higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE SKILLS AND COMPUTER LITERACY (ICT COMPONENT)

(Second paper)

NQF LEVEL 4

7 November 2023

This marking guideline consists of 29 pages.

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IMPORTANT INSTRUCTIONS TO MARKERS

1. Markers are required to complete the question paper themselves before the memorandum is discussed.

2. Accuracy is marked with a red / and manipulation is marked with a blue X. This is to ensure that students are rewarded for tasks done well, e.g. if the accuracy counts FIVE marks, but the candidate made 10 accuracy errors, he/she only loses FIVE marks for accuracy and is still rewarded for the manipulation that was done correctly.

3. All marks (ticks and crosses) MUST be made in the same position on each printout as indicated in the marking guideline. This will facilitate consistency in marking and aid with the moderation process. Accuracy is marked negatively with a red /. Accuracy errors include spelling errors, omissions and repetitions. Manipulation errors are marked in blue. The marker writes the corresponding manipulation number in blue and makes a tick (correct) or X (error) next to the number.

4. 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.

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

	A	M	T
Write the total possible mark on this line –	xx	xx	xx
Write the candidate's errors made on this line –	x	x	x
Write the candidate's mark achieved on this line – Circle the candidate's total mark obtained	x	x	(xx)

6. The candidate's total mark is written on the cover of the EXAMINATION FOLDER next to the corresponding question number.

7. 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.

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

9. If a candidate handed in a printout without an EXAMINATION NUMBER and consistent WATERMARK, the printout MUST be marked, and marks are transferred to the cover page. The word IRREGULARITY is written next to the percentage and an irregularity report is completed.

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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 screen print 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 does 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 has been 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, and the irregularity recorded on the cover page of the script and on the mark sheet according to 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
1.6	6	All spelling errors, omissions and additional text in the document including the header. Deduct ONE mark per error up to a maximum of 6 marks. Do not penalise repeated errors. Uppercase, lowercase, letter spacing and line spacing must be marked as manipulation errors.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
1.1	1	✓	MS Access or MS Word used to prepare data source document
1.2	2	✓	Font: Arial, size 12 (Both MUST be correct for a mark to be given)
1.3	3	✓	Table renamed (MS Access) or Header inserted (MS Word)
1.3	4	✓	EXAMINATION NUMBER, QUESTION 1 – centred in header (MS Word) EXAMINATION NUMBER, QUESTION 1 in Table name (MS Access)
1.4	5	✓	Data source document is created with the correct field names
1.5	6	✓	Field names in capital letters
1.6	7	✓	Uppercase and lowercase correct
1.6	8	✓	Letter spacing correct
1.7	9	✓	Right align the contents of the “NAME OF INSTITUTION” column
1.8	10	✓	Page orientation: Landscape
1.9	11	✓	Column width adjusted to ensure all information can be read
1.9	12	✓	Column width adjusted to fit data for each record in one row as indicated (NB: Only fieldnames can be displayed in 2 rows)
1.11	13	✓	Data source printed from Access MS Access/MS Word
1.11	14	✓	Data source printed on ONE A4 page (NB: Mark allocated for landscape in No. 10)

[20]

1✓ Ms Access/MS Word used
2✓ Arial, size 12

3 ✓ Table renamed/Header inserted
4 ✓ EXAMINATION NUMBER, QUESTION 1 centred

EXAMINATION NUMBER, QUESTION 1

5 ✓ Fieldnames correct
6 ✓ Fieldnames in uppercase

NAME OF INSTITUTION	ENROLMENT FIGURES	NUMBER OF DRUG ADDICTIONS	NUMBER OF ALCOHOL ADDICTIONS	NUMBER OF REHAB COMPLETIONS
XYZ Community Centre	1 550	35	125	82
Mbalentle College	2 500	167	200	205
Khethowakhe Institution	3 000	200	99	120
Bright Future College	3 500	500	345	400

7 ✓ Uppercase and lowercase correct
8 ✓ Letter spacing correct
9 ✓ Right align contents of NAME OF INSTITUION column

10✓ Page orientation: Landscape
11 ✓ Column width adjusted – all information can be read
12 ✓ Column width adjusted – data for each record fits on one row (only fieldnames - 2 rows)
13 ✓ Data source printed from MS Access/MS Word
14 ✓ Data source printed on ONE page

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

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 spelling errors, omissions and additional text in the document including the header. Deduct ONE mark per error up to a maximum of 10 marks. Do not penalise repeated errors. Uppercase, lowercase, letter spacing and line spacing errors must be marked as manipulation errors.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
2.1	1	✓	Used correct program: Ms Word
2.2	2	✓	Header inserted
2.2	3	✓	QUESTION 2 (left aligned) and EXAM NO. (right aligned) (Both MUST be correct for a mark to be awarded)
2.3	4	✓	Font Arial, size 12 consistently used unless otherwise specified (Both MUST be correct for a mark to be awarded)
2.4	5	✓	Line spacing correct
2.4	6	✓	Uppercase and lowercase correct
2.4	7	✓	Letter spacing correct
2.5	8	✓	The words TO WHOM IT MAY CONCERN in uppercase
2.5	9	✓	The words TO WHOM IT MAY CONCERN in bold
2.6	10	✓	The main heading 'Alcohol abuse among …' in font type Algerian, size 16 (Both MUST be correct for a mark to be awarded)
2.7	11	✓	Main heading correctly underlined as indicated (dashed underline)
2.8	12	✓	1st paragraph- Full justify
2.9	13	✓	Sentence starting with “The following are statistics…” Double underlined
2.10	14	✓	Merge field correctly inserted: <<NAME_OF_INSTITUTION>>
2.10	15	✓	Merge field correctly inserted: <<ENROLMENT FIGURES>>

2.10	16	✓	Merge field correctly inserted: <<NUMBER_OF DRUG_ADDICTIONS>>
2.10	17	✓	Merge field correctly inserted: : <<NUMBER_OF ALCOHOL_ADDICTIONS>>
2.10	18	✓	Merge field correctly inserted: <<NUMBER_OF REHAB_COMPLETIONS>>
2.10	19	✓	Merge fields inserted in the correct position (Award the mark if the merge fields are correctly aligned)
2.11	20	✓	Sentence starting with 'The following table presents some …' in Italic
2.11	21	✓	Sentence starting with 'The following table presents some …' Right aligned
2.12	22	✓	Inserted table with 2 columns as indicated
2.12	23	✓	Inserted table has four rows as indicated
2.12	24	✓	Left column contains the correct text
2.12	25	✓	Right column contains the correct text
2.13	26	✓	Bullets correctly inserted in the left column (Accept any bullet type)
2.13	27	✓	Numbering correctly inserted in the right column (Accept any numbering type)
2.14	28	✓	Shading applied in the first row of the table
2.14	29	✓	Shading correctly applied (Penalise if the shading is too light (cannot be seen) or too dark (text cannot be read)
2.15	30	✓	Page break inserted correctly
2.16	31	✓	Picture/Clipart inserted on the left (Accept any suitable picture/clipart)
2.16	32	✓	Picture on the left correctly resized (Penalise only if the picture too small or too big in relation to the size indicated in the question)
2.16	33	✓	Picture/Clipart inserted on the right (Accept any suitable picture/clipart)
2.16	34	✓	Picture on the right correctly resized Penalise only if the picture too small or too big in relation to the size indicated in the question)
2.17	35	✓	Slogan centred
2.17	36	✓	Slogan in bold
2.18	37	✓	Spell checked used (Penalise if there are any spelling errors in the document)
2.20	38	✓	Primary document printed on TWO A4 pages, portrait

[48]

QUESTION 2

1 ✓ Correct program used
2 ✓ Header inserted
3 ✓ QUESTION (left aligned) and EXAM NO. (right aligned)
4✓ Font Arial, size 12

5✓ Line spacing correct
6✓ Uppercase and lowercase correct
7✓ Letter spacing correct

EXAM NUMBER

TO WHOM IT MAY CONCERN

8✓ "To Whom it…" in uppercase
9✓ "To Whom it…" in bold

ALCOHOL ABUSE AMONG STUDENTS IS FAST BECOMING A NATIONAL CRISIS

10✓ Heading - Algerian, size 16
11 ✓Heading – Dashed underlined

Substance abuse has been identified as one of the major social ills confronting students at the country's institutions of higher learning. Although there are no official national figures on the actual number of students who abuse substances, available information confirms the existence of substance abuse problems within the country's academic institutions. For instance, findings of a study carried out at one of the country's institutions reveal that the majority of students were abusing alcohol.

The following are statistics of substance abuse in some of the institutions:

12✓ 1st paragraph – full justify
13 ✓ Double underlined

Name of the institution: «NAME_OF_INSTITUTION»
Number of enrolments: «ENROLMENT_FIGURES»
Students addicted to drugs: «NUMBER_OF_DRUG_ADDICTIONS»
Students addicted to alcohol: «NUMBER_OF_ALCOHOL_ADDICTIONS»
Successful rehab figures: «NUMBER_OF_REHAB_COMPLETIONS»

14✓«NAME_OF_INSTITUTION»
15✓ «ENROLMENT_FIGURES»
16✓ «NUMBER_OF_DRUG_ ADDICTIONS»
17✓«NUMBER_OF_ALCOHOL_ ADDICTIONS»
18 ✓ «NUMBER_OF_REHAB_ COMPLETIONS»

19 ✓Merge fields inserted in the correct position

The following table indicates some of the main contributing factors leading to substance abuse among tertiary students:

20✓ Sentence, "The following…" in italic 21✓ Sentence, "The following…" right aligned

➢ Psychological factors	1) Social factors
➢ Depression	2) Imitating role models
➢ Self-doubt	3) Peer pressure
➢ Low self-esteem	4) Poor parental monitoring

22✓ Table with two columns
23 ✓Table with four rows
24 ✓ Correct text-left col
25✓ Correct text-right col

26✓ Bullets correctlv inserted

27 ✓Numbering correctly inserted

28✓ 1st row shaded
29✓ Shading correct
30 ✓Page break inserted correctly

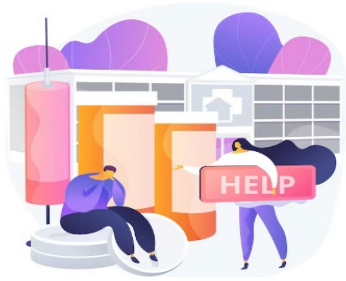
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QUESTION 2

EXAMINATION NUMBER



31✓ Picture/clipart on the left inserted
32✓ .Picture on the left correctly resized
33✓ Picture/clipart on the right inserted
34✓ Picture/clipart on the right resized



SEEK HELP AND RECLAIM YOUR LIFE!

35✓ Slogan centred
36✓ Slogan in bold

37 ✓Spell check used (no spelling errors)
38✓.Answer on 2 A4 portrait pages

A	M	T
10	38	48

QUESTION 3

MARK ALLOCATION

ACCURACY	0
MANIPULATION	12
TOTAL	12

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
3.2	1	✓	Header replaced with footer (Deduct a mark in a case where both the header and footer appear)
3.2	2	✓	Footer: QUESTION 3 (left aligned) and EXAM NO. (right aligned) (Both MUST be correct for an answer to be given)
3.3	3	✓	Merged information – 1st letter - Mbalentle College
3.3	4	✓	Merged information – 1st letter- 2500
3.3	5	✓	Merged information – 1st letter - 167
3.3	6	✓	Merged information – 1st letter - 200 & 205 (both correct)
3.3	7	✓	Merged information – 2nd letter - Khethowakhe Institution
3.3	8	✓	Merged information – 2nd letter - 3000
3.3	9	✓	Merged information – 2nd letter - 200
3.3	10	✓	Merged information – 2nd letter – 99 & 120 (both correct)
3.5	11		Only TWO letters printed (Mbalentle and Khethowakhe). Penalise if all the letters are printed)
3.5	12	✓	Each letter is printed on TWO, A4 portrait pages

[12]

TOTAL SECTION A: 80

1✓Header replaced with footer
2✓ Question 3 (left aligned). Exam No (right aligned)

TO WHOM IT MAY CONCERN

ALCOHOL ABUSE AMONG ITS STUDENTS IS FAST BECOMING A NATIONAL CRISIS

Substance abuse has been identified as one of the major social ills confronting students at the country's institutions of higher learning. Although there are no official national figures on the actual numbers of students who abuse substances, available information confirms the existence of substance abuse problems within the country's academic institutions. For instance, findings of a study carried out at one of the country's institutions reveal that majority of students were abusing alcohol.

The following are statistics of substance abuse in some of the institutions:

Name of the institution:	Mbalentle College
Number of enrolments:	2500
Students addicted to drugs:	167
Students addicted to alcohol:	200
Successful rehab figures:	205

3✓ Mbalentle College

4✓ 2500

5 ✓167

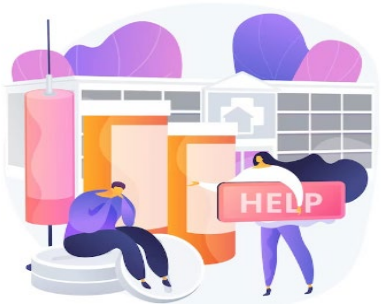
6 ✓ 200 & 205 (both correct)

The following table presents some of the main contributing factors leading to substance abuse among tertiary students:

➢ Psychological factors	1) Social factors
➢ Depression	2) Imitating role models
➢ Self-doubt	3) Peer pressure
➢ Low self-esteem	4) Poor parental monitoring

QUESTION 3 EXAMINATION NUMBER





SEEK HELP AND RECLAIM YOUR LIFE!

QUESTION 3

EXAMINATION NUMBER

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TO WHOM IT MAY CONCERN

ALCOHOL ABUSE AMONG ITS STUDENTS IS FAST BECOMING A NATIONAL CRISIS

Substance abuse has been identified as one of the major social ills confronting students at the country's institutions of higher learning. Although there are no official national FIGURES on the actual numbers of students who abuse substances, available information confirms the existence of substance abuse problem within the country academic institutions. For instance, findings of a study carried out at one of the country's institutions reveal that the majority of students were abusing alcohol.

The following are statistics of substance abuse in some of the institutions:

Name of the institution:	Khethowakhe Institution
Number of enrolments:	3000
Students addicted to drugs:	200
Students addicted to alcohol:	99
Successful rehab figures:	120

7✓ Khethowakhe Institution

8✓ 3000

9✓ 200

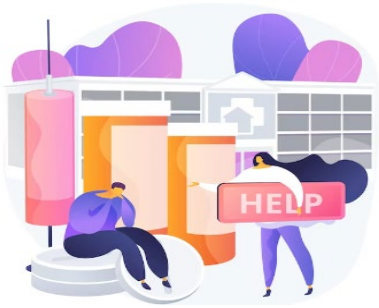
10✓ 99 & 120 (both correct)

The following table presents some of the main contributing factors leading to substance abuse among tertiary students:

➢ Psychological factors	5) Social factors
➢ Depression	6) Imitating role models
➢ Self-doubt	7) Peer pressure
➢ Low self-esteem	8) Poor parental monitoring

QUESTION 3 EXAMINATION NUMBER





SEEK HELP AND RECLAIM YOUR LIFE!

11✓ Only TWO letters printed
12✓ Each letter printed on TWO A4 pages, portrait

A	M	T
0	12	12

[12]

QUESTION 3 EXAMINATION NUMBER

QUESTION 4

MARK ALLOCATION

ACCURACY	6
MANIPULATION	18
TOTAL	24

QUESTION NUMBER	MARKS	ACCURACY
4.4	6	All spelling errors, omissions and additional text/figures in the document including header. Deduct ONE mark per error up to a maximum of 6 marks

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
4.1	1	✓	Used correct program (MS Excel)
4.2	2	✓	Footer inserted
4.2	3	✓	EXAMINATION NUMBER and QUESTION 4 (Centre-aligned)
4.3	4	✓	Font: Arial narrow, size 12 (Both MUST be correct for a mark to be awarded)
4.4	5	✓	Uppercase and lowercase correct
4.4	6	✓	Letter spacing correct
4.5	7	✓	Heading left aligned across columns A–C
4.6	8	✓	Heading Font: Britannic Bold, size 14 (Both MUST be correct for a mark to be given)
4.7	9	✓	Row 3 and 4 merged – “TYPES OF BINGERS” correctly displayed across row 3 and row 4
4.8	10	✓	Column headings in bold
4.8	11	✓	Column headings right aligned
4.9	12	✓	Open row (row 5) deleted
4.10	13	✓	All figures displayed as integers (no decimals)
4.10	14	✓	All figures right-aligned
4.11	15	✓	Column width adjusted and all information can be read
4.12	16	✓	Horizontal and vertical lines correctly inserted
4.12	17	✓	Correct width (thickness) of borders used as indicated
4.13	18	✓	Spreadsheet printed without row and column headings on one A4 page, portrait

[24]

1✓ MS Excel used
2✓and 3✓ (refer to footer)
4✓ Arial Narrow, size 12

5✓Uppercase & Lowercase correct
6✓Letter spacing correct
7✓Heading left aligned across A-C
8✓Heading- Britannic Bold, size 14

SOUTH AFRICAN STATISTICS ON BINGE DRINKING

Projected % reduction: 10%

TYPES OF BINGERS		REHAB RECORDS	PROJECTED
	2021	2022	REDUCTION IN 2023
Female Teens	21546	23500	
Female Youth	10888	13000	
Male Teens	35124	38500	
Male Youth	10345	13500	
Female Adults	5484	9500	
Male Adults	8654	12500	

9✓ Merge and centre (Row 3 & 4)
10✓ Bold
11✓ Right aligned
12✓ Open row deleted

13✓ All figures displayed as integers (no decimals)
14✓ All figures right aligned
15✓ Column width adjusted – all information can be read
16✓ Horizontal and vertical lines correctly inserted
17✓ Correct line width (thickness) used as indicated
18✓ Printed without row and col headings on 1 A4 page, portrait

A	M	T
6	18	24

[24]

2✓ Footer inserted
3✓ Question number and Exam No. (centre-aligned)

QUESTION 4 EXAMINATION NUMBER

QUESTION 5

MARK ALLOCATION

ACCURACY	6
MANIPULATION	26
TOTAL	32

QUESTION NUMBER	MARKS	ACCURACY
5.3	6	All spelling errors, omissions and additional text /figures (newly inserted text only) Deduct ONE mark per error up to a maximum of 6 marks

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
5.2	1	✓	Footer replaced with header (Penalize if footer still appears on the spreadsheet)
5.2	2	✓	QUESTION 5 (left align) and EXAM NO (right align) (Both MUST be correct for a mark to be given)
5.3	3	✓	New rows and columns correctly inserted
5.3	4	✓	Uppercase and lowercase of newly inserted text correct
5.3	5	✓	Letter spacing of newly inserted text correct
5.4	6	✓	Main heading right aligned as indicated
5.5	7	✓	Main heading double underlined
5.6	8	✓	Column heading, 'REHAB RECORDS' merged across cell B3 and C3 as indicated.
5.7	9	✓	All column headings are centred
5.8	10	✓	Font changed to Broadway, size 12 in new column headings (Columns D and E) (Both MUST be correct for a mark to be allocated)
5.9	11	✓	Information for 'TYPES OF BINGES' (A5-A10) appears in italics.
5.10	12	✓	Formulae placed in the correct cells
5.10.1	13	✓	TOTAL REHAB RECORDS correctly calculated:45046
5.10.2	14	✓	DIFFERENCE IN REHAB RECORDS correctly calculated: 1954
5.10.3	15	✓	PROJECTED REDUCTION IN 2023 correctly calculated: 4505
5.10.4	16	✓	COUNT NO. OF BINGERS correctly calculated: 6
5.10.5	17	✓	LOWEST NO. OF BINGERS correctly calculated: 9500
5.10.6	18	✓	AVERAGE correctly calculated: 18416.7
5.11	19	✓	Autofill in Columns D, E and F – formulae/figures copied to cell as indicated by

			the arrow (All must be correct for the mark to be awarded)
5.12	20	✓	Figures in columns D-F to appear in bold.
5.13	21	✓	Display figures for PROJECTED REDUCTION IN 2023 as integers (no decimals)
5.14	22	✓	Display the figure for average as number with one decimal place
5.15	23	✓	Horizontal and vertical lines inserted as indicated (new columns and rows)
5.16	24	✓	A thick outside border inserted (new columns and rows)
5.17	25	✓	Column widths adjusted to display all contents
5.19	26	✓	Spreadsheet printed on ONE, A4 landscape page without row and column headings (All must be correct for the mark to be awarded)

[32]

QUESTION 5

1✓Footer replaced with header
2✓Q5 left aligned, Exam No. right aligned
3✓ New rows and columns inserted correctly
4✓ Uppercase & lowercase correct (new text)
5✓ Letter spacing correct (new text)

EXAM NUMBER

6✓ Main heading right aligned
7✓ Main heading double underlined
8✓ REHAB RECORDS - merged & centred (B3-C3)
9✓All column headings centred
10✓ New column headings - Broadway, 12

11✓ Cell A5-A10 - Italics

SOUTH AFRICAN STATISTICS ON BINGE DRINKING

Projected % reduction: 10%

TYPES OF BINGERS	REHAB RECORDS		TOTAL REHAB RECORDS	DIFFERENCE IN REHAB RECORDS	PROJECTED REDUCTION IN 2023
	2021	2022			
Female Teens	21546	23500	**45046**	**1954**	**4505**
Female Youth	10888	13000	**23888**	**2112**	**2389**
Male Teens	35124	38500	**73624**	**3376**	**7362**
Male Youth	10345	13500	**23845**	**3155**	**2385**
Female Adults	5484	9500	**14984**	**4016**	**1498**
Male Adults	8654	12500	**21154**	**3846**	**2115**

COUNT NO. OF BINGERS	6	
LOWEST NO. OF BINGERS		9500
AVERAGE NO. OF BINGERS		18416.7

✓✓✓ Accuracy (new column headings)
✓✓✓ Accuracy (new rows)

12✓ Calculation in the correct cells
13✓ Total Rehab Rec: 45046
14✓ Difference in Rehab Rec: 1954
15✓ Projected Reduction: 4505
16✓ Count No.: 6
17✓ Lowest No.: 9500
18✓ Average No.: 18416.7

19✓Autofill in columns D, E and F
20✓ Figures in col D-F in bold
21✓ Integer (no decimals)
22✓ Number with 1 decimal place
23✓ Horizontal and vertical inserted as indicated
24✓ Thick border inserted as indicated
25✓ Column width adjusted to display all contents
26✓ Printed on one A4 page, landscape, without row and column headings (all correct)

A	M	T
6	**26**	**32**

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QUESTION 6

MARK ALLOCATION

ACCURACY	0
MANIPULATION	12
TOTAL	12

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
6.1	1	✓	Question 5 opened
6.2	2	✓	Question number changed in header
6.3	3	✓	Correct formula: TOTAL REHAB RECORDS
6.3	4	✓	Correct formula: DIFFERENCE IN REHAB RECORDS
6.3	5	✓	PROJECTED REDUCTION IN 2023 – Formula used can produce the correct amount – Accept alternate formula: D5*B2 or D5*10% (NB: If absolute cell reference is not used the candidate will be penalised in No. 6 and No.7)
6.3	6	✓	Absolute cell reference is used correctly in the formula (Penalise if absolute cell reference not used in the formula)
6.3	7	✓	Absolute cell reference copied to cells indicated by the arrow. (NB: This mark is allocated to assess the copying of a formula with absolute cell referring)
6.3	8	✓	Correct formula: COUNT NO. OF BINGERS
6.3	9	✓	Correct formula: LOWEST NO. OF BINGERS
6.3	10	✓	Correct formula: AVERAGE NO. OF BINGERS
6.4	11	✓	Column width adjusted and all formulae are visible
6.6	12	✓	Print on ONE A4 landscape page

[12]

QUESTION 6

1 ✓ Question 5 opened
2 ✓ Question number changed in header

EXAMINATION NUMBER

SOUTH AFRICAN STATISTICS ON BINGE DRINKING

Projected % reduction: 0.1

TYPES OF BINGERS	REHAB RECORDS		TOTAL REHAB RECORDS	DIFFERENCE IN REHAB RECORDS	PROJECTED REDUCTION IN 2023
	2021	2022			
Female Teens	21546	23500	**=SUM(B5:C5)**	**=C5-B5**	**=D5*B2**
Female Youth	10888	13000	**=SUM(B6:C6)**	**=C6-B6**	**=D6*B2**
Male Teens	35124	38500	**=SUM(B7:C7)**	**=C7-B7**	**=D7*B2**
Male Youth	10345	13500	**=SUM(B8:C8)**	**=C8-B8**	**=D8*B2**
Female Adults	5484	9500	**=SUM(B9:C9)**	**=C9-B9**	**=D9*B2**
Male Adults	8654	12500	**=SUM(B10:C10)**	**=C10-B10**	**=D10*B2**

COUNT NO. OF BINGERS	=COUNT(B5:B10)	
LOWEST NO. OF BINGERS		=MIN(C5:C10)
AVERAGE NO. OF BINGERS		=AVERAGE(C5:C10)

3 ✓ Correct formula: TOTAL REHAB RECORDS
4 ✓ Correct formula: DIFFERENCE IN REHAB RECORDS
5 ✓ PROJECTED REDUCTION IN 2023 - Formula correct-produces correct result
6 ✓ Absolute cell reference used correctly in the formula
7 ✓ Absolute cell reference copied to cells

8 ✓ Correct formula: COUNT NUMBER OF BINGERS
9 ✓ Correct formula: LOWEST NO. OF BINGERS
10 ✓Correct formula: AVERAGE NO. OF BINGERS
11 ✓ Column width adjusted and all formulae are visible
12 ✓Print on ONE A4 landscape page

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0	**12**	**12**

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QUESTION 7

MARK ALLOCATION

ACCURACY	1
MANIPULATION	11
TOTAL	12

QUESTION NUMBER	MARKS	ACCURACY
7.5	1	Spelling error, omission or additional text in the chart title up to a maximum of 1 mark. ONE mark per error.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
7.2	1	✓	Delete the header
7.3	2	✓	3D Pie chart inserted
7.3	3	✓	Correct information displayed - Rehab Records of Bingers for 2021
7.4	4	✓	Display the legend on left side of the chart
7.4	5	✓	Correct information displayed in the legend. (Penalise if the legend displays the words “series”)
7.5	6	✓	Chart title centred above the chart
7.5	7	✓	Chart title in Arial Black, 12 (Both must be correct for the mark to be awarded)
7.6	8	✓	Fill colour changed to light grey (Penalise if there is no evidence of the colour changed or if the colour is too dark – text cannot be seen)
7.7	9	✓	Resize chart to fit below the spreadsheet
7.7	10	✓	Resized to fit chart and spreadsheet on one A4 landscape page
7.9	11	✓	Chart printed as an object on one page

[12]

TOTAL SECTION B: 80

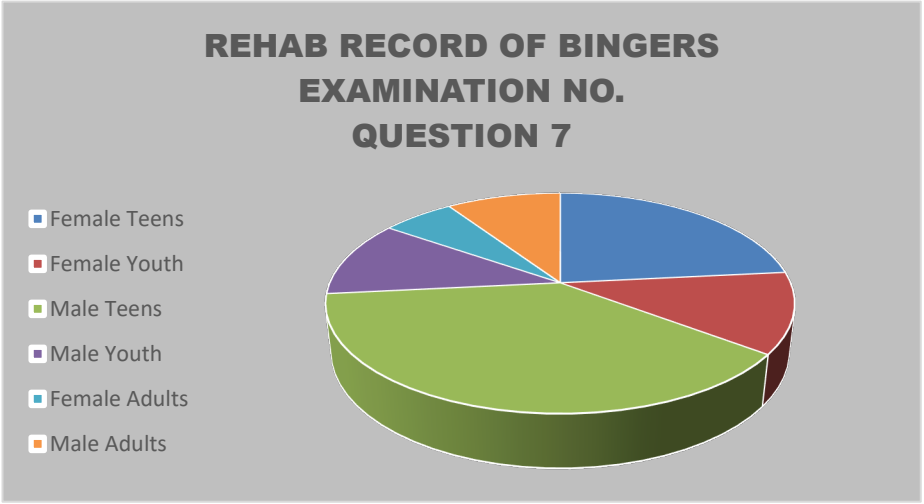
SOUTH AFRICAN STATISTICS ON BINGE DRINKING

Projected % reduction: 10%

TYPES OF BINGERS	REHAB RECORDS		TOTAL REHAB RECORDS	DIFFERENCE IN REHAB RECORDS	PROJECTED REDUCTION IN 2023
	2021	2022			
Female Teens	21546	23500	**45046**	**1954**	**4505**
Female Youth	10888	13000	**23888**	**2112**	**2389**
Male Teens	35124	38500	**73624**	**3376**	**7362**
Male Youth	10345	13500	**23845**	**3155**	**2385**
Female Adults	5484	9500	**14984**	**4016**	**1498**
Male Adults	8654	12500	**21154**	**3846**	**2115**

COUNT NO. OF BINGERS	6	
LOWEST NO. OF BINGERS		9500
AVERAGE NO. OF BINGERS		18416.7

✓Accuracy – Chart title



1✓ Delete the header
2✓ 3D pie chart inserted
3✓ Correct information displayed
4✓ Legend displayed on the left side chart
5✓ Correct information displayed in the legend
6✓ Chart title – Centred above chart
7✓ Chart title – Arial Black, 12
8✓ Fill colour changed to light grey
9✓ Resize chart to fit below the spreadsheet
10✓ Resize to fit on one A4 page landscape
11✓ Chart printed as an object on one page

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1	11	12

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QUESTION 8

MARK ALLOCATION

ACCURACY	2
MANIPULATION	10
TOTAL	12

QUESTION NUMBER	MARKS	ACCURACY
8.3	2	All spelling errors, omissions and additional text in the field names. Deduct ONE mark per error up to a maximum of 2 marks

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
8.1	1	✓	MS Access used and filename correct: BINGE DRINKING.accdb (Both must be correct for the mark to be awarded)
8.2	2	✓	Table name: EXAMINATION NUMBER, QUESTION 8
8.3	3	✓	GENDER: Data type - Short Text (Accept 'Text')
8.3	4	✓	GENDER: Field size - 18
8.3	5	✓	INSTITUTION: Data type and size correct - Short Text, 20 (Accept 'Text') Both must be correct
8.3	6	✓	REHAB RECORDS: Data type - Long integer
8.3	7	✓	CHALLENGES: Data type - Short Text (Accept 'Text')
8.3	8	✓	CHALLENGES: Field size - 30
8.4	9	✓	Structure of the database printed with without extra properties and indexes (only fieldnames, data types and sizes)
8.4	10	✓	Structure printed on one A4 page portrait

[12]

1✓MS Access used and filename correct - BINGE DRINKING.accdb

C:\Users\MABIDA\Documents\BINGE DRINKING.accdb Monday, 02 May 2022
Table: EXAMINATION NUMBER, QUESTION 8 Page: 1

2✓ Table Name: EXAMINATION NUMBER, QUESTION 8

Columns

Name	Type	Size
GENDER	Short Text	18
INSTITUTION	Short Text	20
REHAB RECORDS	Long Integer	4
CHALLENGES	Short Text	30

✓✓ACCURACY - FIELDNAMES

3✓ GENDER: Short text
4✓GENDER: Field size 18
5✓INSTITUTION: Short text, 20 (Both must be correct)
6✓ REHAB RECORDS: Long Integer
7✓CHALLENGES: Short Text
8✓CHALLENGES: Field size – 30
9✓ Print without extra indexes and properties (only fieldnames, type and size)
10✓Printed on one A4 page portrait

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2	10	12

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QUESTION 9

MARK ALLOCATION

ACCURACY	8
MANIPULATION	9
TOTAL	17

QUESTION NUMBER	MARKS	ACCURACY
9.3	8	All spelling errors, omissions and additional text in the records. Deduct ONE mark per error up to a maximum of 8 marks. Repeated errors are penalised only once

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
9.2	1	✓	Table correctly renamed (NB: Penalise if the word 'copy' appears as this should be removed when renaming the table as EXAMINATION NUMBER, QUESTION 9)
9.3	2	✓	Uppercase and lowercase correct
9.3	3	✓	Letter spacing correct
9.4	4	✓	New record inserted
9.5	5	✓	Table sorted according to INSTITUTION with corresponding information (Penalise if the corresponding information not sorted)
9.5	6	✓	INSTITUTION column sorted in descending order
9.6	7	✓	Find 'teens' and replace with 'Teenagers' (Two replacements must be correct for the mark to be awarded)
9.7	8	✓	Column widths adjusted and all data can be read
9.9	9	✓	Table printed on ONE A4 portrait page

[17]

EXAMINATION NUMBER, QUESTION 9

1✓ Table correctly renamed

GENDER	INSTITUTION	REHAB RECORDS	CHALLENGES
Female adults	Success	12500	Alcohol abuse
Female youth	Pfundzo	38500	Alcohol abuse
Male teenagers	My Destiny	13000	Drug and alcohol abuse
Male and Females	Millennium	130000	Alcohol and drug abuse
Male adults	Mbalentle	9500	Alcohol and drug abuse
Male youth	Dyondzo	13500	Drug abuse
Female teenagers	Bright Future	23500	Alcohol abuse

2✓ Uppercase/lowercase correct
3✓ Letter spacing correct
4✓ New record inserted
5✓ Table sorted according to INSTITUTION with corresponding information
6✓ INSTITUTION column sorted in descending order

7✓ 'teens' replaced with 'teenagers" (two replacements must be done)
8✓ Column width adjusted – all information can be read
9✓ Printed on one page portrait

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8	9	17

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QUESTION 10

MARK ALLOCATION

ACCURACY	1
MANIPULATION	10
TOTAL	11

QUESTION NUMBER	MARKS	ACCURACY
10.5	1	Spelling error, omission, additional text in the report header up to a maximum of one mark. ONE mark per error.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
10.2	1	✓	Report created using Report Wizard
10.3	2	✓	Field inserted: GENDER
10.3	3	✓	Field inserted: INSTITUTION
10.3	4	✓	Field Inserted: REHAB RECORDS (Penalise if additional fields are inserted)
10.4	5	✓	Tabular layout used
10.5	6	✓	Report header edited: EXAMINATION NUMBER, SUBSTANCE ABUSE CHALLENGES
10.6	7	✓	TOTAL REHAB RECORDS correctly inserted below the last record
10.7	8	✓	TOTAL REHAB RECORDS correctly calculated (240500)
10.8	9	✓	Report footer inserted QUESTION 10 (left-aligned)
10.10	10	✓	Report printed on ONE A4 portrait page

[11]

1✓ Report created using Report Wizard

✓ Accuracy – Report header

EXAMINATION NUMBER, SUBSTANCE ABUSE CHALLENGES

GENDER	INSTITUTION	REHAB RECORDS
Female adults	Success	12500
Female youth	Pfundzo	38500
Male teenagers	My Destiny	13000
Males and Females	Millennium	130000
Male adults	Mbalentle	9500
Male youth	Dyondzo	13500
Female teenagers	Bright future	23500
TOTAL NUMBER OF REHAB RECORDS		240 500

QUESTION 10

2✓ Field inserted: GENDER
3✓Field inserted: INSTITUTION
4✓Field inserted: REHAB RECORDS
5✓ Tabular layout
6✓Report header edited correctly
7✓ New text correctly inserted (TOTAL REHAB RECORDS)
8✓ Amount correctly calculated (240500)
9✓ Report footer correctly inserted
10✓ Report printed on ONE A4 portrait page

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1	10	11

TOTAL SECTION C: 40
GRAND TOTAL: 200

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