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

16 November 2020

This marking guideline consists of 20 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/keying-in 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 but the candidate made 10 accuracy errors, he/she only loses 5 marks for accuracy and is still rewarded for the manipulation that was done correctly.

3. Manipulation errors are marked with a blue 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 candidate's mark achieved on this line -			
Write the total possible mark 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 a printed 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	6
MANIPULATION	14
TOTAL	20

MARKS	ACCURACY
Q1.2 6✓✓✓✓✓✓	All keying-in errors (spelling, omissions and repetitions) Do not penalise repeated errors

QUESTION	NUMBER	MARK	MANIPULATION
1.1	1	✓	Ms Word used
1.3	2	✓	Create a header
	3	✓	QUESTION 1 L/A EXAMINATION R/A (No mark awarded if student inserted a footer)
1.4	4	✓	Heading in Britannic Bold
	5	✓	Heading 18 pt
	6	✓	Heading is centre-aligned
1.5	7	✓	Main heading in upper case
1.6	8	✓	Remainder of the document in Arial
	9	✓	Remainder of the document in 12 pt
1.7	10	✓	Three columns correctly inserted
1.8	11	✓	Document fully justified
1.2	12	✓	Upper case and lower case consistent throughout the document.
	13	✓	Letter and line spacing consistent throughout the document
1.10	14	✓	Answer printed on ONE A4 portrait page

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QUESTION 1

2 Insert header EXAMINATION NUMBER

1 Ms word

3 Correct alignment

QUESTION 1 EXAMINATION NUMBER

4 Britannic Bold, 18 pt

5 Font size of heading:18 pt

90 90 90 HIV/AIDS STRATEGY

6 Heading is C/A

7 Heading in U/C

The 90 90 90 HIV/AIDS strategy is a concept introduced in 2013 by the United Nation's programme on HIV/AIDS. The strategy is yet another attempt at getting the HIV epidemic under control while experts continue the search for a long-lasting solution. The main purpose with the strategy is to identify people early in their infection. This will ensure that they immediately start treatment. It is envisaged that early treatment will prevent transmission of the virus. This will in turn have an impact on HIV incidence at a population level across the world. The strategy is presented as follows:

First 90	Second 90	Third 90
To diagnose 90% of all HIV positive persons – through testing people everywhere, churches, schools, colleges, universities, clinics, hospitals.	To provide antiretroviral therapy (ART) for 90% of those diagnosed – by providing all those who tested with treatment.	To achieve viral suppression for 90% those treated by the year 2020 – receiving treatment will mean that the virus is not be cured but suppressed.

8 Remainder of text in Arial

9 Rest of text in 12 pt

10 3 columns inserted

11 Document fully justified

12 U/C and l/c consistent

13 Letter spacing consistent

14 Answer printed

A	M	T
6	14	20

QUESTION 2

ACCURACY	2
MANIPULATION	18
TOTAL	20

MARKS	ACCURACY
Q2.6 2✓✓	Newly added text only

QUESTION	NUMBER	MARK	MANIPULATION
2.2	1	✓	Question number changed to QUESTION 2 in the header (Award mark if Question 2 is in footer)
2.3	2	✓	1st paragraph line spacing changed to double spacing
2.4	3	✓	1st paragraph font changed to Arial Rounded MT Black.
2.5	4	✓	Page break correctly inserted (Exact position)
2.6	5	✓	Table inserted (9 Columns and 2 rows)
2.7	6	✓	Main heading of the table appears in Algerian and size 16
2.8	7	✓	Main heading shaded using a theme colour that still makes the text legible
2.9	8	✓	Column headings C/A
2.10	9	✓	Text in the left column correctly numbered (all numbers inserted to award mark: numbering must be the same as those on the question paper)
2.11	10	✓	Text in the right column correctly bulleted (accept any bullet type)
2.12	11	✓	Numbered text in the left column appear in Italics
2.13	12	✓	Bulleted text in the right column in bold
	13	✓	Text in the right column centre-aligned
2.14	14	✓	Spell check used to correct the spelling mistake of the word, Sauth, to South
	15	✓	Spell check used to correct the spelling mistake of the word, Prevantion, to Prevention
2.15	16	✓	Borders applied as indicated (Exactly as QP)
2.16	17	✓	Insert footer HIV/AIDS (Accept any alignment)
2.18	18	✓	Answer printed on TWO, A4 portrait pages

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1 Change QUESTION 1 to QUESTION 2

QUESTION 2 EXAMINATION NUMBER

90 90 90 HIV/AIDS STRATEGY

3 1st paragraph in font type Arial Rounded MT Black

2 Line spacing for the 1st paragraph in double spacing

The 90 90 90 HIV/AIDS strategy is a concept introduced in 2013 by the United Nation's programme on HIV/AIDS. The strategy is yet another attempt at getting the HIV epidemic under control while experts continue the search for a long-lasting solution. The main purpose with the strategy is to identify people early in their infection. This will ensure that they immediately start treatment. It is envisaged that early treatment will prevent transmission of the virus. This will in turn have an impact on HIV incidence at a population level across the world. The strategy is presented as follows:

First 90	Second 90	Third 90
To diagnose 90% of all HIV positive persons – through testing people everywhere, churches, schools, colleges, universities, clinics, hospitals.	To provide antiretroviral therapy (ART) for 90% of those diagnosed – by providing all those who tested with treatment.	To achieve viral suppression for 90 % those treated by the year 2020 – receiving treatment will mean that the virus is not be cured but suppressed.

4 Page break correctly inserted

ACRONYMS AND THE MEANINGS OF TERMS USED IN THE 90 90 90 STRATEGY

ACRONYMS	MEANINGS
1) *AIDS*	✓ **Acquired Immune Deficiency Syndrome**
2) *ART*	✓ **Antiretroviral therapy**
3) *HIV*	✓ **Human Immunodeficiency Virus**
4) *STI*	✓ **Sexually Transmitted Infection**
5) *SANAC*	✓ **South African Nation Aids Council**
6) *PMTCT*	✓ **Prevention of mother-to-child transmission (of HIV)**
7) *UNAIDS*	✓ **Joint United Nations Programme on HIV/AIDS**
8) *VL*	✓ **Viral load**

✓5 Table inserted ✓6 Main heading in font type Algerian ✓7 Main heading shaded

✓8 Column headings centre-aligned ✓9 Text in the left column correctly numbered ✓10 Text in the right column bulleted

✓11 Numbered text in italics ✓12 Bulleted text in bold ✓13 Bulleted text C/A

✓14 Word, Sauth, changed to South ✓15 Word, Prevantion, changed to Prevention

✓16 Table borders correctly inserted ✓18 Answer on TWO portrait pages

A	M	T
2	18	20

✓17 Footer inserted

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SECTION B: SPREADSHEET

QUESTION 3

ACCURACY	4
MANIPULATION	6
TOTAL	10

MARKS	ACCURACY
Q3.2 4✓✓✓✓	All keying-in errors in the spreadsheet

QUESTION	NUMBER	MARK	MANIPULATION
3.1	1		MS Excel used
3.3	2	✓	QUESTION 3 A1 and EXAM NO: D1
3.4	3	✓	Arial narrow used throughout the document and size 12
3.5	4	✓	Column width adjusted, and text is legible
3.2	5	✓	Upper case and lower case
3.7	6	✓	Answer printed without row and column headings on ONE A4 portrait page

	A	B	C	D	E
1	QUESTION 3			EXAM NUMBER	
2	HIV/AIDS SOUTH AFRICAN STATISTICS FROM 2015-2018				
3					
4	NAME OF PROVINCE	YEAR: 2015	YEAR: 2016	YEAR: 2017	YEAR: 2018
5	KwaZulu-Natal	66000	73200	81000	98000
6	Mpumalanga	61500	68700	74800	79100
7	Free State	59400	55650	49000	41980
8	Gauteng	52000	48900	41990	38750
9	Western Cape	38650	36980	34600	31000
10	Limpopo	28980	21450	20500	17200
11					
12	TOTAL NUMBER OF INFECTIONS FOR 2015				
13	AVERAGE NUMBER OF INFECTIONS IN 2018				

✓1 MS Excel used

✓2 Quest no. & Exam no. correctly inserted

✓3 Font type: Arial narrow size 12

✓4 Column widths adjusted

✓5 UP/lc consistent

✓6 Answer printed on ONE A4 page.

A	M	T
4	6	10

QUESTION 4

ACCURACY	1
MANIPULATION	14
TOTAL	15

MARKS	ACCURACY
Q4.6 1✓	Typing errors in newly inserted rows

QUESTION	NUMBER	MARK	MANIPULATION
4.2	1	✓	Changed from QUESTION 3 to QUESTION 4
4.3	2	✓	Main heading in Algerian, 14 pt (both must be correct for a mark to be given)
4.4	3	✓	Merge and centre applied for the main heading from A2 to E2
4.5	4	✓	All column headings bold and centre
4.6	5	✓	Insert new rows (3 rows)
4.7	Calculations correctly done as follows:		
	6	✓	A = TOTAL INFECTIONS 2015 = 306530
	7	✓	B = MAXIMUM INFECTIONS 2016 = 73200
	8	✓	C = MINIMUM INFECTIONS 2017 = 20500
	9	✓	D =COUNT INFECTIONS 2018 = 6
	10	✓	E = AVERAGE NO. OF INFECTIONS FOR 2018= 51005
4.8	11	✓	AVERAGE with two decimal places = 51005,00
4.9	12	✓	Horizontal lines and vertical lines
4.10	13	✓	Column width adjusted
4.12	14	✓	Answer printed on ONE A4 landscape page

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1 QUESTION number changed to QUESTON 4

	A	B	C	D	E
1	QUESTION 4			EXAM NUMBER	
2	HIV/AIDS SOUTH AFRICAN STATISTICS FROM 2015-2018				
3					
4	**NAME OF PROVINCE**	**YEAR: 2015**	**YEAR: 2016**	**YEAR: 2017**	**YEAR: 2018**
5	KwaZulu-Natal	66000	73200	81000	98000
6	Mpumalanga	61500	68700	74800	79100
7	Free State	59400	55650	49000	41980
8	Gauteng	52000	48900	41990	38750
9	Western Cape	38650	36980	34600	31000
10	Limpopo	28980	21450	20500	17200
11					
12	TOTAL NUMBER OF INFECTIONS FOR YEAR: 2015	306530			
13	MAXIMUM INFECTIONS FOR YEAR: 2016		73200		
14	MINIMUM INFECTIONS FOR YEAR: 2017			20500	
15	COUNT THE NUMBER OF INFECTIONS FOR YEAR: 2018				6
16	AVERAGE NUMBER OF INFECTIONS IN 2018				51005,00

A	M	T
1	14	15

2 Main heading changed to Algerian 14 pt

3 Main heading merged & centred correctly

4 All column headings in bold & centre align

5 Insert 3 rows

6 TOTAL INFECTIONS 2015 = 306530

7 MAX INFECTIONS 2016 = 73200

8 MIN INFECTIONS 2017 =20500

9 COUNT INFECTIONS 2018 = 6

10 AVERAGE NO. OF INFECTIONS FOR 2018 = 51005

11 AVERAGE displayed two decimals =51005,00

12 Horizontal lines and vertical lines

13 Column width adjusted

14 Answer printed on ONE A4 landscape page

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QUESTION 5

MANIPULATION	8
TOTAL	8

QUESTION	NUMBER	MARK	MANIPULATION
5.2	1	✓	Question number changed to QUESTION 5
5.3	2	✓	Correct formula for Total infections for 2015 displayed =SUM (B5:B10)
	3	✓	Correct formula for MAX infections for 2016 displayed =MAX (C5:C10)
	4	✓	Correct formula for MIN infections for 2017 displayed =MIN (D5:D10)
	5	✓	Correct formula for COUNT infections for 2018 displayed =COUNT (E5:E10)
	6	✓	Correct formula for AVERAGE correctly displayed =AVERAGE (E5:E10)
5.4	7	✓	Column width adjusted
5.6	8	✓	Answer printed on ONE A4 landscape page without row and column headings (formula must be present to award the mark)

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1 Question number changed

QUESTION 5			EXAM NUMBER	
HIV/AIDS SOUTH AFRICAN STATISTICS FROM 2015-2018				
NAME OF PROVINCE	**YEAR: 2015**	**YEAR: 2016**	**YEAR: 2017**	**YEAR: 2018**
Kwazulu-Natal	66000	73200	81000	98000
Mpumalanga	61500	68700	74800	79100
Free State	59400	55650	49000	41980
Gauteng	52000	48900	41990	38750
Western Cape	38650	36980	34600	31000
Limpopo	28980	21450	20500	17200
TOTAL NUMBER OF INFECTIONS FOR YEAR: 2015	=SUM(B5:B10)	2 Formula for Total infections for 2015 displayed		
MAXIMUM INFECTIONS FOR YEAR: 2016		=MAX(C5:C10)	3 Formula for MAX	
MINIMUM INFECTIONS FOR YEAR: 2017			=MIN(D5:D10)	4 Formula for MIN
COUNT THE NUMBER OF INFECTIONS FOR YEAR: 2018				=COUNT(E5:E10) 5 Formula For COUNT
AVERAGE NUMBER OF INFECTIONS IN 2018				=AVERAGE(E5:E10) 6 Formula for AVERAGE

7 Column width adjusted

8 Printed on ONE landscape page

A	M	T
-	8	8

QUESTION 6

MANIPULATION	8
TOTAL	8

QUESTION	NUMBER	MARK	MANIPULATION
6.2	1	✓	Pie chart created correctly (3D)
	2	✓	All provinces included
	3	✓	YEAR: 2018 selected
6.3	4	✓	Chart background filled with any visible texture type
6.3	5	✓	Chart background filled with any visible texture type
6.4	6	✓	Chart title correctly keyed in/ must be on 3 lines
6.5	7	✓	Pie chart pasted as an object underneath the spreadsheet
6.7	8	✓	Pie chart printed with spreadsheet

*Ignore position of legend (no mark allocated)

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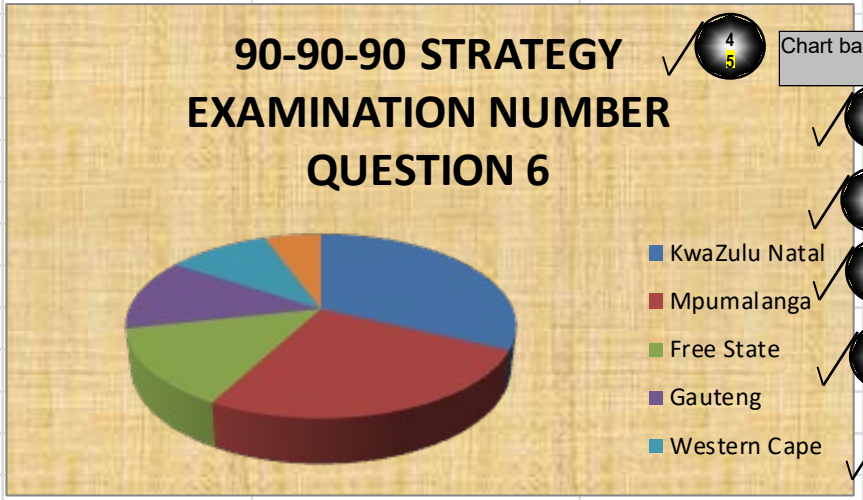
QUESTION 6 EXAMINATION NUMBER

HIV/AIDS SOUTH AFRICAN STATISTICS FROM 2015-2018

NAME OF PROVINCE	YEAR: 2015	YEAR: 2016	YEAR: 2017	YEAR: 2018
KwaZulu Natal	66000	73200	81000	98000
Mpumalanga	61500	68700	74800	79100
Free State	59400	55650	49000	41980
Gauteng	52000	48900	41990	38750
Western Cape	38650	36980	34600	31000
Limpopo	28980	21450	20500	17200
TOTAL NUMBER OF INFECTI	306530			
MAXIMUM INFECTIONS FOR YEAR: 2016		73200		
MINIMUM INFECTIONS FOR YEAR: 2017			20500	
INFECTIONS FOR YEAR 2018				6
AVERAGE NUMBER OF INFECTIONS IN 2018				51005,00

A	M	T
-	7	7



4 5 Chart background

8 Answer printed with spreadsheet and chart on one page

1 Pie chart created **3D**

2 All provinces on legend

3 YEAR 2018 SELECTED (look at each segment)

6 Chart title on 3 on rows

7 Pie chart as a object

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SECTION C: PRESENTATIONS

QUESTION 7

ACCURACY	3
MANIPULATION	17
TOTAL	20

MARKS	ACCURACY
Q7.12 3✓✓✓	All typing errors in the document up to a maximum of 3 marks

QUESTION	NUMBER	MARK	MANIPULATION
SLIDE 1: TITLE & 2 COLUMNS			
7.1	1	✓	Main title underlined and bold
7.2	2	✓	Text on the left column in italics (accept any bullets)
7.3	3	✓	Text on the right column right-aligned (accept any bullets)
SLIDE 2: TWO CONTENT			
7.4	4	✓	Main title right-aligned
7.5	5	✓	Text with column heading, Common ways of…, in the left column centre-aligned
7.6	6	✓	Text with column heading, How to protect…, in the right column in font type Baskerville Old Face.
7.6	7	✓	Font 28 pt
SLIDE 3: TITLE AND CONTENT			
7.7	8	✓	Main title in Cooper Black
7.7	9	✓	Main title in 48 pt
7.8	10	✓	Picture/clipart correctly inserted
7.8	11	✓	Picture/clipart correctly inserted
SLIDE 4: TITLE ONLY			
7.9	12	✓	Slide title in Wide Latin
7.9	13	✓	Font 36 pt
7.10	14	✓	Spell check done and the word, Comon, in slide 2 changed to Common.
7.11	15	✓	Footer with EXAM NO and QUESTION 7 appears in all slides (accept any format)
7.12	16	✓	UP/lc consistent throughout the presentation
7.14	17	✓	Answer printed on 4 full slides (accept any orientation)

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THE IMPORTANCE OF 90-90-90 STRATEGY

The aim of the strategy is to:

✓*Fight the HIV infection;*

✓*Reduce the spread of TB;*

✓*Halt the spread of STIs amongst the youth*

Following are the strategy's key stakeholders:

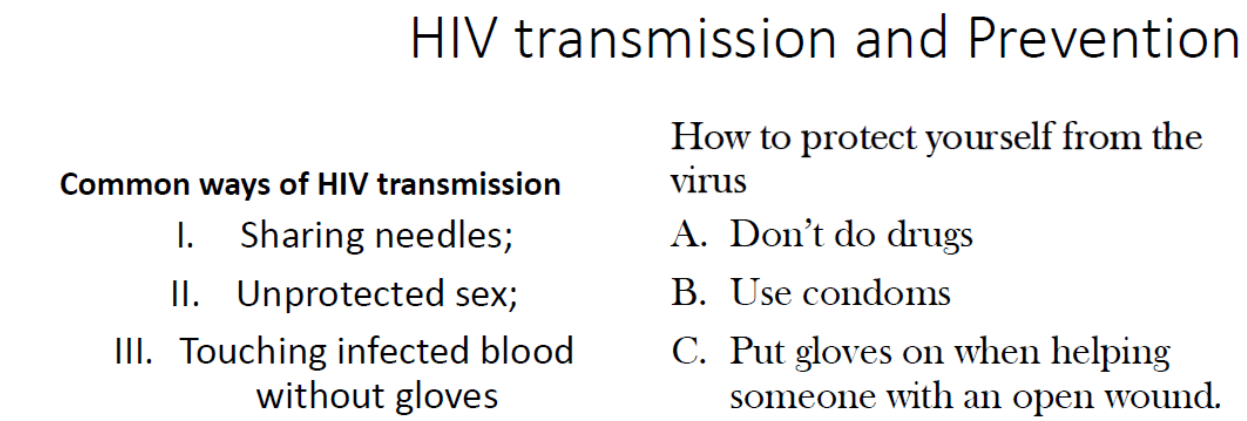
➢Youth between the ages of 14-25;

➢The government;

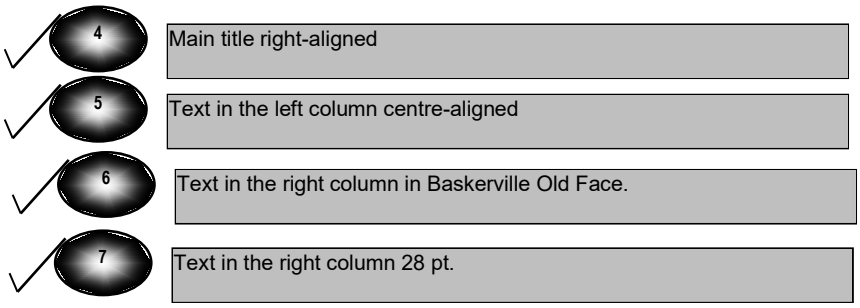
➢Civil society

EXAMINATION NUMBER QUESTION 7

1	Main title underlined & bold
2	Text in the left column in italics
3	Text in the right column right-aligned



EXAMINATION NUMBER QUESTION 7

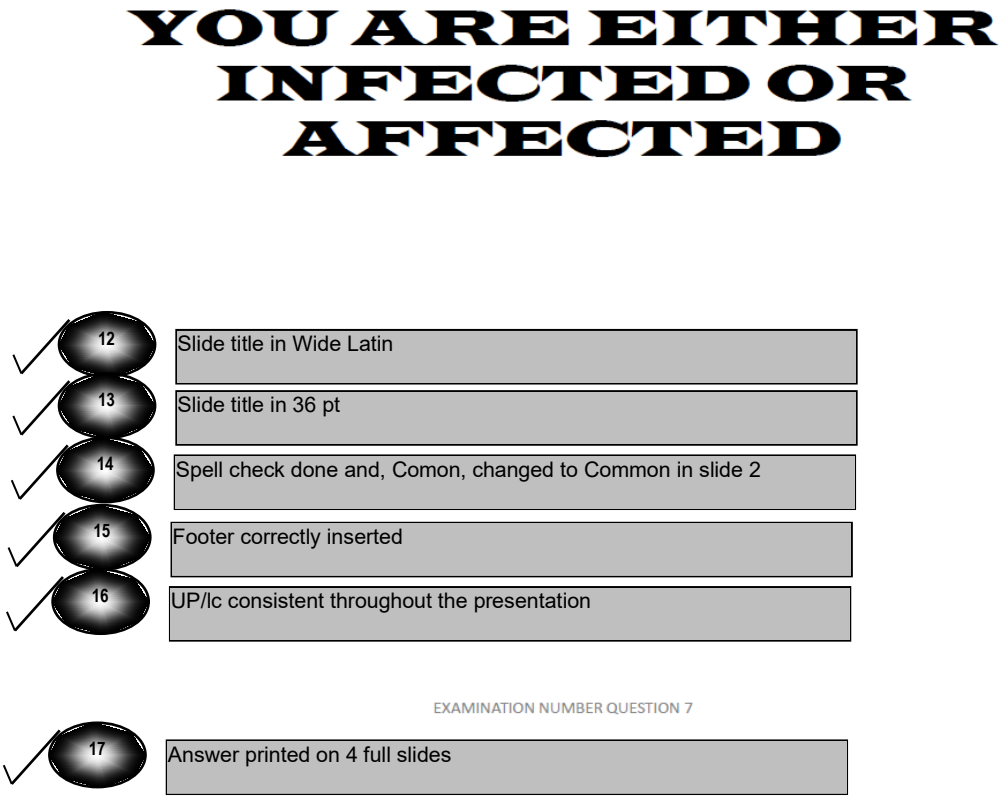


LET US ALL JOIN HANDS AND CONFRONT HIV/AIDS HEAD-ON



EXAMINATION NUMBER QUESTION 7

8	Main title in Cooper Black
9	Main title in 48 pt
10-11	Picture/clipart correctly inserted✓✓



A	M	T
3	17	20

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