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

26 - 27 October 2022

This marking guideline consists of 18 pages.

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IMPORTANT INSTRUCTIONS TO MARKERS

1. Markers are required to work out the question paper before the marking memorandum 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 eve if the number of accuracy errors exceeds the total marks for accuracy. The candidate is still rewarded for the manipulation done correctly on that question.

3. Manipulation errors are marked with a blue X next to the manipulation number as indicated on the marking guideline. Manipulation marks awarded correctly are indicated with a blue ✓. This will also AID with 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 mark achieved for each question is written on the PRINTOUT of each question in the following table format:

Write the possible marks on this row

Write the number of errors on 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 MUST BE 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 the duplicate PRINTOUTS, a line must be drawn across the duplicate with a notation 'Duplicate' written across it.

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SECTION A: WORD PROCESSING

QUESTION 1

ACCURACY	5
MANIPULATION	15
TOTAL	20

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

MANIPULATION

QUESTION	NUMBER	MARK	MANIPULATION
1.2	1 2	✓ ✓	Font type, Times New Roman Font size 12 pt
1.3	3 4	✓ ✓	Examination number left-aligned Question 1 right-aligned (penalise if not in the header)
1.4	 5 6	 ✓ ✓	Main heading 'THE IMPORTANCE OF NETWORKING…' Font type, Rockwell Extra Bold Font size 16 pt
1.5	7	✓	Double underline the sub-heading (Main sources of….)
1.6	8 9	✓ ✓	Two columns and four rows inserted correctly Correct information in every cell (penalise if the information is not typed or typed in the incorrect cell)
1.7	10 11	✓ ✓	Table headings in bold Table headings right-aligned (Penalise if one of the table heading is not in bold or right-aligned)
1.8	12	✓	Justify the whole document
1.10	13	✓	Print on ONE portrait page
1.1	14	✓	Uppercase and lowercase
1.1	15	✓	Line spacing throughout the document

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1. *Font type, Times New Roman*✓
2. *Font size 12 pt*✓

3. Examination number left-aligned✓ *4. Question number right-aligned*✓

THE IMPORTANCE OF NETWORKING IN THE JOB SEARCH

5.Rockwell extra bold✓
6. Font size 16✓

It goes without saying that networking is very important during a job search. Your chances of landing the job increase tenfold with the right employee referral. And, if you're looking to make a career change, your professional network can support you by helping you find connections in the industry you are trying to break into or helping you find leads for jobs at specific companies.

Take the time to build meaningful relationships with those in your professional circle, so when the time comes to search for work, you can tap into those valuable connections for referrals, insights into job leads, and other cherished information.

7. double underline✓

Main sources of networking opportunities

Where you can work	Examples
Business events and venues	Seminars and workshops
Online social networks	Facebook and Twitter
Face-to-face work situation	Volunteering and work shadowing

8.Two columns and four rows✓ *10. Bold*✓
9. Correct information in every cell ✓ *11. Right-aligned*✓

12. Justify ✓ **Do not penalise, if contents of table is justified.**
13. Print on ONE portrait page✓ *14. Uppercase and lowercase* ✓
15. Line and letter spacing✓

A	M	T
5	15	20

[20]

QUESTION 2

ACCURACY	4
MANIPULATION	16
TOTAL	20

MARK	ACCURACY
2.10 ✓✓✓✓	All keying-in errors (spelling, omissions and repetitions) On the newly inserted text.

MANIPULATION

QUESTION	NUMBER	MARK	MANIPULATION
2.2	1	✓	Header with QUESTION 2 and EXAMINATION NUMBER, centre-aligned (penalise incorrect alignment)
2.3	2	✓	White, Background 1, Darker 50% on the first row of the table.
2.4	3	✓	Borders applied around the table.
2.5	4 5	✓ ✓	Columns numbered as indicated. Left column with 1, 2, 3 Right column with I, II, III (penalise if the numbering format is not correct)
2.6	6	✓	Page break inserted.
2.7	7	✓	Heading of the second page (Reasons why….) in font type Elephant Heading size 20 pt.
2.8 2.9	8 9 10 11	✓ ✓ ✓ ✓	Picture inserted Picture resized correctly 2cm height and width 6 pt dotted borders inserted around the picture. Picture centre-aligned
2.11	12	✓	Two vertical columns inserted
2.12	13 14	✓ ✓	Bullets correctly inserted. ➢ Left column ○ Right column
2.13	15	✓	Page numbering inserted in the footer and left-aligned
2.15	16	✓	Printouts on TWO A4 portrait pages

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EXAMINATION NUMBER

QUESTION 2

1.Examination number and question number centre -aligned✓

THE IMPORTANCE OF NETWORKING IN THE JOB SEARCH

It goes without saying that networking is very important during a job search. Your chances of landing the job increase tenfold with the right employee referral. And, if you're looking to make a career change, your professional network can support you by helping you find connections in the industry you are trying to break into or helping you find leads for jobs at specific companies.

Take the time to build meaningful relationships with those in your professional circle, so when the time comes to search for work, you can tap into those valuable connections for referrals, insights into job leads, and other cherished information.

Main sources of networking opportunities *2. White background 1 darker 50% ✓*

3. Boarders applied✓

Where you can work	Examples
1) Business events and venues	I. Seminars and workshops
2) Online social networks	II. Facebook and Twitter
3) Face to face work situation	III. Volunteering and work shadowing

4. left column numbered 1, 2, 3. ✓

5. right column numbered I, II, III✓

6. Page break inserted ✓

7. Font, Elephant 20pt✓

Reasons Why Networking Is Important

8. picture inserted ✓

9. picture resized correctly ✓

10. 6 pt dotted border ✓

11. picture centre-aligned✓



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- Chance to exchange ideas
- It makes you noticeable
- Switch to a new job
- Reviewing your qualification

- Improves your creative brain
- An extra resource library
- Growth in status
- Growth in self confidence

14. Right column correct bullets inserted ✓

12. Columns inserted vertically ✓
13. Left column correct bullets inserted ✓

16. Print on TWO portrait pages ✓

A	M	T
4	16	20

2 *15. Page numbering left-aligned ✓* **[20]**

SECTION B: SPREADSHEET

QUESTION 3

ACCURACY	4
MANIPULATION	6
TOTAL	10

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

MANIPULATION

QUESTION	NUMBER	MARK	MANIPULATION
3.2	1	✓	QUESTION 3 centre-aligned and EXAMINATION NUMBER right-aligned in the header.
3.3	2 3	✓ ✓	Font type Courier New Font size 12 pt
3.4	4	✓	Column adjusted
3.6	5 6	✓ ✓	Printout printed on ONE A4 portrait page. Printed with or without column and row headings.

QUESTION 3 Examination number

1. *Question number centre-aligned, examination number right-aligned*✓

	A	B	C	D	E
1	MONETARY TVET COLLEGE				
2					
3	NUMBER OF STUDENTS: 2018-2022				
4					
5	TUITION FEE PER STUDENT				
6					CENTRAL
7					OFFICE
8	YEAR	CAMPUS A	CAMPUS B	CAMPUS C	OFFICIALS
9	Year 2016	2056	560	524	23
10	Year 2017	2036	364	512	25
11	Year 2018	198	52	233	45
12	Year 2019	250	456	58	60
13	Year 2020	96	444	452	75

2. *Font type Courier New* ✓
3. *Font size 12 pt*✓
4. *Column adjusted* ✓
5. *Spreadsheet printed on ONE A4 portrait page* ✓
6. *Printed with or without row and column headings* ✓

A	M	T
4	6	10

[10]

QUESTION 4

ACCURACY	1	Newly added text
MANIPULATION	14	
TOTAL	15	

MANIPULATION

QUESTION	NUMBER	MARK	MANIPULATION
4.1	1	✓	QUESTION 3 changed to QUESTION 4.
4.2	2 3	✓ ✓	New columns inserted. New row inserted.
4.3	4	✓	Main heading changed to ***forte***18 pt
4.4	5	✓	Main heading merged and left-aligned.
4.5	6	✓	Sub-heading in row 5 double underlined.
4.6	7	✓	A – TOTAL calculated. 3163
	8	✓	B – TOTAL NUMBER OF STUDENTS ENROLLED calculated. **3140**
	9	✓	C – LOWEST NUMBER ENROLLED IN 2018 calculated. **52**
	10	✓	D –HIGHEST NUMBER ENROLLED IN 2019 calculated. **456**
	11	✓	E – NUMBER OF CAMPUSES counted. **3**
4.7	12	✓	TUITION FEE PER STUDENT displayed in currency with two decimals. R3599.00
4.8	13	✓	Borders inserted as indicted.
4.10	14	✓	Spreadsheet printed WITHOUT row and column headings.

A	M	T
1	14	15

[15]

1.Question 3 changed to 4 ✓

EXAMINATION NUMBER

	A	B	C	D	E	F	G	H	I
1	**MONETARY TVET COLLEGE**								
2									
3	NUMBER OF STUDENTS: 2018-2022								
4									
5	TUITION FEE PER STUDENT							R3 599,00	
6					CENTRAL		TOTAL NUMBER		
7					OFFICE		OF STUDENTS		
8	YEAR	CAMPUS A	CAMPUS B	CAMPUS C	OFFICIALS	TOTALS	ENROLLED	MINIMUM	MAXIMUM
9	Year 2016	2056	560	524	23	3163	3140		
10	Year 2017	2036	364	512	25	2937	2912		
11	Year 2018	198	52	233	45	528	483	52	
12	Year 2019	250	456	58	60	824	764		456
13	Year 2020	96	444	452	75	1067	992		
14	NO OF CAMPUSES								3

2 New columns inserted✓
3. New rows inserted✓
4. Main heading forte size 18 pt✓
5. Sub-heading in row 3 & 5

6. Sub-heading double underlined✓
7. TOTAL calculated✓
8. TOTAL NUMBER OF STUDENTS ENROLLED calculated✓
9. Lowest number enrolled calculated✓
10. Highest number enrolled calculated✓
11. Number of Campuses counted✓
12. TUITION FEE PER STUDENT as currency with two decimal✓
13. Borders inserted as displayed on the spreadsheet✓
14. Print without row and column headings. ✓

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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 TOTAL NUMBER OF STUDENTS ENROLLED Correct formula for LOWEST NUMBER ENROLLED Correct formula for HIGHEST NUMBER ENROLLED Correct formula for COUNTING NUMBER OR CAMPUS
5.3	7	✓	Column adjusted
5.5	8	✓	Spreadsheet printed on ONE A4 landscape page (formulae must be visible)

A	M	T
-	8	8

[8]

QUESTION 5

1.Question 5✓

EXAMINATION NUMBER

	A	B	C	D	E	F	G	H
1	**MONETARY TVET COLLEGE**							
2								
3	NUMBER OF STUDENTS: 2018-2022							
4								
5	TUITION FEE PER STUDENT						R3 599,00	
6					CENTRAL		TOTAL NUMBER		
7					OFFICE		OF STUDENTS		
8	YEAR	CAMPUS A	CAMPUS B	CAMPUS C	OFFICIALS	TOTALS	ENROLLED	MINIMUM	MAXIMUM
9	Year 2016	2056	560	524	23	=SUM(B8:E9)	=F8-G9		
10	Year 2017	2036	364	512	25	=SUM(B9:E9)	=H10-G10		
11	Year 2018	198	52	233	45	=SUM(B10:E10)	=H11-G11	=MIN(D11:F11)	
12	Year 2019	250	456	58	60	=SUM(B11:E11)	=H12-G12		=MAX(D12:G12)
13	Year 2020	96	444	452	75	=SUM(B12:E12)	=H13-G13		
14	NO OF CAMPUSES								=COUNTA(B7:D7)

2. TOTAL formula✓
3. TOTAL NUMBER OF STUDENTS ENROLLED formula✓
4. LOWEST NUMBER ENROLLED STUDENTS formula✓
5. HIGHEST NUMBER ENROLLED STUDENTS formula✓
6. NUMBER OF CAMPUSES formula✓
7. Spreadsheet adjusted✓
8. Printed on ONE A4 landscape page✓

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QUESTION 6

MANIPULATION	7
TOTAL	7

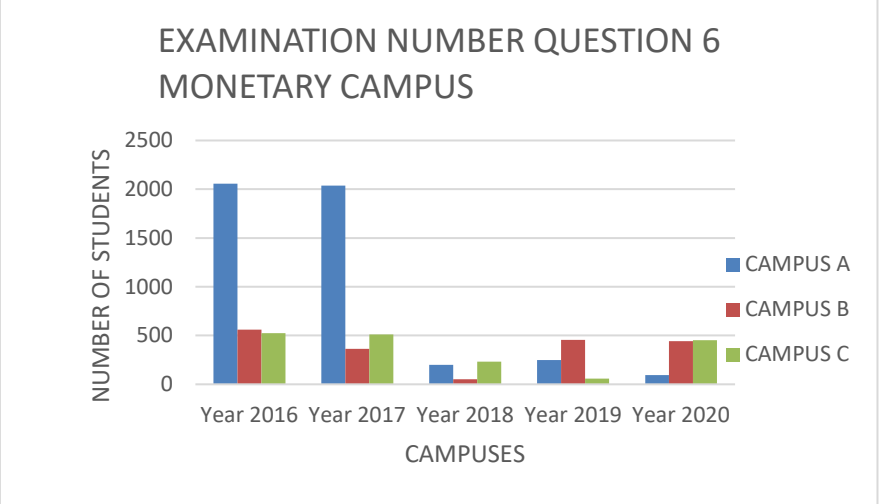
QUESTION	NUMBER	MARK	MANIPULATION
6.1	1	✓	QUESTION 4 and EXAMINATION NUMBER deleted in the header
6.2	2	✓	COLUMN GRAPH inserted comparing the CAMPUSES
6.3	3	✓	Y-axis inserted with NUMBER OF STUDENTS as title
6.4	4	✓	X-axis inserted with CAMPUSES as title
6.5	5 6	✓ ✓	Chart title with EXAMINATION NUMBER, QUESTION 6 and MONETARY CAMPUS Ignore alignment
6.7	7	✓	Chart printed as an object

A	M	T
-	7	7

[7]

A	B	C	D
MONETARY TVET COLLEGE			
NUMBER OF STUDENTS: 2018-2022			
TUITION FEE PER STUDENT			

YEAR	CAMPUS A	CAMPUS B	CAMPUS C
Year 2016	2056	560	524
Year 2017	2036	364	512
Year 2018	198	52	233
Year 2019	250	456	58
Year 2020	96	444	452
NO OF CAMPUSES			



1.Question 4 and examination number deleted ✓
2.Column graph compering the CAMPUSES ✓
3. Y-axis with NUMBER OF STUDENTS as title ✓
4. X-axis with CAMPUSES as title ✓
5. Chart title with examination number and question 6 ✓
6. Chart title with MONETARY CAMPUS ✓
7. Chart printed as an object ✓

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SECTION C: PRESENTATION (POWER POINT)

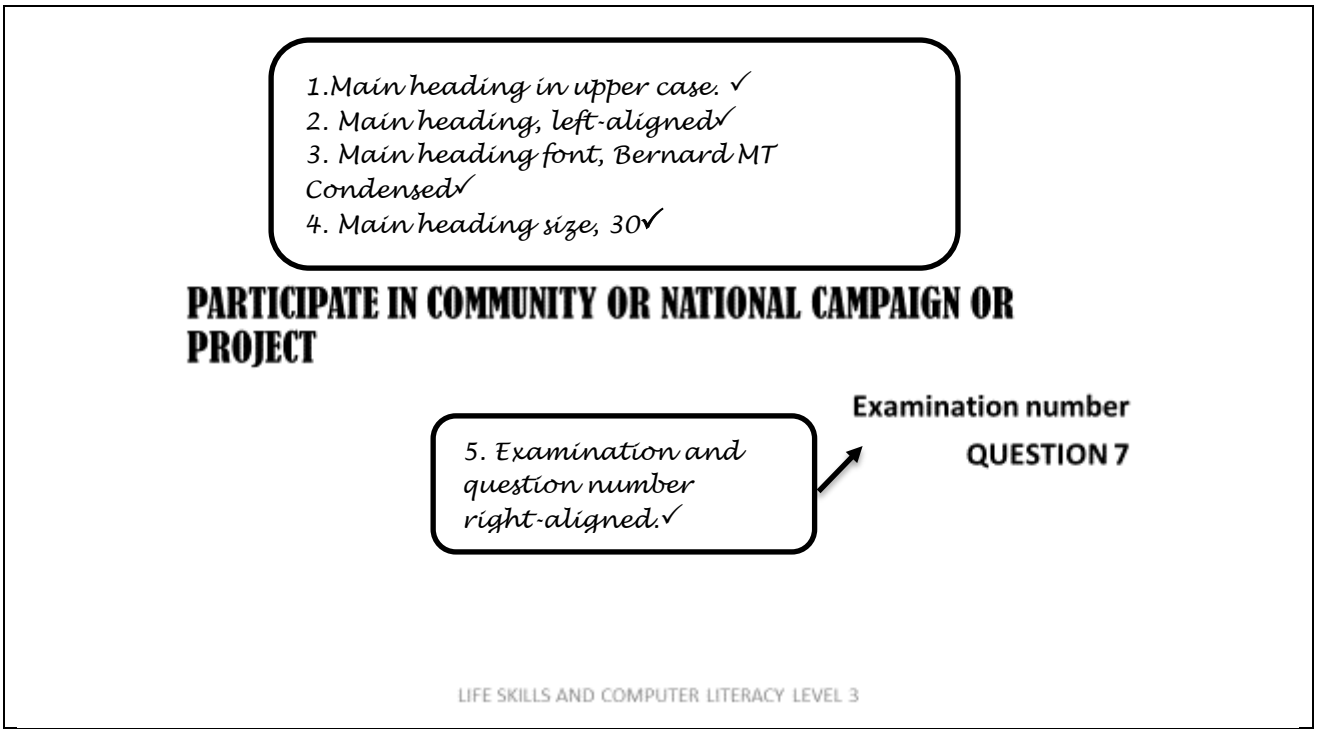
QUESTION 7

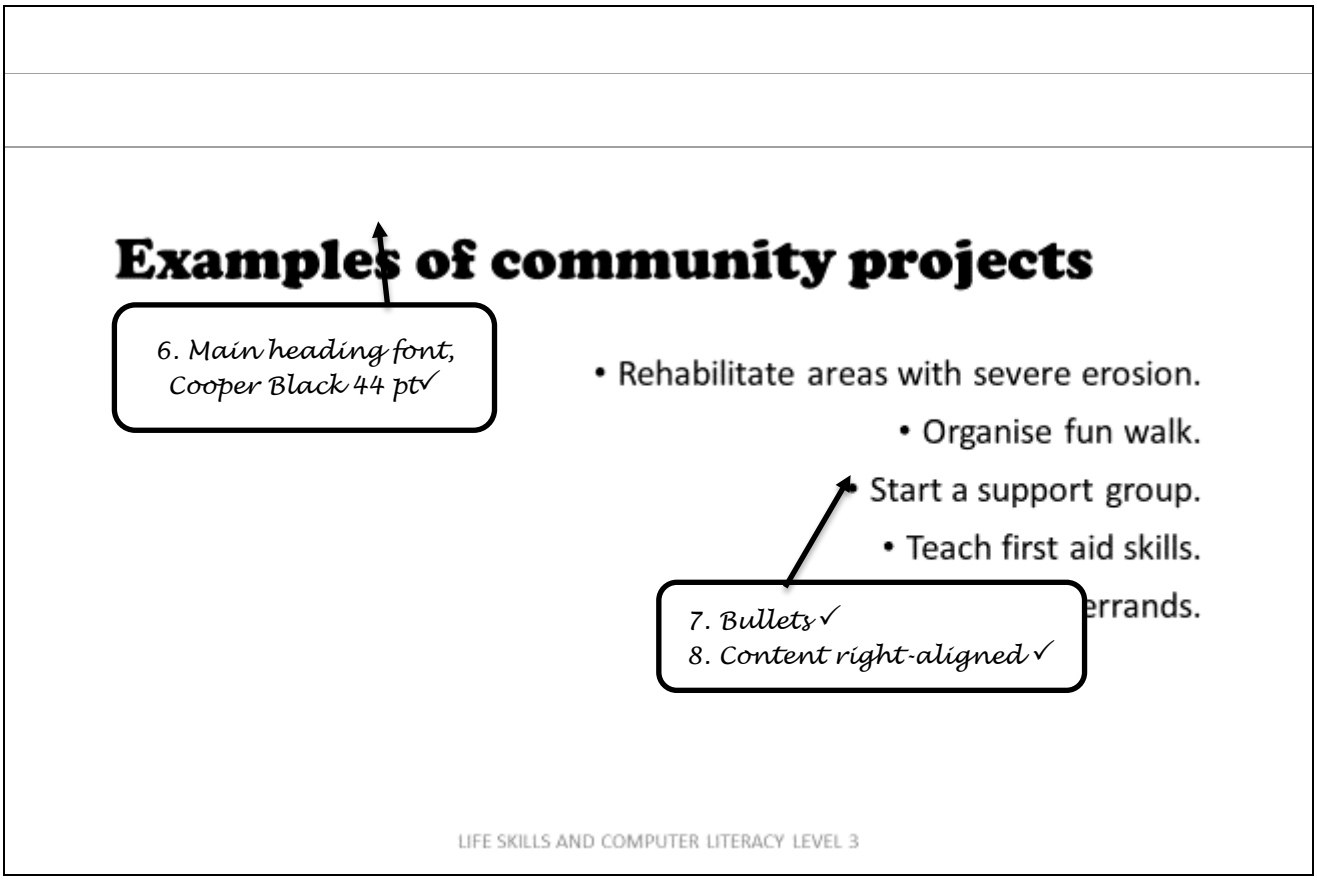
ACCURACY	4
MANIPULATION	16
TOTAL	20

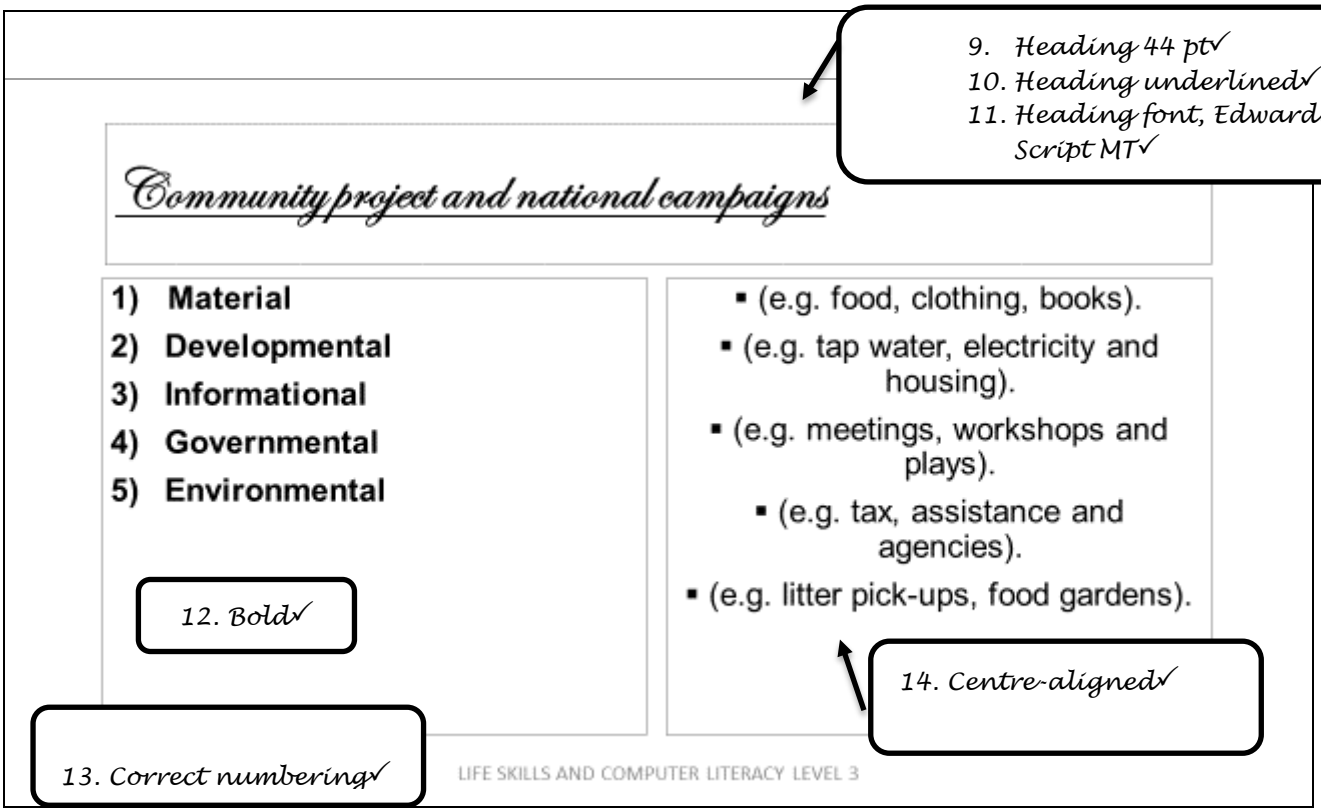
,

QUESTION	NUMBER	MARK	MANIPULATION
7.1	**SLIDE 1: TITLE SLIDE**		
7.1.1	1 2	✓ ✓	Heading in upper case Heading left-aligned
7.1.2	3	✓	Font in BERNARD MT CONDENSED
	4	✓	Font size 30 pt
7.1.3	5	✓	Examination and question number displayed as a sub-heading and right-aligned. (penalise if the subheading is not aligned right)
7.2	**SLIDE 2: TITLE AND CONTENT**		
7.2.1	6	✓	Main heading font, COOPER BLACK 44 pt
7.2.2	7 8	✓ ✓	Bullets inserted as displayed Content right-aligned
7.3	**SLIDE 3: TITLE AND TWO CONTENT**		
7.3.1	9	✓	Main heading underlined.
	10	✓	Main heading 44 pt
7.3.2	11	✓	Main heading font, Edwardian Script MT
7.3.3	12	✓	Left column in bold
7.3.4	13	✓	Left column numbered
	14	✓	Right column centre align
7.4	15	✓	Footer with LIFE SKILLS AND COMPUTER LITERACY LEVEL 3 centre-aligned on all slides
7.6	16	✓	Presentation printed as a handout (all slides on ONE page)

A	M	T
4	16	20


1.Main heading in upper case. ✓
2. Main heading, left-aligned✓
3. Main heading font, Bernard MT Condensed✓
4. Main heading size, 30✓
PARTICIPATE IN COMMUNITY OR NATIONAL CAMPAIGN OR PROJECT
Examination number
QUESTION 7
5. Examination and question number right-aligned.✓
LIFE SKILLS AND COMPUTER LITERACY LEVEL 3


Examples of community projects
6. Main heading font, Cooper Black 44 pt✓
• Rehabilitate areas with severe erosion.
• Organise fun walk.
• Start a support group.
• Teach first aid skills.
errands.
7. Bullets✓
8. Content right-aligned✓
LIFE SKILLS AND COMPUTER LITERACY LEVEL 3



15. Footer with LIFE SKILLS AND COMPUTER LITERACY LEVEL 3 centre-aligned. ✓
16. Printed as handouts on ONE page.✓

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TOTAL: 100

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