪ Female genital mutilation.
➢ Female genital mutilation.	▪ Selling a child into marriage.

8. Table inserted✓
9. Borders✓

11. light grey✓
12.bold✓
13.u/c✓
14.bullets
15. correct bullets✓
16 R/ column sorted✓

17. Page numbering✓
18. Numbering left-aligned✓
19. TWO printouts

TOTAL SECTION A: 40

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SECTION B: SPREADSHEET

QUESTION 3

ACCURACY	4
MANIPULATION	4
TOTAL	8

MARKS	ACCURACY
3.1✓✓✓✓	Typing errors, omission of words, letters spacing and incorrect cell address.

MANIPULATION

QUESTION	NUMBER	MARK	MANIPULATION
3.2	1	✓	Footer with QUESTION 3 and EXAMINATION NUMBER right-aligned. Both must be correct.
3.3	2	✓	Font type Arial 10 pt Both must be correct.
3.4	3	✓	Column adjusted.
3.6	4	✓	Printed on ONE A4 portrait page without column and row headings.

A	M	T
4	4	8

1	A	B	C	D
2	HUMAN RIGHTS VIOLATIONS			
3				
4	YEAR	GENDER ABUSE	CHILD ABUSE	HUMAN TRAFFICKING
5	2014	511	992	121
6	2015	236	895	211
7	2016	536	1021	100
8	2017	536	990	104
9	2018	592	564	56

2. *Font arial and size 10* ✓
3. *Column width adjusted*✓
4. *Printed without row and column headings*✓

1. *Footer with exam and Question number R/A* ✓ QUESTION 3 Examination number

QUESTION 4

ACCURACY	4
MANIPULATION	14
TOTAL	18

	MARKS	ACCURACY
4.3 4.10	✓✓ ✓✓	Typing errors, omission of words, letter spacing and incorrect cell address. (only in newly inserted text)

MANIPULATION

QUESTION	NUMBER	MARK	MANIPULATION
4.1	1	✓	Footer deleted.
4.2	2	✓	Header with EXAMINATION NUMBER and QUESTION number left-aligned (both must be left aligned).
4.3	3	✓	New rows and columns inserted.
4.4	4	✓	Main heading in Lucinda Handwriting 18 pt. Both must be correct.
4.5	5	✓	Main heading merged and centered across the spreadsheet.
4.6	6	✓	Text in row 5 wrapped.
4.7	7	✓	A – Sum of all human rights violated calculated.
	8	✓	B – % of TOTAL calculated.
	9	✓	C – SUM of % Total.
	10	✓	D – MINIMUM number of gender abuse calculated.
	11	✓	E – MAXIMUM number of child abuse calculated.
4.8	12	✓	Borders inserted as indicted.
4.9	13	✓	Figures displayed as integers.
4.11	14	✓	Spreadsheet printed WITHOUT row and column headings.

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Examination number
QUESTION 4
1. *Delete Footer* ✓
2.*Question number and examination number left-aligned*✓ 3. *New rows and columns*
4. *Font, Lucinda handwriting 18 pt*✓
5.*Merged and centred*✓

HUMAN RIGHTS VIOLATIONS

RIGHTS VIOLATIONS REPORTED

6. text wrapped

YEAR	GENDER ABUSE	CHILD ABUSE	GENOCIDE	HUMAN TRAFFICKING	TOTAL	% of TOTAL
2014	511	992	510	121	2134	21
2015	236	895	510	211	1852	19
2016	536	1021	510	100	2167	22
2017	536	990	505	104	2135	21
2018	592	564	500	56	1712	17
TOTAL						100
MINIMUM	236					
MAXIMUM		1021				

7. A - TOTAL calculated✓
8. B - % of TOTAL calculated✓
9. C - sum of % total
10.D - Minimum number calculated ✓
11.E - Maximum number calculated✓

12.Borders inserted✓
13. Integers✓
14. Printed without raw and column headings on ONE portrait page✓

A	M	T
4	14	18

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QUESTION 5

MANIPULATION	8
TOTAL	8

QUESTION	NUMBER	MARK	MANIPULATION
5.1	1	✓	QUESTION 4 changed to QUESTION 5.
5.2	2 3 4 5 6	✓ ✓ ✓ ✓ ✓	Correct formula for TOTAL. Correct formula for % of total. Correct formula for sum of % total. Correct formula for MINIMUM. Correct formula for MAXIMUM.
5.3	7	✓	Column adjusted
5.5	8	✓	Spreadsheet printed on one A4 landscape page. Formula must be present to award the mark.

A	M	T
-	8	8

EXAMINATION NUMBER
QUESTION 5

1.Question 5✓

	A	B	C	D	E	F	G
1	HUMAN RIGHTS VIOLATIONS						
2							
3	RIGHTS VIOLATIONS REPORTED						
4							
5	YEAR	GENDER ABUSE	CHILD ABUSE	GENOCIDE	HUMAN TRAFFICKING	TOTAL	% of TOTAL
6	2014	511	992	510	121	=SUM(C7:F7)	=F6*1%
7	2015	236	895	510	211	=SUM(C8:F8)	=F7*1%
8	2016	536	1021	510	100	=SUM(C9:F9)	=F8*1%
9	2017	536	990	505	104	=SUM(C10:F10)	=F9*1%
10	2018	592	564	500	56	=SUM(C11:F11)	=F10*1%
11	TOTAL						=SUM(G7:G10)
12							
13	MINIMUM	=MIN(C7:C11)					
14							
15	MAXIMUM		=MAX(D7:D11)				
16							

2. TOTAL formula ✓
3.% OF TOTAL formula ✓
4. TOTAL of % of Total formula ✓
5. MINIMUM formula ✓
6. MAXIMUM formula ✓

7. Column width adjusted ✓
8. Printed on ONE A4 landscape page ✓

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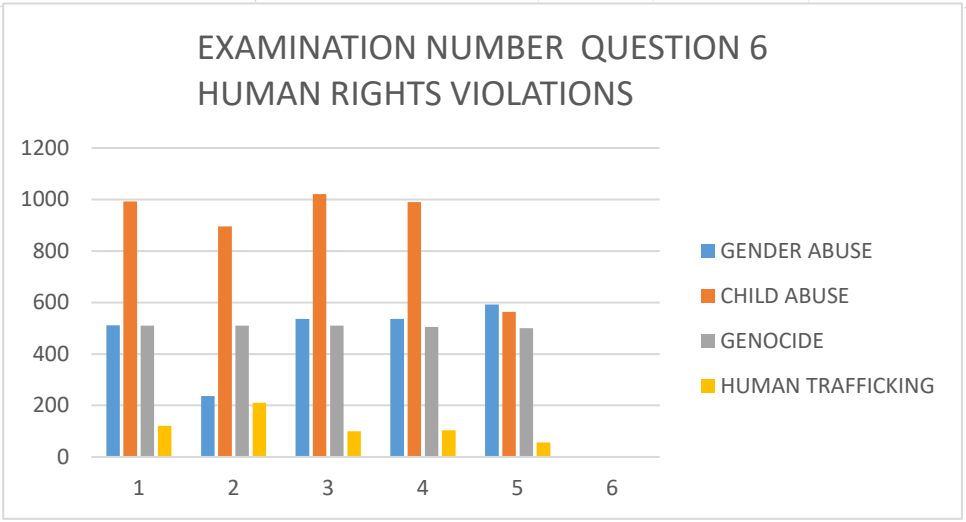
QUESTION 6

MANIPULATION	6
TOTAL	6

QUESTION	NUMBER	MARK	MANIPULATION
6.1	1	✓	QUESTION 4 and EXAMINATION NUMBER deleted in the header.
6.2	2	✓	Clustered COLUMN chart inserted comparing the human rights violations.
6.3	3	✓	Legend displayed on the right.
6.4	4 5	✓ ✓	Chart title with EXAMINATION NUMBER, QUESTION 6 and HUMAN RIGHTS VIOLATIONS
6.5	6	✓	Chart printed as an object

A	M	T
-	6	6

	A	B	C	D	E	F	G
1	HUMAN RIGHTS VIOLATIONS						
2							
3	RIGHTS VIOLATIONS REPORTED						
4							
5	YEAR	GENDER ABUSE	CHILD ABUSE	GENOCIDE	HUMAN TRAFFICKING	TOTAL	% of TOTAL
6	2014	511	992	510	121	2134	21.34
7	2015	236	895	510	211	1852	18.52
8	2016	536	1021	510	100	2167	21.67
9	2017	536	990	505	104	2135	21.35
10	2018	592	564	500	56	1712	17.12
11	TOTAL						100
12		-					
13	MINIMUM	236					
14							
15	MAXIMUM		1021				
16							



1.Question 4 and examination number deleted ✓
2. Clustered column graph compering the human rights violations ✓
3. Legend on the right ✓
4. Chart title
5. Examination number and question 6 ✓
6. Chart printed as an object ✓

TOTAL SECTION B: 40

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QUESTION 7

ACCURACY	4	✓✓✓✓ All accuracy errors
MANIPULATION	16	
TOTAL	20	

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QUESTION	NUMBER	MARK	MANIPULATION
7.1		**SLIDE 1: TITLE AND CONTENT**	
7.1.1	1 2	✓ ✓	Heading in Cooper Black. Heading 32 pt.
7.1.2	3	✓	Bullets inserted.
7.1.3	4	✓	Content right-aligned.
7.1.4	5	✓	Picture inserted (penalise if the picture is not in the right column).
7.2		**SLIDE 2: TITLE AND CONTENT**	
7.2.1	6	✓	Main heading font, Lucida Handwriting 32 pt.
7.2.2	7	✓	Heading in upper case and right-aligned.
7.2.3	8	✓	Correct numbering
7.3		**SLIDE 3: COMPARISION**	
7.3.1	9	✓	Heading size 44 pt. (Accept any font)
	10	✓	Heading in bold.
7.3.2	11	✓	Main heading font, Edwardian Script MT 36 pt.
7.3.3	12	✓	Left column numbered correctly.
	13	✓	Right column numbered correctly.
7.3.4	14	✓	Right column centred.
7.4	15	✓	Footer with QUESTION 7 centred in all slides.
7.6	16	✓	Presentation printed as a handout (all slides on ONE page).

A	M	T
4	16	20

EXAMPLE OF CHILD ABUSE

- Selling the child into marriage.
- Child battering by the parent or caregiver.
- Any form of torture or inhuman treatment.
- Female infanticide.
- Forced prostitution.



1.Heading, Cooper Black✓
2.Heading 32 pt✓
3.Bullets ✓ inserted
4.Content right-aligned✓
5. Picture✓

OPPOSING HUMAN RIGHTS VIOLATIONS

a. Visit the websites of human rights organisation regularly.
b. Sign up for such organisation`s newsletters.
c. Sign their official online petitions.
d. Donate money, clothing or other items.
e. Volunteer.

6.Heading Lucida Handwriting 32 pt✓
7.Heading upper case and right-aligned✓
8.Numbering. ✓

Error in slide below – should be Support and **reporting** … as in QP

Support and supporting human rights violations

National court and commission

1. Constitutional Court.
2. Equality courts.
3. SAHRC.
4. CGE.

National and regional organisation

I. Sonke Gender Justice network.
II. Western Cape Network on Violence Against Women.
III. GRIP.
IV. POWA etc.

9.Heading 44 pt✓
10.Heading bold✓
11.column headings, font Edwardian Script MT 36 pt✓
12.left column numbered correctly✓
13. right column numbered correctly✓
14. right column centred✓

15. Footer with EXAMINATION NUMBER AND QUESTION NUMBER.✓
16. Printed as handout on ONE page.✓

TOTAL SECTION C: 20
GRAND TOTAL: 100

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