higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE SKILLS AND COMPUTER LITERACY (COMPUTER LITERACY COMPONENT)

(Second paper)

NQF LEVEL 4

28 October 2022

This marking guideline consists of 29 pages.

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INSTRUCTIONS TO MARKERS

1. Markers are required to work out the answers to the question paper before the marking memorandum is discussed.

2. Accuracy errors are marked with a red /. Accuracy errors refer to spelling errors and omission/addition of text/numbers. The mark allocated for accuracy indicates the maximum marks that can be deducted for accuracy errors, for example, if 5 marks are allocated for accuracy, a candidate will only lose a maximum of 5 marks for accuracy, even if the number of accuracy errors exceeds five in that specific question.

3. Manipulation errors are marked with a blue X next to the corresponding manipulation number. Manipulation marks that are awarded for correct answers are indicated with a blue ✓ next to the corresponding manipulation number, for example, if 10 marks are allocated for manipulation, then numbers 1–10 must be written next to the blue X or ✓ in the same position as indicated on the marking guideline.

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

Write the total possible mark in this space -

Write the student's errors made in this space-

Write the mark achieved in this space and encircle the total mark

A	M	T

5. The candidate's total mark per question is transferred to the COVER of the EXAMINATION FOLDER next to the corresponding QUESTION NUMBER.

6. If a candidate handed in a PRINTOUT, but achieved ZERO 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 duplicate PRINTOUT of the question (without striking it out/cancelling it), mark the question that would benefit the candidate and draw a line across the extra PRINTOUT(S) with the notation ‘Duplicate’.

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9. If a candidate handed in a PRINTOUT without a printed EXAMINATION NUMBER and a consistent WATERMARK, the PRINTOUT must be marked and reported as an irregularity. Both the printed EXAMINATION NUMBER and a consistent WATERMARK are required to ensure authenticity as per examination instructions.

10. If a candidate did not produce a PRINTOUT for QUESTION 2 (i.e. completed the merge process before/without printing the primary document) mark as follows:

    - Mark the first PRINTOUT of QUESTION 3 as QUESTION 2 but penalise for merge fields not inserted. Indicate on the top of the PRINTOUT that this PRINTOUT was marked as QUESTION 2.

    Mark the second PRINTOUT/letter of QUESTION 3 as QUESTION 3. The candidate must be awarded marks for all correct work in QUESTION 3 (including merged information on the first letter) to avoid the candidate being penalised twice for the insertion of merge fields.

11. If a candidate used the incorrect program to answer a question, for example MS Word instead of MS Access for QUESTION 9, marks must be awarded for accuracy (as well as uppercase/lowercase and letter spacing) but penalised for other manipulation. The candidate will lose all manipulation marks that are program specific, as this assesses the candidates' ability to use the specified program i.e. MS Word (QUESTIONS 1-3), MS Excel (QUESTIONS 4-7) and MS Access (QUESTIONS 8-10).

12. If a candidate produced an incorrect PRINTOUT (for example, a print screen image of QUESTION 8), marks must be awarded for accuracy and any manipulation which can be assessed from the given PRINTOUT. The candidate will lose marks for the PRINTOUT and any other manipulation instruction which is incorrect and cannot be assessed from the PRINTOUT.

13. If a candidate did not use the specified font style, the candidate must be penalised unless the scripts are accompanied by a report indicating that the required font style was not available on the MS Office version used at that examination centre OR it is established by the marking team that the version indicated on the COVER of the EXAMINATION FOLDER does not provide the specified font.

14. If an irregularity is detected during the marking process, the script must be marked, the irregularity recorded on the COVER page of the script and on the mark sheet as determined in the national examination instructions. An irregularity report must be completed.

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QUESTION 1

MARK ALLOCATION

ACCURACY	6
MANIPULATION	14
TOTAL	20

QUESTION NUMBER	MARKS	ACCURACY
1.5	6	Penalise all spelling errors, omissions and additions in records, up to a maximum of 6 marks. (Deduct one mark for every missing word). **NOTE:** Repeated errors must be penalised once only. Incorrect letter spacing, line spacing, uppercase and lowercase are penalised as manipulation errors.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
1.1	1	✓	Datasource document created.
1.2	2	✓	Font type Tahoma, size 12 (Both MUST be correct for a mark to be given)
1.3	3	✓	Data source document is created with the correct field names (six)
1.3	4	✓	Field names are created correctly without spelling errors
1.4	5	✓	Field names in uppercase
1.5	6	✓	Letter spacing correct
1.5	7	✓	Uppercase and lowercase correct (records)
1.6	8	✓	Table name: EXAMINATION NUMBER, QUESTION 1
1.7	9	✓	Content of 'DEPARTMENT' column right aligned
1.8	10	✓	Page layout changed to landscape
1.9	11	✓	Column width adjusted – all information clearly visible.
1.11	12	✓	Records displayed on one line. Penalise if the column width is too small (text goes over two lines)
1.11	13	✓	Data source printed from MS Access
1.11	14	✓	Printed on ONE A4 page NB: The mark for 'landscape' is awarded above (no.10)

[20]

1✓ Data source document created
2✓ Tahoma, size 12 (both correct)
3✓ Data source: correct field names
4✓ No spelling errors in the field names
5✓ Field names in uppercase
6✓ Letter spacing correct
7✓ Uppercase and lowercase consistent

8✓ Table name: EXAMINATION NUMBER, QUESTION 1

EXAMINATION NUMBER, QUESTION 1

NAME	SURNAME	DEPARTMENT	COURSE	INSTRUCTOR	EMAIL ADDRESS
Astrid	Usher	NCV	Office Administration	Ivan Naidoo	Ivanaidoo@gmail.com
Fundiswa	Bhengu	Business	Business Studies	Patrick Thompson	patthompson@yahoo.com
Siyabonga	Vilakazi	Engineering	Civil Engineering	Michael Zulu	mezulu@webmail.co.za
Sebenzile	Mhlauli	Hospitality	Hospitality Management	Brenda Ngxoli	BNgxoli@gmail.com
Nhlakanipho	Buthelezi	Tourism	Travel and Tourism	Devan Maistry	dmaistry@yahoo.com

PLEASE NOTE:

If the candidate did not produce the Data source document as instructed, the printout must be marked and penalise for No. 1(Data source)

If the candidate did not produce the MS Access printout as instructed, the printout must be marked and penalise for No. 11 (Incorrect printout)

If the candidate keyed in the text in the first row (penalise 2 accuracy marks:
1 mark for "FIELD NAMES" and 1 mark for "RECORDS."

9✓ Content of DEPARTMENT – Right aligned
10✓ Landscape
11✓ Column width adjusted
12✓ Contents with on one line
13✓ MS Access Printout of database
14✓ Print on one A4 page (landscape no. 10)

A	M	T
6	14	20

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QUESTION 2

MARK ALLOCATION

ACCURACY	10
MANIPULATION	38
TOTAL	48

QUESTION NUMBER	MARKS	ACCURACY
2.4	10	All keying in errors in the document including header. Penalise one mark per spelling error, omissions or additions up to a maximum of 10 accuracy marks. **NOTE:** Repeated errors must be penalised only once per question. Incorrect letter spacing, line spacing, uppercase and lowercase are penalised as manipulation errors.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
2.1	1	✓	MS Word used
2.2	2	✓	Footer inserted
2.2	3	✓	Examination number (centre-aligned) and QUESTION 2 (right-aligned). (Both must be correct)
2.3	4	✓	Font: Bell MT, size 12 consistent unless indicated differently (Both MUST be correct)
2.4	5	✓	Uppercase and lowercase correctly used
2.4	6	✓	Letter spacing correctly used
2.4	7	✓	Line spacing correct
2.5	8	✓	Current date inserted. (Accept any date format)
2.5	9	✓	Date inserted in the correct position
2.6	10	✓	MERGE FIELDS (fieldnames) inserted correctly. Field name: <<NAME>>
2.6	11	✓	Field name: <<SURNAME>>
2.6	12	✓	Field name: <<COURSE>>
2.6	13	✓	Field name: <<DEPARTMENT>>
2.6	14	✓	Field name: <<INSTRUCTOR>>
2.6	15	✓	Field name: <<E-MAIL_ADDRESS>>
2.7	16	✓	Main heading font: Bauhaus 93, 16 (Both must be correct)
2.8	17	✓	Main heading underlined using a double underline
2.9	18	✓	Main heading in italics

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2.9	19	✓	Main heading in centred
2.10	20	✓	Full justify the 1st paragraph
2.11	21	✓	Appropriate picture or clip art image inserted (accept any appropriate picture)
2.11	22	✓	Picture/clipart image in the correct position
2.12	23		Picture/clipart image resized to fit on the document
2.13	24	✓	TWO parallel columns inserted
2.13	25	✓	Correct text keyed-in in each column
2.14	26	✓	Text in the left column centre-aligned.
2.15	27	✓	Text in the right column right-aligned.
2.16	28	✓	Page break correctly inserted
2.17	29	✓	Table inserted correctly (3 rows and 3 columns)
2.17	30	✓	Table inserted in the correct position
2.18	31	✓	First column of table is shaded
2.18	32	✓	Shading correct - white background, darker 35% (light grey) (Penalise if the shading is too light or too dark)
2.19	33	✓	Column headings in uppercase
2.19	34	✓	Column headings centre-aligned
2.20	35	✓	Second row of the table, text appears in italics
2.20	36	✓	Second row of the table, text is underlined
2.21	37	✓	Spell checker used and the word, 'transmited' in paragraph 1 now reads as 'transmitted'
2.23	38	✓	Printed on TWO A4 portrait pages

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1 ✓ MS Word is used
2 ✓ Footer inserted
3✓ Exam No. Centred; Ques No. right aligned
4✓ Font Bell MT, size 14
5✓ Upper and lowercase correct
6✓ Letter spacing correct
7✓ Line spacing correct

8 ✓Correct date inserted
9 ✓Date in the correct position

10 ✓ Merge field: NAME
11✓ Merge field: SURNAME
12 ✓ Merge field: COURSE
13 -15 (on page 2)

<<NAME>> <<SURNAME>>
<<COURSE>>

28 October 2022

16 ✓ Bauhaus 93, 16
17 ✓ Double underline
18 ✓ Italics
19 ✓ Centred
20✓ Full justify – 1st paragraph

CORONAVIRUS DISEASE (COVID-19)

Coronavirus disease (COVID-19) is an infectious disease caused by the coronavirus. Most people who fall sick with COVID-19 will experience mild to moderate symptoms and recover without special treatment. The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes, or exhales.



21 ✓ Picture/clipart inserted
22 ✓ Picture/clipart corrected positon
23✓ Picture/clipart resized

24✓ Two columns created
25 ✓Correct text in each column
26 ✓ Text in left col. centred
27 ✓ Text in right col right aligned

The following are some of the variants of the COVID 19:

THE DELTA VARIANT

Delta is a very contagious variant that has been found to be more than 2x as contagious as earlier variants. Its high transmissibility rate led to the World Health Organization classifying it as a variant of concern.

THE OMICRON VARIANT

The Omicron is more transmissible than the Delta variant. This is attributed to its ability to evade some immune responses, particularly the responses of immune system of previously infected individuals who have not vaccinated.

28 ✓ Page break inserted correctly

* EXAMINATION NUMBER QUESTION 2

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NAME OF VARIANT	COUNTRY OF ORIGIN	TRANSMISSIBILITY RATE
Delta	*India*	*Very high*
Gamma	Japan	Very high

For more information about the presentation please contact the <<DEPARTMENT>> department. Your instructor <<INSTRUCTOR>> can be reached at: <<E-MAIL_ADDRESS>>.

Yours in Health Education

J Hopkins

29✓ Table inserted correctly (3 rows & 3 columns)
30 ✓Table in correct positon
31 ✓ 1st column shaded
32 ✓ Shading correct
33 ✓ Col. heading - uppercase
34 ✓ Col. heading - centred
35 ✓ 2nd row in italics
36✓ 2nd row underlined
37✓ Spell check – 'transmitted'
38 ✓ Print the letter on 2 pages A4 portrait

13 ✓ Merge field: DEPARTMENT
14 ✓ Merge field: INSTRUCTOR
15 ✓ Merge field: EMAIL ADDRESS

A	M	T
10	38	48

[48]

EXAMINATION NUMBER QUESTION 2

QUESTION 3

MARK ALLOCATION

ACCURACY	0
MANIPULATION	12
TOTAL	12

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
3.2	1	✓	Footer replaced with a header
3.2	2	✓	EXAMINATION NUMBER (left-aligned) and QUESTION 3 (right-aligned)
3.3	3	✓	Merged information correct: 1st letter Astrid Usher
3.3	4	✓	Merged information correct: 1st letter Office Administration
3.3	5	✓	Merged information correct: 1st letter NCV Department
3.3	6	✓	Merged information correct: 1st letter Ivan Naidoo, Ivanaidoo@gmailcom (Both must be correct)
3.3	7	✓	Merged information correct: 2nd letter Siyabonga Vilakazi
3.3	8	✓	Merged information correct: 2nd letter Civil Engineering
3.3	9	✓	Merged information correct: 2nd letter Engineering department
3.3	10	✓	Merged information correct: 2nd letter Michael Zulu; mezulu@webmail.co.za
3.5	11	✓	Only 2 letters printed: Astrid Usher and Siyabonga Vilakazi
3.5	12	✓	Each letter printed on TWO portrait pages

[12]

TOTAL SECTION A: 80

EXAMINATION NUMBER

1✓ Footer replaced with a header
2 ✓ Exam No. (left-aligned); Q3 (right-aligned)

QUESTION 3

28 October 2022

Astrid Usher
Office Administration

3 ✓ Astrid Usher
4 ✓ Office Administration

CORONAVIRUS DISEASE (COVID-19)

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EXAMINATION NUMBER

QUESTION 3

NAME OF VARIANT	COUNTRY OF ORIGIN	TRANSMISSIBILITY RATE
Delta	*India*	*Very high*
Gamma	Japan	Very high

For more information about the presentation please contact the NCV department. Your instructor Ivan Naidoo can be reached at Ivanaidoo@gmail.com.

5 ✓ NCV Department

6 ✓ Ivan Naidoo & Ivanaidoo@gmail.com

Yours in Health Education

J Hopkins

EXAMINATION NUMBER

QUESTION 3

28 October 2022

Siyabonga Vilakazi
Civil Engineering

7✓ Siyabonga Vilakazi
8 ✓ Civil Engineering

CORONAVIRUS DISEASE (COVID-19)

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EXAMINATION NUMBER QUESTION 3

NAME OF VARIANT	COUNTRY OF ORIGIN	TRANSMISSIBILITY RATE
Delta	*India*	*Very high*
Gamma	Japan	Very high

9 ✓ Engineering department

For more information about the presentation please contact the Engineering department. Your instructor Michael Zulu can be reached at mezulu@webmail.co.za.

10✓ Michael Zulu; mezulu@webmail.co.za

Yours in Health Education

J Hopkins

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11 ✓ Only 2 letters printed: (Usher & Vilakazi)
12✓ Print the letter on 2 pages

A	M	T
-	12	12

[12]

TOTAL SECTION A: 80

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SECTION B: SPREADSHEET

QUESTION 4

MARK ALLOCATION

ACCURACY	6
MANIPULATION	18
TOTAL	24

QUESTION NUMBER	MARKS	ACCURACY
4.3	6	All keying in errors in the spreadsheet, including the footer. Penalise one mark per spelling error, omissions or additions up to a maximum of 6 accuracy marks. **NOTE:** Repeated errors must be penalised only once per question. Incorrect letter spacing, line spacing, uppercase and lowercase are penalised as manipulation errors.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
4.1	1	✓	Correct program used
4.2	2	✓	Footer inserted
4.2	3	✓	EXAMINATION NUMBER and QUESTION 4, left-aligned. (Accept on one or two lines)
4.3	4	✓	Uppercase and lowercase correct
4.3	5	✓	Letter spacing correct
4.4	6	✓	Font: Agency FB, size 14 – unless otherwise instructed (Both must be correct)
4.5	7	✓	Heading merged and centred across columns A–E
4.6	8	✓	Heading in Engravers MT, size 14 (Both must be correct)
4.7	9	✓	Row 2: Sub-heading underlined
4.7	10	✓	Row 2: Sub-heading in bold
4.8	11	✓	Column headings in italics
4.8	12	✓	Column headings in bold
4.9	13	✓	Merge and centre the column heading across B4 and C4 - “UPDATED STATISTICS”
4.10	14	✓	Centre all column headings
4.11	15	✓	Column width adjusted
4.12	16	✓	Insert horizontal lines
4.12	17	✓	Insert vertical lines
4.14	18	✓	Printed on ONE A4 portrait page, without row and column headings

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1✓ Correct program used
2 ✓ Footer inserted
3 ✓ Exam no. & Ques no. left-aligned
4 ✓ Uppercase and lowercase correct
5 ✓ Letter spacing correct

6 ✓ Font: Agency FB, size 14
7 ✓ Heading merged and centred A-E
8 ✓ Heading: Engravers MT, 14
9 ✓ Sub-heading underlined
10 ✓ Sub-heading in bold

COVID-19 STATISTICS PER PROVINCE: SOUTH AFRICA

Report date: 22 July 2021

PROVINCE	*UPDATED STATISTICS*		*PERCENTAGE OF TOTAL*
	Confirmed Cases	*New Cases*	
KwaZulu-Natal	379198	1613	
Limpopo	104402	1126	
Mpumalanga	116306	899	
North West	120211	1148	
Northern Cape	64058	430	
Western Cape	370997	3263	

Column headings:
11 ✓ **I**talics
12 ✓ **B**old
13 ✓Merge & centre B4-C4
14 ✓Centre column headings

15 ✓Column width adjusted
16 ✓Insert horizontal lines
17 ✓Insert vertical lines
18 ✓Print without row & Col heading on one A4 portrait page

A	M	T
6	18	24

[24]

EXAMINATION NUMBER
QUESTION 4

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QUESTION 5

MARK ALLOCATION

ACCURACY	6
MANIPULATION	26
TOTAL	32

QUESTION NUMBER	MARKS	ACCURACY
5.6	6	Penalise all spelling errors, omissions or repeated text in the newly inserted rows and column. One mark per error – maximum of 6 marks

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
5.2	1	✓	Changed to QUESTION 5
5.3	2	✓	Right-align the main heading
5.4	3	✓	Main heading font: Elephant, size 14 (Both must be correct)
5.5	4	✓	New rows inserted correctly
5.5	5	✓	New column inserted correctly
5.6	6	✓	Uppercase and lowercase of **newly inserted text** consistent.
5.6	7	✓	Letter spacing of **newly inserted text** consistent.
5.7	8	✓	Column heading centred horizontally (across the column)
5.7	9	✓	Column heading centred vertically (across the 2 rows that have been merged)
5.8	10	✓	Column D – column heading in bold
5.8	11	✓	Column D – column heading in italics
5.9	12	✓	Calculations done in the correct cells
5.9.1	13	✓	Correct calculation for TOTAL CASES
5.9.2	14	✓	Correct calculation for TOTAL CONFIRMED CASES
5.9.3	15	✓	Correct calculation for PERCENTAGE OF TOTAL
5.9.4	16	✓	Correct calculation for AVERAGE OF NEW CASES
5.9.5	17	✓	Correct calculation for LOWEST PERCENTAGE OF TOTAL
5.10	18	✓	Autofill used in column D (Formula/calculation in all cells indicated by the arrow)
5.10	19	✓	Autofill used in column E (Formula/calculation in all cells indicated by the arrow)
5.11	20	✓	Figures in columns B–D displayed as integers (no decimal places)

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5.12	21	✓	Figures in column E displayed as a percentage with TWO decimal places
5.13	22	✓	Horizontal lines and vertical lines inserted correctly (Total lines must be correctly inserted)
5.14	23	✓	Double border inserted around the entire spreadsheet
5.15	24	✓	Changed to landscape
5.16	25	✓	Column width adjusted
5.18	26	✓	Printed on ONE A4 page (landscape) page without row and column headings NB: The mark for landscape is awarded in no. 24 (question 5.15)

[32]

1✓ Footer - changed to Question 5
2 ✓ Right align main heading
3 ✓ Heading: Elephant, size 14

4 ✓ New rows inserted correctly
5 ✓ New column inserted correctly
6 ✓ Uppercase/lowercase correct
7 ✓ Letter spacing correct

COVID-19 STATISTICS PER PROVINCE: SOUTH AFRICA

Report date: 22 July 2021

PROVINCE	*UPDATED STATISTICS*		*TOTAL CASES*	*PERCENTAGE OF TOTAL*
	Confirmed Cases	**New Cases**		
KwaZulu-Natal	379198	1613	380811	32,97%
Limpopo	104402	1126	105528	9,14%
Mpumalanga	116306	899	117205	10,15%
North West	120211	1148	121359	10,51%
Northern Cape	64058	430	64488	5,58%
Western Cape	370997	3263	374260	32,40%
Total Confirmed Cases	1155172			
Average of New Cases		1413		
Lowest Percentage				5,58%

8 ✓ Col D heading centred horizontally
9 ✓ Col D heading centred vertically
10 ✓ Col D - bold
11 ✓ Col D - italics

Calculations:
12 ✓ Calculations in correct cells
13✓ Total cases
14 ✓ Total confirmed cases
15 ✓ Percentage of Total
16 ✓ Average new cases
17 ✓ Lowest percentage of Totals
18 ✓ Autofill – column D
19 ✓ Autofill – column E

Accuracy ✓✓✓ ✓✓✓
Newly inserted text only

20 ✓ Col B-D: Integers
21 ✓ Col E: % and 2 decimals
22 ✓ Horizontal lines & Vertical lines (total lines)
23 ✓ Double border around the spreadsheet
24 ✓ Change to landscape
25 ✓ Column width adjusted
26 ✓ Printed on 1 A4 page, landscape

A	M	T
6	26	32

EXAMINATION NUMBER
QUESTION 5

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QUESTION 6

MARK ALLOCATION

ACCURACY	0
MANIPULATION	12
TOTAL	12

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
6.1	1	✓	Open the correct spreadsheet QUESTION 5
6.2	2	✓	Footer replaced with header
6.2	3	✓	QUESTION 6 (centred) and EXAMINATION NUMBER (right-aligned)
6.3	4	✓	Correct formula TOTAL CASES = B6+C6 Accept alternate formula =sum(B6:C6)
6.3	5	✓	Correct formula TOTAL CONFIRMED CASES
6.3	6	✓	Correct formula PERCENTAGE OF TOTAL Accept alternate formula that will result in the correct amount calculated
6.3	7	✓	Absolute cell reference used in the formula
6.3	8	✓	Absolute cell reference correctly copied
6.3	9	✓	Correct formula AVERAGE OF NEW CASES
6.3	10	✓	Correct formula LOWEST PERCENTAGE OF TOTAL
6.4	11	✓	Column width adjusted
6.6	12	✓	Printed on ONE A4 landscape page without row and column headings

[12]

QUESTION 6 EXAMINATION NUMBER

1✓ Open Question 5
2 ✓ Footer replaced with header
3 ✓ Ques 6 (centred) Exam No. right-aligned

COVID-19 STATISTICS PER PROVINCE: SOUTH AFRICA

Report Date: 22 July 2021

PROVINCE	*UPDATED STATISTICS*		*TOTAL CASES*	*PERCENTAGE OF TOTAL*
	Confirmed Cases	*New Cases*		
KwaZulu-Natal	379198	1613	=B6+C6	=D6/$B$13
Limpopo	104402	1126	=B7+C7	=D7/$B$13
Mpumalanga	116306	899	=B8+C8	=D8/$B$13
North West	120211	1148	=B9+C9	=D9/$B$13
Northern Cape	64058	430	=B10+C10	=D10/$B$13
Western Cape	370997	3263	=B11+C11	=D11/$B13
Total Confirmed Cases	=SUM(I6:I11)			
Average of New Cases		=AVERAGE(C6:C11)		
Lowest Percentage				=MIN(E6:E11)

4 ✓ Total cases
Accept =sum (B6:C6)

5 ✓ Total confirmed cases

6 ✓ Percentage of Total
7 ✓ Absolute cell ref. used
8 ✓ Absolute cell ref. copied

9 ✓ Average of new cases
10 ✓ Lowest Percentage of total
11 ✓Column width adjusted
12 ✓ Printed on 1 A4 landscape page

A	M	T
0	12	12

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QUESTION 7

MARK ALLOCATION

ACCURACY	1
MANIPULATION	11
TOTAL	12

QUESTION NUMBER	MARKS	ACCURACY
7.4	1	Penalise spelling error, omission or additional text in the chart title. Maximum - one mark

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
7.2	1	✓	Question number changed to QUESTION 7
7.3	2	✓	3-D pie chart correctly inserted
7.3	3	✓	Information for ALL Provinces displayed (the chart should have 6 segments)
7.3	4	✓	Information for CONFIRMED CASES displayed (the size of the segments should resemble the chart in the marking guideline)
7.4	5	✓	Chart title inserted above the chart
7.4	6	✓	Chart title right-aligned
7.5	7	✓	Legend correctly inserted on the bottom of the chart
7.5	8	✓	Legend contains the correct information – Province names (Penalise if the word “series” is displayed)
7.6	9	✓	Chart displayed as an object below the spreadsheet. (Accept in any position)
7.7	10	✓	Resize the chart to fit the chart and spreadsheet on one page
7.9	11	✓	Print the spreadsheet with the chart on one A4 page, landscape

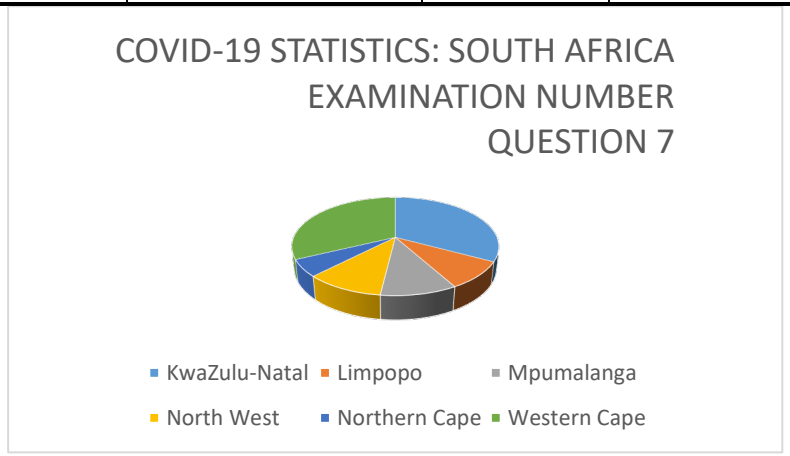
[12]

COVID-19 STATISTICS PER PROVINCE: SOUTH AFRICA

Report date: 22 July 2021

PROVINCE	UPDATED STATISTICS		TOTAL CASES	PERCENTAGE OF TOTAL
	Confirmed Cases	New Cases		
KwaZulu-Natal	379198	1613	380811	32,97%
Limpopo	104402	1126	105528	9,14%
Mpumalanga	116306	899	117205	10,15%
North West	120211	1148	121359	10,51%
Northern Cape	64058	430	64488	5,58%
Western Cape	370997	3263	374260	32,40%
Total Confirmed Cases	1155172			
Average of New Cases		1413		
Lowest Percentage				5,58%

Accuracy ✓ Chart title



1 ✓ Question number changed to Question 7
2 ✓ 3-D pie chart inserted
3 ✓ All provinces displayed (6 segments displayed)
4 ✓ Information for CONFIRMED CASES displayed
5 ✓ Chart title inserted above chart
6 ✓ Chart title right aligned
7 ✓ Legend below the chart
8 ✓ Legend has the correct information (Province names)
9 ✓ Chart inserted as an object below spreadsheet
10 ✓ Chart resized
11 ✓ Print on 1 A4 page landscape

A	M	T
1	11	12

EXAMINATION NUMBER
QUESTION 7

TOTAL SECTION B: 80

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SECTION C: DATABASE

QUESTION 8

MARK ALLOCATION

ACCURACY	2
MANIPULATION	10
TOTAL	12

QUESTION NUMBER	MARKS	ACCURACY
8.3	2	Penalise all spelling errors in the field names column. One mark per error (maximum of 2 marks).

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
8.1	1	✓	MS Access used to create Database - VARIANTS
8.2	2	✓	Table saved as : EXAMINATION NUMBER, QUESTION 8
8.3	3	✓	Short Text
8.3	4	✓	Short Text
8.3	5	✓	Longer Integer
8.3	6	✓	Single
8.3	7	✓	Long Integer
8.3	8	✓	25
8.3	9	✓	30
8.4	10	✓	Database structure printed on ONE A4 portrait page without extra properties and indexes

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C:\Users\Gagashe\Documents\VARIANTS.accdb
Table: EXAMINATION NUMBER, QUESTION 8

1 ✓ VARIANTS.accdb
2✓ Examination number, Question 8

Monday, 26 July 2021
Page: 1

Columns

Name	Type		
VARIANT	Short Text		
PROVINCE	Short Text		
CONFIRMED CASES	Long Integer		
PERCENTAGE RECOVERIES	Single		
DEATHS	Long Integer		

3 ✓ Short Text
4 ✓ Short Text
5 ✓ Long Integer
6 ✓ Single
7 ✓ Long Integer

25
30
4
4
4

8 ✓ 25
9 ✓ 30

Accuracy ✓ ✓ Field names

10 ✓ Print on one A4 page portrait

A	M	T
2	10	12

[12]

QUESTION 9

MARK ALLOCATION

ACCURACY	9
MANIPULATION	8
TOTAL	17

QUESTION NUMBER	MARKS	ACCURACY
9.3 9.4	8 1	Penalise all spelling errors, omissions and additional text. Deduct one mark per error up to a maximum of 9 marks

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
9.2	1	✓	Table renamed to EXAMINATION NUMBER, QUESTION 9 NB: “copy” removed as the table is renamed
9.3	2	✓	Uppercase and lowercase used correctly
9.3	3	✓	Letter spacing correct
9.4	4	✓	New record correctly inserted
9.5	5	✓	Data sorted in ascending order
9.5	6	✓	Data sorted according to the PROVINCE column.
9.6	7	✓	Column with adjusted – all data visible
9.8	8	✓	Database table printed on ONE A4 landscape page.

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1✓ Table renamed
2 ✓ Uppercase/lowercase correct
3 ✓ Letter spacing correct

EXAMINATION NUMBER, QUESTION 9				
VARIANT	PROVINCE	CONFIRMED CASES	PERCENTAGE RECOVERIES	DEATHS
Beta	Eastern Cape	221345	34	12495
Gamma	Free State	124951	18	5532
Delta	Gauteng	832383	1	15903
Kappa	KwaZulu-Natal	380811	18	11196
Alpha	Limpopo	105528	15	3114
Alpha	Mpumalanga	117205	18	1616
Iota	North West	121359	16	2802
Eta	Northern Cape	64488	10	1622
Lambda	Western Cape	374260	55	14345

4 ✓ New record inserted correctly - Alpha Limpopo

5 ✓ Data sorted in ascending order
6 ✓ Sorted according to the PROVINCE column
7 ✓ Column width adjusted
8 ✓ Printed on 1 A4 page landscape

A	M	T
9	8	17

[17]

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QUESTION 10

MARK ALLOCATION

ACCURACY	1
MANIPULATION	10
TOTAL	11

QUESTION NUMBER	MARKS	ACCURACY
10.5	1	Penalise all spelling errors, omissions and additional text. Deduct one mark per error up to a maximum of 1 mark

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
10.2	1	✓	Report created using Report Wizard
10.3	2	✓	Correct fields used in the report: PROVINCE
10.3	3	✓	CONFIRMED CASES
10.3	4	✓	DEATHS
10.4	5	✓	Tabular layout used
10.5	6	✓	Report header edited: EXAMINATION NUMBER: COVID-19 STATISTICS 22 JULY 2021
10.6	7	✓	Text inserted below the last record
10.7	8	✓	Amount correctly calculated
10.8	9	✓	Report footer inserted and centred
10.10	10	✓	Report printed on ONE A4 portrait page

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Accuracy ✓

1 ✓ Report created using Report Wizard

EXAMINATION NUMBER: COVID-19 STATISTICS 22 JULY 2021

2 ✓ PROVINCE
3 ✓ CONFIRMED CASES
4 ✓ DEATHS
5 ✓ Tabular layout
6 ✓ Report header edited

PROVINCE	CONFIRMED	DEATHS
Eastern Cape	221345	12495
Free State	124951	5532
Gauteng	832383	15903
KwaZulu-Natal	380811	11196
Limpopo	105528	3114
Mpumalanga	117205	1616
North West	121359	2802
Northern Cape	64488	1622
Western Cape	374260	14345

TOTAL NUMBER OF DEATHS 68625

QUESTION 10

7 ✓ Text inserted below the last record
8 ✓ Amount correctly calculated
9 ✓ Report footer inserted and centred
10 ✓ Report printed on ONE A4 portrait page

A	M	T
1	10	11

[11]

TOTAL SECTION C: 40
GRAND TOTAL: 200

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