higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE ORIENTATION
(Second paper)
NQF LEVEL 3

18 February 2020

This marking guideline consists of 19 pages.

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IMPORTANT INSTRUCTIONS TO MARKERS

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

2. Accuracy errors are marked with a red pen (/). Accuracy errors include spelling errors, keying-in errors, omissions and repetitions. Uppercase, lowercase and letter spacing are marked as manipulation errors and not as accuracy errors. If 10 marks are allocated for accuracy but the candidate made 12 accuracy errors, he/she only loses 10 marks for accuracy and is still rewarded for the manipulation that was done correctly.

3. Manipulation errors are marked with a blue pen (X). ALL markings must be made on the PRINTOUT in the same position as indicated on the marking guideline. 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 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 -			
Write the candidate's mark achieved on this line -			

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 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.

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SECTION A: WORD PROCESSING

QUESTION 1

ACCURACY:	8
MANIPULATION:	12
TOTAL:	20

QUESTION NUMBER	MARKS	ACCURACY
1.1	8	Penalise all typing errors and omissions. Deduct 1 mark for every missing word in the document up to a maximum of 8 marks. NOTE: Do not double-penalise. Do not penalise for letter spacing, line spacing, upper case and lower case under accuracy.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
1.2	1	✓	Font type Baskerville Old Face used
	2	✓	Size 14
1.3	3	✓	Footer with EXAMINATION NO (C/A)
	4	✓	QUESTION 1 (R/A)
1.4	5	✓	Main heading in BRITANNIC BOLD
	6	✓	Main heading in size 18
	7	✓	Main heading R/A
1.5	8	✓	Main heading double-underlined
1.6	9	✓	The rest of the document fully justified
1.1	10	✓	Line and letter spacing consistent throughout document
	11	✓	U/L cases consistent throughout the document
1.8	12	✓	Answer printed on one portrait page

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7 – Heading R/A✓

5 – Britannic Bold✓

HEAIDS STUDENT DIALOGUES ON SEXUAL AND GENDER-BASED VIOLENCE

8 – Heading double underline✓

6 – Size 18✓

HEAIDS student dialogues on sexual and gender-based violence are an initiative of the Department of Higher Education and Training. The initiative is aimed at championing the department's new plans designed to address the high incidences of rape and gender-based violence at universities and TVET colleges.

The initiative forms part of the department's newly introduced strategies that seek to strengthen and deepen HIV/AIDS prevention and support and other initiatives to deal with risks to the students' health within these institutions. These risks include alcohol and drug abuse, which have been found to exacerbate violence against female students. This in turn exposes them to sexual transmitted infections such as HIV/AIDS and syphilis.

9 – Fully justify✓

All students are therefore urged to familiarise themselves with this initiative by reading HEAIDS booklets and flyers found at the offices of the Student Support Services (SSS).

1 – Font Baskerville old face✓

2 – Size 14✓

10 – Line and letter spacing✓

11 – U/C and L/C✓

12 – Answer printed portrait✓

A	M	T
8	12	20

3 – examination number C/A✓

4 – QUESTION 1 R/A✓

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QUESTION 2

ACCURACY:	4
MANIPULATION:	16
TOTAL:	20

QUESTION NUMBER	MARKS	ACCURACY
2.4	4	Penalise new typing errors and omissions. Deduct 1 mark for every missing word in the document up to a maximum of 4 marks. NOTE: Do not double-penalise. Do not penalise for letter spacing, line spacing and upper case and lower case under accuracy.

QUESTION NUMBER		NUMBERING	MARK	MANIPULATION
2.2		1	✓	EXAM NUMBER L/A in header No mark awarded if in footer
		2	✓	QUESTION NO R/A in header No mark awarded if in footer
2.3		3	✓	Page break inserted
2.5		4	✓	New heading in font Cooper Black
		5	✓	New heading in size 14
2.6		6	✓	Table inserted with 2 columns and 5 rows
2.6	2.6.1	7	✓	Column headings in bold
		8	✓	Column headings underlined
		9	✓	Column headings centre-aligned
	2.6.2	10	✓	Table borders applied
	2.6.3	11	✓	Information shaded
	2.6.4	12	✓	Info in left col. numbered in Roman figures
	2.6.5	13	✓	Info in right col., the alphabet was used
2.7		14	✓	Slogan centre-aligned
2.7		15	✓	Slogan in italics
2.9		16	✓	Answer printed on 2 pages

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2. EXAMINATION NUMBER✓

1. QUESTION 2✓

HEAIDS STUDENT DIALOGUES ON SEXUAL AND GENDER-BASED VIOLENCE

HEAIDS student dialogues on sexual and gender-based violence are an initiative of the Department of Higher Education and Training. The initiative is aimed at championing the department's new plans designed to address the high incidences of rape and gender-based violence at universities and TVET colleges.

The initiative forms part of the department's newly introduced strategies that seek to strengthen and deepen HIV/AIDS prevention and support and other initiatives to deal with risks to the students' health within these institutions. These risks include alcohol and drug abuse, which have been found to exacerbate violence against female students. This in turn exposes them to sexual transmitted infections such as HIV/AIDS and syphilis.

All students are therefore urged to familiarise themselves with this initiative by reading HEAIDS booklets and flyers found at the offices of the Student Support Services (SSS).

3. Page break inserted✓

Benefits of participating in HEAIDS student dialogues

The HEAIDS dialogues will help you distinguish between myths and facts about HIV/AIDS as shown below:

	MYTHS	FACTS
I.	I can tell if my partner is HIV positive	a) One cannot tell of another person's HIV status by looking at the person
II.	Being HIV positive means my life is over	b) HIV positive people can live long and healthy lives
III.	HIV is a homosexual disease	c) Anyone can be infected with the virus despite their sexual orientation
IV.	Sleeping with a minor will cure me of HIV	d) There is currently no cure for HIV

Beat the HIV virus in our lifetime, join the revolution!

4. New heading in Cooper Black✓

5. New heading in size 14✓

6. Table with 2 columns and 5 rows✓

8. Column headings underlined✓

7. Column headings in bold✓

10. Table borders applied✓

9. Column headings centre-aligned✓

12. Info in L/C numbered in Roman figures✓

11. Information shaded✓

14. Slogan centre-aligned✓

16. Answer printed on 2 pages

13. Info in R/A numbered in Alphabets✓

15. Slogan in *Italics*✓

A	M	T
4	16	20

TOTAL SECTION A: 40

SECTION B: SPREADSHEET

QUESTION 3

ACCURACY:	4
MANIPULATION:	6
TOTAL:	10

QUESTION NUMBER	MARKS	ACCURACY
3.1	4	Penalise all typing errors and omissions. Deduct 1 mark for every missing word in the document up to a maximum of 4 marks. NOTE: Do not double-penalise. Do not penalise for letter spacing, line spacing and upper case and lower case under accuracy.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
3.2	1	✓	EXAM NUMBER A1
	2	✓	QUESTION 3 E1
3.3	3	✓	Font type Arial
	4	✓	Size 10
3.4	5	✓	Column widths adjusted
3.6	6	✓	Answer printed on one page portrait

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	A	B	C	D	E
1	EXAMINATION NUMBER				QUESTION 3
2	COLLEGE BUDGET FOR HEAIDS PROGRAMMES FOR 2019 AND 2020 ACADEMIC YEARS				
3					
4	NAME OF PROGRAMME	ACADEMIC YEAR: 2019	NO. OF ACTIVITIES	ACADEMIC YEAR: 2020	NO. OF ACTIVITIES
5	Men's health programme	35 000	5	38 500	7
6	First thing first	24 500	4	28 500	5
7	Women's health programme	28 000	4	31 950	6
8	Campus health services	38 880	4	40 700	5
9	LGBTI community services	11 500	2	13 550	3
10	Future beats	19 500	3	23 900	4

1. Exam no (A1)✓	2. Question no (E1)✓
3. Font type Arial✓	4. Size 10✓
5. Column widths adjusted✓	6. Answer printed on one page portrait ✓

A	M	T
4	6	10

QUESTION 4

ACCURACY:	1
MANIPULATION:	15
TOTAL:	16

QUESTION NUMBER	MARKS	ACCURACY
4.2	1	Penalise only newly added text.

QUESTION NUMBER		NUMBERING	MARK	MANIPULATION
4.1		1	✓	Question changed to Q4
4.2		2	✓	New columns and rows inserted
4.3		3	✓	Column headings in bold
		4	✓	Column headings C/A
4.4		5	✓	Main heading in Elephant
		6	✓	Size 12
4.5		7	✓	Main heading underlined
4.6	A	8	✓	Combined budget for each programme correctly calculated
	B	9	✓	TOTAL ACTIVITIES for 2019 correctly calculated
	C	10	✓	LOWEST BUDGET for 2019 correctly calculated
	D	11	✓	HIGHEST BUDGET for 2020 correctly calculated
	E	12	✓	AVERAGE ACTIVITIES for 2020 correctly calculated
4.7		13	✓	Figures in columns B, D and F in SA currency with 2 decimals
4.8		14	✓	Horizontal and vertical lines inserted
4.10		15	✓	Answer printed on ONE page landscape

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EXAMINATION NUMBER				QUESTION 4	
COLLEGE BUDGET FOR HEAIDS PROGRAMMES FOR 2019 AND 2020 ACADEMIC YEARS					
NAME OF PROGRAMME	**ACADEMIC YEAR: 2019**	**NO. OF ACTIVITIES**	**ACADEMIC YEAR: 2020**	**NO. OF ACTIVITIES**	**COMBINED BUDGET FOR 2019 AND 2020**
Men's health programme	R35 000,00	5	R38 500,00	7	R73 500,00
First thing first	R24 500,00	4	R28 500,00	5	R53 000,00
Women's health programme	R28 000,00	4	R31 950,00	6	R59 950,00
Campus health services	R38 880,00	4	R40 700,00	5	R79 580,00
LGBTI community services	R11 500,00	2	R13 550,00	3	R25 050,00
Future beats	R19 500,00	3	R23 900,00	4	R43 400,00
TOTAL ACTIVITIES FOR 2019		22			
LOWEST BUDGET FOR 2019	R11 500,00				
HIGHEST BUDGET FOR 2020			R40 700,00		
AVERAGE ACTIVITIES FOR 2020				5	

1. Question changed to 4✓
2. New columns and rows inserted✓
3. Column headings in bold ✓
5. Main heading in Elephant,✓
4. Column headings in centre✓
6. Main heading in size12✓
7. Main heading underlined✓
8. Combined budget calculated ✓
9. TOTAL ACTIVITIES for 2019 calculated✓
10. LOWEST BUDGET for 2019 calculated✓
11. HIGHEST BUDGET for 2020 calculated✓
12. AVERAGE ACTIVITIES for 2020 calculated✓
13. Figures in columns B and D in SA currency with 2 decimals✓
14. Horizontal and vertical lines inserted✓
15. Answer printed on one landscape page✓

A	M	T
1	15	16

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QUESTION 5

ACCURACY:	
MANIPULATION:	8
TOTAL:	8

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
5.1	1	✓	QUESTION changed to QUESTION 5
5.2	2	✓	Formulae correctly displayed
	3	✓	Formulae correctly displayed
	4	✓	Formulae correctly displayed
	5	✓	Formulae correctly displayed
	6	✓	Formulae correctly displayed
5.3	7	✓	Column widths adjusted
5.5	8	✓	Answer printed on one landscape page

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1. Question changed to 5✓

EXAMINATION NUMBER				QUESTION 5	

COLLEGE BUDGET FOR HEAIDS PROGRAMMES FOR 2019 AND 2020 ACADEMIC YEARS

NAME OF PROGRAMME	ACADEMIC YEAR: 2019	NO. OF ACTIVITIES	ACADEMIC YEAR: 2020	NO. OF ACTIVITIES	COMBINED BUDGET FOR 2019 AND 2020
Men's health programme	R35 000,00	5	R38 500,00	7	=C6+E6
First thing first	R24 500,00	4	R28 500,00	5	=C7+E7
Women's health programme	R28 000,00	4	R31 950,00	6	=C8+E8
Campus health services	R38 880,00	4	R40 700,00	5	=C9+E9
LGBTI communities services	R11 500,00	2	R13 550,00	3	=C10+E10
Future beats	R19 500,00	3	R23 900,00	4	=C11+E11
TOTAL ACTIVITIES FOR 2019		=SUM(D6:D11)			
LOWEST BUDGET FOR 2019	=MIN(C6:C11)				
HIGHEST BUDGET FOR 2020			=MAX(E6:E11)		
AVERAGE ACTIVITIES FOR 2020				=AVERAGE(F6:F11)	

3. Formulae correct

2. Formulae correct✓

4. Formulae correct✓

5. Formulae correct✓

6. Formulae correct✓

7. Column widths adjusted✓

8. Answer printed on ONE landscape page✓

A	M	T
	8	8

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QUESTION 6

MANIPULATION:	6
TOTAL:	6

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
6.1	1	✓	Line Graph correctly inserted information
6.2	2	✓	Y-axis correctly inserted
6.3	3	✓	X-axis correctly inserted
6.4	4	✓	Title correctly inserted
	5	✓	Title displayed on 3 lines
6.6	6	✓	Answer printed on one page (Accept any page orientation) Accept new sheet or object

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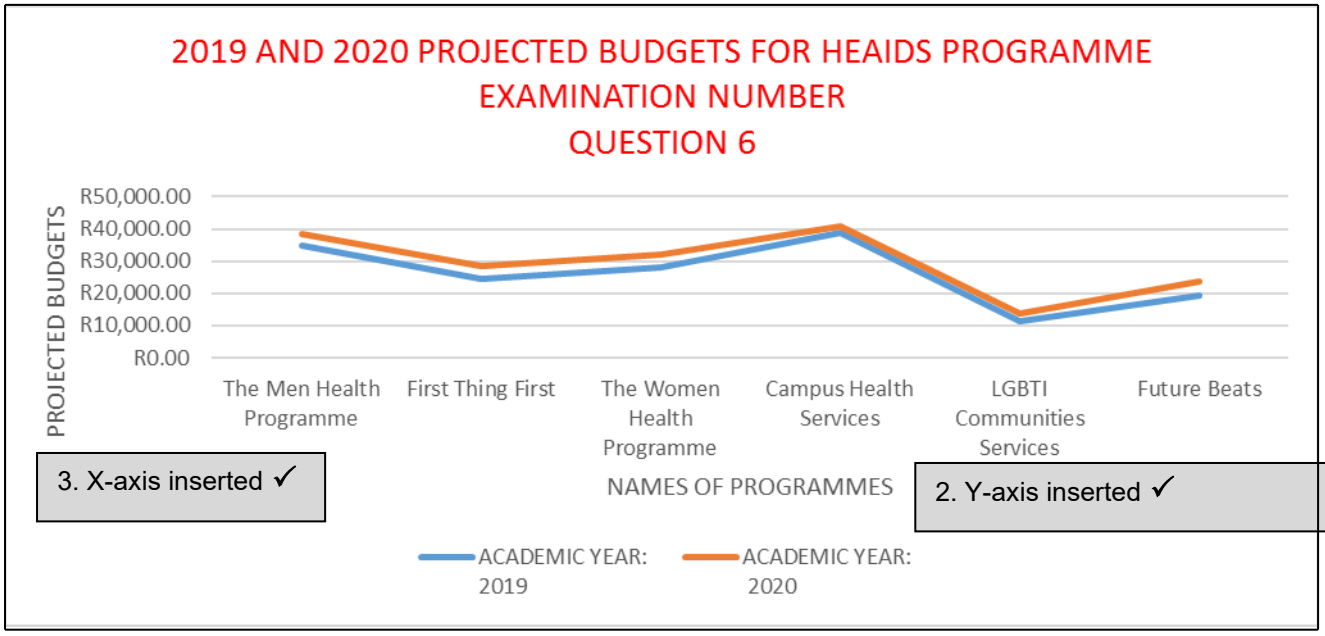

3. X-axis inserted ✓

2. Y-axis inserted ✓

1. Line chart inserted ✓

4. Title inserted ✓

5. Title inserted on 3 lines✓

6. Line chart printed ✓

A	M	T
	6	6

TOTAL SECTION B: 40

SECTION C: PRESENTATION

QUESTION 7

ACCURACY MANIPULATION: TOTAL:	4 16 20

QUESTION NUMBER	MARKS	ACCURACY
7.1	4	Penalise all typing errors and omissions. Deduct 1 mark for every missing word in the document up to a maximum of 4 marks. NOTE: Do not double-penalise. Do not penalise for letter spacing, line spacing and upper case and lower case under accuracy.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
7.2	1	✓	SLIDE 1: TITLE SLIDE
7.2.1	2	✓	Heading in bold and centre
7.2.2	3	✓	Main heading in Italic
7.2.3	4	✓	Sub-heading in Berlin Sans FB size 36
7.3	5	✓	SLIDE 2: TITLE and 2 COLUMNS
7.3.1	6	✓	Main Heading in Broadway size 40
7.3.2	7	✓	INFO in the left column NUMBERED
7.3.3	8	✓	INFO in the left column R/A
7.3.4	9	✓	Information in the right column numbered in Roman figures
7.3.5	10	✓	The word 'Household' in Bold
7.4	11	✓	SLIDE 3: TITLE AND TEXT
7.4.1	12	✓	Title in font type ALGERIAN
7.4.2	13	✓	Bullets inserted as instructed (accept any bullets)
7.5	14	✓	A design is applied (Accept any design)
7.6	15	✓	EXAM NO and Q.NO centre-aligned and appear in ALL slides
7.8	16	✓	Answer printed as 3 full slides

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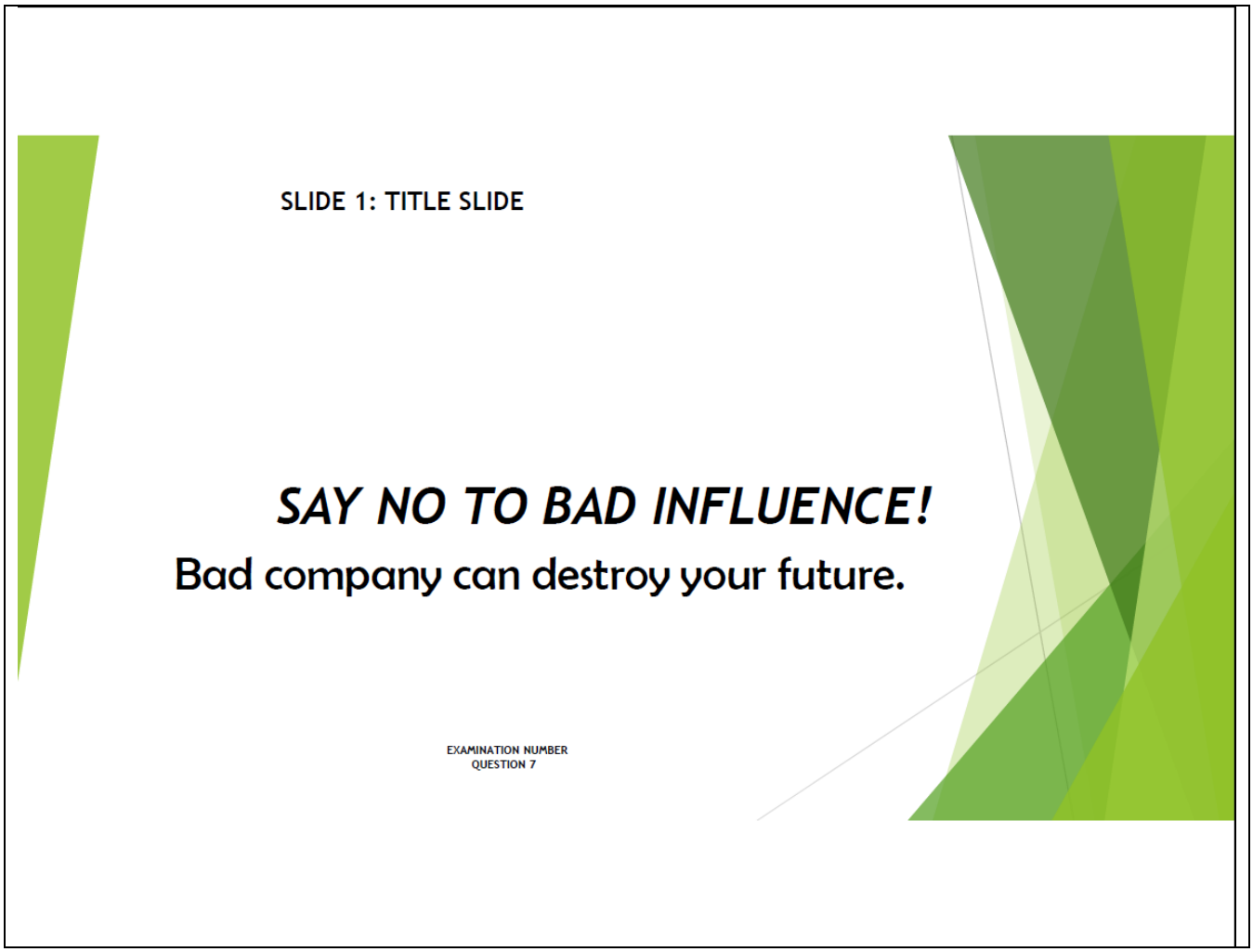
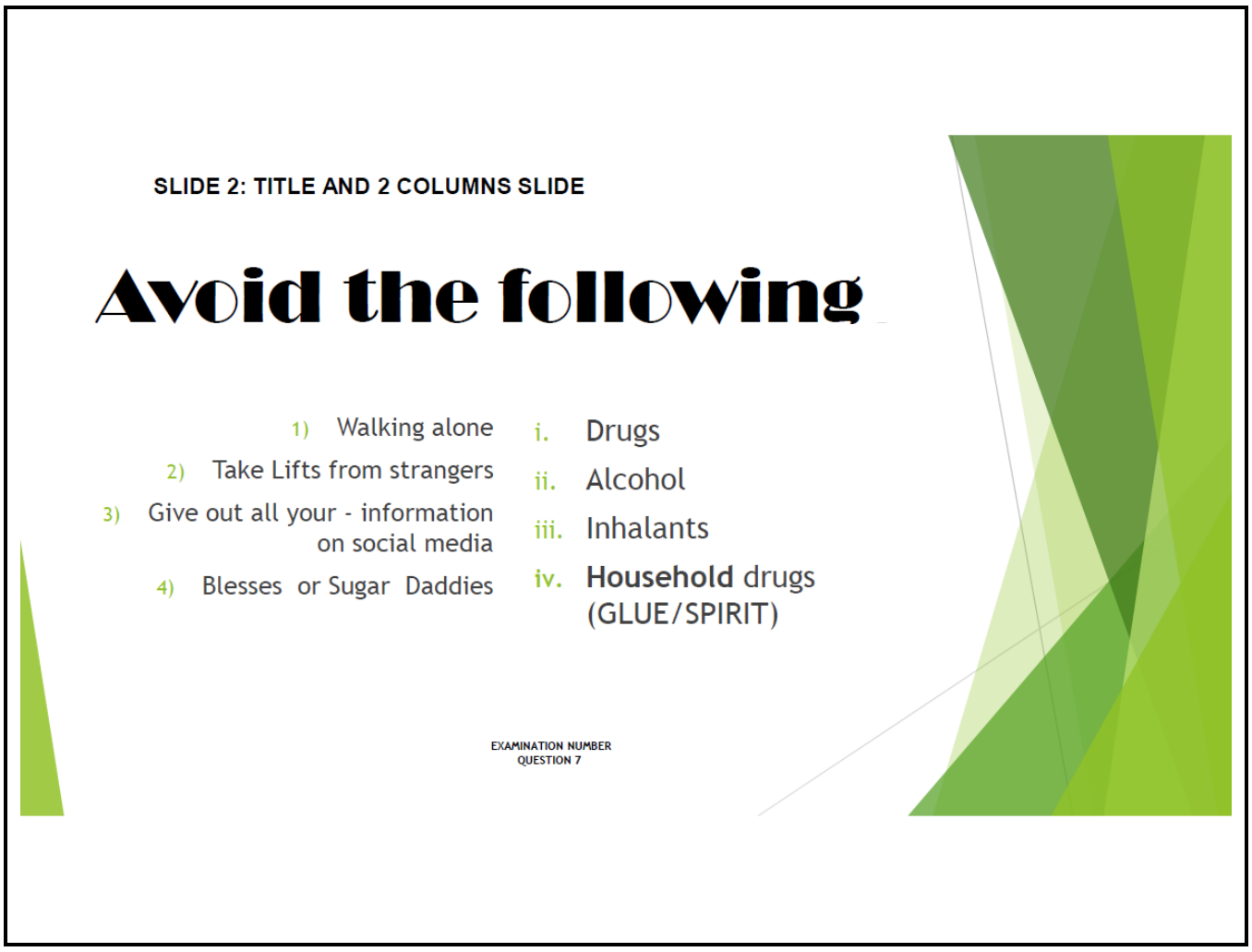


1. SLIDE 1: TITLE SLIDE✓

2. Heading in bold and centre✓

3. Main heading in Italic✓

4. Subheading in **Berlin Sans FB**✓ size 36



5. Title and 2 columns

6. Heading Broadway

7. Numbers left column

8. Left column right align

9. Right column numbered

10. Household bold

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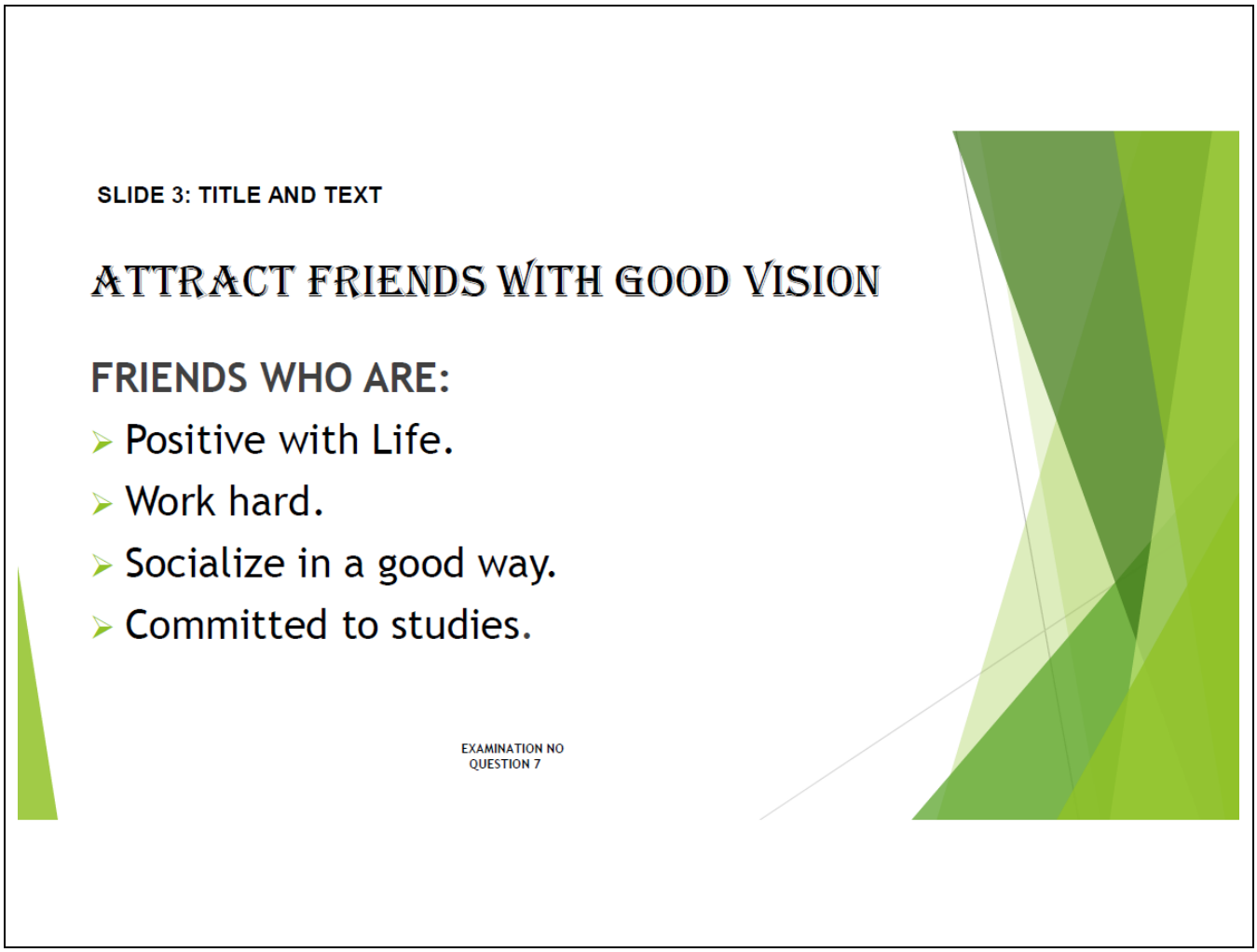

11. Title and text	
12. Font Algerian	
13. Bullets	
14. Design	
15. Examination number centre number on all slides	
16. Answer printed full slides	

A	M	T
4	16	20

TOTAL SECTION C: 20
GRAND TOTAL: 100

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