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 4

10-13 November 2020

This marking guideline consists of 27 pages.

Copyright reserved

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 indicated on the marking guideline.

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

Write the total possible mark in this space -	A	M	T
Write the student's errors made in this space-			
Write the mark achieved in this space and circle t the total mark			

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 duplicate PRINTOUTS of the question (without striking it out/cancelling it), mark the question that would benefit the candidate and draw a line across the extra PRINTOUTS with the notation ‘Duplicate’.

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

Copyright reserved

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 upper case/lower case 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 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 it is establish 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 as per national examination instructions. An irregularity report must be completed.

Copyright reserved

SECTION A

QUESTION 1

MARK ALLOCATION:

ACCURACY	8
MANIPULATION	12
TOTAL	20

QUESTION NUMBER	MARK	ACCURACY
1.4	8	Penalise ALL **SPELLING ERRORS, OMISSIONS AND ADDITIONS** (deduct ONE mark for every missing/additional word) in the document up to a maximum of 8 marks. **NOTE:** Do not double penalise. Repeated errors must be penalised once only. Incorrect letter spacing, line spacing, upper case and lower case are penalised as manipulation errors.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
1.1	1	✓	Data source created (Penalise if the words 'FIELDNAMES and RECORDS are keyed in)
1.2	2	✓	Cambria, size 12 (both must be correct)
1.3	3	✓	MS Word: Header inserted MS Access: Table renamed
1.3	4	✓	EXAMINATION NUMBER and QUESTION correctly inserted i.e. MS Word: both are centred MS Access: used as table name (Accept with or without the word 'and')
1.4	5	✓	Uppercase/lowercase correct
1.4	6	✓	Letter spacing correct
1.5	7	✓	FIELDNAMES - uppercase
1.6	8	✓	Contents of data source – right-aligned
1.7	9	✓	Page orientation - Landscape
1.8	10	✓	Column width adjusted - All text visible
1.8	11	✓	Column width adjusted – Data for each record is displayed on one line
1.9	12	✓	Print data source from MS Access on ONE A4 page (Penalise if the document was not printed from MS Access)

Copyright reserved

1✓ Data source document created
2✓ Cambria, 12

3✓ Header inserted OR Table renamed
4✓ Exam no. Question no. inserted correctly (centred / table name)

5✓ Upper case/Lower case correct
6✓ Letter spacing correct

EXAMINATION NUMBER QUESTION 1				
NAME	**PROVINCE**	**SOCIAL MEDIA**	**SOCIAL MEDIA HANDLE**	**CELL NUMBER**
Booi R.R.	Eastern Cape	Twitter	@booiRR24	+27723343201
Ledwaba K.N.	Limpopo	Facebook	Ledwabadwaba	+27615550000
Brown Z.	Gauteng	Twitter	@brown777TN	+27732228888
Sewela A.	North West	Facebook	Sewala Amukelani	+27820000555

PLEASE NOTE:

If the candidate did not produce the MS ACCESS printout as instructed, the printout must be marked and penalise only for incorrect printout (No. 12)

7✓ Fieldname - uppercase
8✓ Contents – right-aligned
9✓ Landscape
10✓ Column width adjusted – all text visible
11✓ Column width adjusted – data on one line
12✓ Print data source from MS ACCESS on ONE page

A	M	T
8	12	20

Copyright reserved

QUESTION 2

ACCURACY	11
MANIPULATION	37
TOTAL	48

QUESTION NUMBER	MARK	ACCURACY
2.6 2.14	8 3	Penalise ALL **SPELLING ERRORS, OMISSIONS AND ADDITIONS** (deduct ONE mark for every spelling error, missing/additional word) in the document up to a maximum of 11 (8+3) marks. **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
2.1	1	✓	MS Word **Take note of instruction 10 on page 3**
2.2	2	✓	Footer inserted
2.2	3	✓	EXAMINATION NUMBER AND QUESTION NUMBER both centred on the same line (Accept with or without “and”)
2.3	4	✓	Font type: Tahoma, size 12
2.4	5	✓	Full justify – 1st two paragraphs
2.5	6	✓	Today’s date inserted (Accept any format)
2.6	7	✓	Uppercase/lowercase correct
2.6	8	✓	Letter spacing correct
2.6	9	✓	Line spacing correct
2.6	10	✓	Spell check used. NB: Only award the mark if there are **no spelling errors** in document
2.7	11	✓	Main heading in font: Broadway, 16 (both correct)
2.7	12	✓	Main heading centred
2.8	13	✓	Underline the sentence, 'It is envisaged is …’
2.8	14	✓	Double underline - Correct underlining style used
2.9	15	✓	Two parallel columns created
2.9	16	✓	Columns are created in the correct position. Penalise if other text is displayed as two columns
2.9	17	✓	Correct text is displayed in each column Penalise if the column break is inserted in the incorrect positon.
2.10	18	✓	Correct bullet style is inserted in the left column
2.10	19	✓	Correct bullet style is inserted in the right column
2.11	20	✓	Text in the left column in italics
2.11	21	✓	Text in the left column is right aligned
2.12	22	✓	Text in right column – font Palatino Linotype

Copyright reserved

2.13	23	✓	Picture inserted (accept any picture)
2.13	24	✓	Picture is in the correct position
2.13	25	✓	Picture resized to fit on one A4 page
2.14	26	✓	Table – Borders correctly inserted
2.14	27	✓	Table – 5 columns and two rows
2.15	28	✓	Column headings bold
2.15	29	✓	Column headings right-aligned
2.16	30	✓	Column headings shaded
2.16	31	✓	Correct shading applied. Penalise only if the shading is too dark (text cannot be seen) or too light (shading cannot be seen)
2.17	32	✓	Fieldname «NAME» inserted
2.17	33	✓	Fieldname «PROVINCE» inserted
2.17	34	✓	Fieldname «SOCIAL_MEDIA» inserted
2.17	35	✓	Fieldname «SOCIAL_MEDIA_HANDLE» inserted
2.17	36	✓	Fieldname «CELL_NUMBER»
2.19	37	✓	Answer printed on ONE A4 portrait page

Copyright reserved

30 October 2020

Dear Student

1✓ MS Word
2✓ Footer inserted
3✓ Exam no. and Ques no. centred on 1 line
4✓ Tahoma, 12
5✓ Full justify – 1st two paragraphs
6✓ Today's date inserted (any format)

7✓ Uppercase/lowercase correct
8✓ Letter spacing correct
9✓ Line spacing correct
10✓ Spell check used – no spelling errors
11✓ Heading: Broadway, 16 (both correct)
12✓ Heading centred

PROMOTING GOOD CITIZENSHIP IN TVET COLLEGES

Being a good citizen requires each one of us to be actively involved in our communities and work towards the betterment of our fellow citizens. As a student in a TVET college, you can bring about positive change in your community in so many different ways.

Awareness campaigns are therefore being conducted across the country's public TVET colleges under the theme: South Africa belongs to all who belong in it. The aim of these campaigns is to educate students about tolerance and being good citizens.

13✓ Sentence underlined
14✓ Double underline
15✓ Two columns created
16✓ Columns in correct position
17✓ Correct text in each column

<u>It is envisaged that these campaigns will lead students to understand that:</u>

- *A good citizen participates in the voting process.*
- *A good citizen lives in peace with all and helps to make the country a safe place to live in.*
- *A good citizen takes care of the environment, recycles, reuses and reduces.*

- ✓ A good citizen preserves animal life and takes care of endangered species.
- ✓ A good citizen upholds the Constitution and the laws of the land.
- ✓ A good citizen understands that parenthood is a life-long commitment.

18✓ Correct bullet style (left column)
19✓ Correct bullet style (right column)
20✓ Left column - italics
21✓ Left column – right aligned
22✓ Right column – Palatino Linotype
23✓ Any picture inserted
24✓ Picture in correct position
25✓ Picture resized to fit document on ONE A4 page



26✓ Table –Borders correctly inserted
27✓ Table – 5 columns & 2 rows
28✓ Column heading - bold
29✓ Column heading – right aligned
30✓ 1st row – shaded
31✓ Shading correct

For more information, contact the Provincial Campaign Coordinators, whose details are listed below:

Name	Province	Social media	Social media handle	Cell number
«NAME»	«PROVINCE»	«SOCIAL_MEDIA»	«SOCIAL_MEDIA_HANDLE»	«CELL_NUMBER»

Kind regards,

D.D. Mseleku

32✓ «NAME»
33✓ «PROVINCE»
34✓ «SOCIAL_MEDIA»
35✓ «SOCIAL_MEDIA_HANDLE»
36✓ «CELL_NUMBER»
37✓ Print on one page -portrait

A	M	T
11	37	48

EXAMINATION NO, QUESTION 2

Copyright reserved

QUESTION 3

MARK ALLOCATION:

MANIPULATION	12
TOTAL	12

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
3.1			Open QUESTION 2
3.2	1	✓	Footer edited to QUESTION 3 (Must be correct on all 3 printouts)
3.3	2	✓	Documents merged
3.3	3	✓	1st letter: Booi R.R. & Eastern Cape (Both correct)
3.3	4	✓	1st letter: Twitter & @booiRR24 (both correct)
3.3	5	✓	1st letter: +27723343201
3.3	6	✓	2nd letter: Ledwaba K.N. & Limpopo (Both correct)
3.3	7	✓	2nd letter: Facebook & Ledwabadwaba (Both correct)
3.3	8	✓	2nd letter: +27615550000
3.3	9	✓	3rd letter: Brown Z, Gauteng, Twitter (all correct)
3.3	10	✓	3RD letter: @ brown777TN + 27732228888 (both correct)
3.5	11	✓	Only 3 documents printed
3.5	12	✓	Each letter printed on one A4 portrait page.

Copyright reserved

30 October 2020

1✓ Question number changed in the footer
2✓ Merged documents

Dear Student

PROMOTING GOOD CITIZENSHIP IN TVET COLLEGES

Being a good citizen requires each one of us to be actively involved in our communities and work towards the betterment of our fellow citizens. As a student in a TVET college, you can bring about positive change in your community in so many different ways.

Awareness campaigns are therefore being conducted across the country's public TVET colleges under the theme: South Africa belongs to all who belong in it. The aim of these campaigns is to educate students about tolerance and being good citizens.

It is envisaged that these campaigns will lead students to understand that:

- *A good citizen participates in the voting process.*
- *A good citizen lives in peace with all and helps to make the country a safe place to live in.*
- *A good citizen takes care of the environment, recycles, reuses and reduces.*

✓ A good citizen preserves animal life and takes care of endangered species.

✓ A good citizen upholds the Constitution and the laws of the land.

✓ A good citizen understands that parenthood is a life-long commitment



For more information, contact the Provincial Campaign Coordinators, whose details are listed below:

Name	Province	Social media	Social media handle	Cell number
Booi R.R.	Eastern Cape	Twitter	@booiRR24	+27723343201

3✓ Booi R.R & Eastern Cape (both correct) **4✓** Twitter & @booiRR24 (both correct) **5✓** +27723343201

Kind regards,

D.D. Mseleku

EXAMINATION NO, QUESTION 3

Copyright reserved

30 October 2020

Dear Student

PROMOTING GOOD CITIZENSHIP IN TVET COLLEGES

Being a good citizen requires each one of us to be actively involved in our communities and work towards the betterment of our fellow citizens. As a student in a TVET college, you can bring about positive change in your community in so many different ways.

Awareness campaigns are therefore being conducted across the country's public TVET colleges under the theme: South Africa belongs to all who belong in it. The aim of these campaigns is to educate students about tolerance and being good citizens.

<u>It is envisaged that these campaigns will lead students understanding that:</u>

- *A good citizen participates in the voting process.*
- *A good citizen lives in peace with all and helps to make the country a safe place to live in.*
- *A good citizen takes care of the environment, recycles, reuses and reduces.*

- ✓ A good citizen preserves animal life and takes care of endangered species.
- ✓ A good citizen upholds the Constitution and the laws of the land.
- ✓ A good citizen understands that parenthood is a life-long commitment.



For more information, contact the Provincial Campaign Coordinators, whose details are listed below:

Name	Province	Social media	Social media handle	Cell number
Ledwaba K.N.	Limpopo	Facebook	Ledwabadwaba	+27615550000

6✓ Ledwaba K.N, Limpopo (both correct) **7**✓ Facebook, Ledwabadwaba (both correct) **8**✓ +27615550000

Kind regards,

D.D. Mseleku

EXAMINATION NO, QUESTION 3

30 October 2020

Dear Student

PROMOTING GOOD CITIZENSHIP IN TVET COLLEGES

Being a good citizen requires each one of us to be actively involved in our communities and work towards the betterment of our fellow citizens. As a student in a TVET college, you can bring about positive change in your community in so many different ways.

Awareness campaigns are therefore being conducted across the country's public TVET colleges under the theme: South Africa belongs to all who belong in it. The aim of these campaigns is to educate students about tolerance and being good citizens.

<u>It is envisaged that these campaigns will lead students understanding that:</u>

- *A good citizen participates in the voting process.*
- *A good citizen lives in peace with all and helps to make the country a safe place to live in.*
- *A good citizen takes care of the environment, recycles, reuses and reduces.*

✓ A good citizen upholds the Constitution and the laws of the land.

✓ A good citizen understands that parenthood is a life-long commitment.

✓ A good citizen preserves animal life and takes care of endangered species

.



For more information, contact the Provincial Campaign Coordinators, whose details are listed below:

9✓ Brown Z, Gauteng, Twitter (all correct)

10✓ @ brown777TN, +27732228888

Name	Province	Social media	Social media handle	Cell number
Brown Z.	Gauteng	Twitter	@brown777TN	+27732228888

11✓ Only 3 documents printed
12✓ Each letter printed on one A4 portrait page

Kind regards,

D.D. Mseleku

A	M	T
-	12	12

EXAMINATION NO, QUESTION 3

TOTAL SECTION A: 80

Copyright reserved

SECTION B

QUESTION 4

MARK ALLOCATION:

ACCURACY	6
MANIPULATION	16
TOTAL	22

QUESTION NUMBER	MARK	ACCURACY
4.4	6	Penalise ALL **SPELLING ERRORS, OMISSIONS AND ADDITIONS** (deduct ONE mark for every missing/additional text) in the document up to a maximum of 6 marks. (Spell Check) **NOTE**: Repeated errors must be penalised once only. Incorrect letter spacing, line spacing, uppercase and lower case are penalised as manipulation errors.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
4.1	1	✓	MS Excel used to create the spreadsheet **Penalise if:** - incorrect cells are used - row and column headings are keyed in
4.2	2	✓	Header inserted
4.2	3	✓	QUESTION 4 (centre-aligned) and EXAMINATION NUMBER(right-aligned)
4.3	4	✓	Font type: BELL MT, size 12
4.4	5	✓	Uppercase/lowercase correct
4.4	6	✓	Letter spacing correct
4.5	7	✓	Row 1 merged and centred from A–E
4.6	8	✓	Main heading: Arial MT Rounded Bold, font size 14
4.6	9	✓	Column heading in uppercase
4.7	10	✓	Column headings displayed correctly in row 4 and 5 (cells merged)
4.8	11	✓	Column headings: centred
4.8	12	✓	Column headings: bold
4.9	13	✓	Horizontal lines correctly inserted
4.9	14	✓	Vertical lines correctly inserted
4.10	15	✓	Column widths adjusted and all data visible
4.12	16	✓	Spreadsheet printed on one A4 portrait page without row and column headings

QUESTION 4 EXAMINATION NUMBER

1✓ MS Excel used
2✓ Header inserted
3✓ Question number centred and Examination Number right-aligned

4✓ Bell MT, size 12
5✓ Upper case/Lower case correct
6✓ Letter space correct
7✓ Merge and centre across A-E (row 1)
8✓ Heading: Arial MT Rounded Bold, 14 (row 1)
9✓ Heading: uppercase

PERCENTAGE REGISTERED FOR ELECTIONS

(NATIONAL AND MUNICIPAL)

Anticipated Increase 8%

AGE GROUPS	% VOTER REGISTRATIONS			ANTICIPATED % INCREASE
	2014	2016	2019	
16 - 24 years	34,9	41,2	49,1	
25 - 34 years	65,1	65,8	60,4	
35 - 54 years	81,4	78,7	72,6	
55 - 64 years	87,2	85,9	77,8	
65 years and over	88,7	87,9	79,9	
Total voter registration in 2019				

10✓ Column heading displayed correctly in row 4 and 5 (Cells merged)
11✓ Column headings in bold
12✓ Column headings centred

A	M	T
6	16	22

13✓ Horizontal lines correctly inserted
14✓ Vertical lines correctly inserted
15✓ Column width adjusted
16✓ Print on ONE portrait page – without row and column headings

Copyright reserved

QUESTION 5

MARK ALLOCATION:

ACCURACY	6
MANIPULATION	28
TOTAL	34

QUESTION NUMBER	MARK	ACCURACY
5.5	6	Penalise **ALL SPELLING ERRORS, OMISSIONS AND ADDITIONS** in new rows and columns only to a maximum of 6 marks. (Deduct ONE mark for every missing/additional text) in the in **newly inserted text only** - marks as indicated on the next page.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
5.1			Open QUESTION 4
5.2	1	✓	Replace header with a footer
	2	✓	Question number changed to QUESTION 5
5.3	3	✓	Changed to landscape
5.4	4	✓	Merge and centre the heading in row 2 across columns A to F
5.5	5	✓	Uppercase/Lowercase used correctly
5.5	6	✓	Letter spacing used correctly
5.5	7	✓	New column headings inserted in the correct position (column E)
5.5	8	✓	New rows inserted in the correct position (row 11-13)
5.6	9	✓	New column heading in italics
5.6	10	✓	New column heading right aligned
5.7	11	✓	Figures in column C in italics
5.7	12	✓	Figures in column C centred
5.8	13	✓	Column heading edited: '%' changed to 'PERCENTAGE'
5.8	14	✓	PERCENTAGE spelt correctly
5.9	15	✓	Calculations performed in the correct cells
5.9.1	16	✓	Calculation correct – Total no. registered per age group
5.9.2	17	✓	Calculation correct – Anticipated % increase (Absolute cell reference marked in QUESTION 6)
5.9.3	18	✓	Calculation correct – Highest % registered in 2014

Copyright reserved

5.9.4	19	✓	Calculation correct – Lowest % registered in 2016
5.9.5	20	✓	Calculation correct – Average % registered in 2019
5.9.6	21	✓	Calculation correct – Total voter registration in 2019
5.10	22	✓	Autofill – formulae inserted in column E
5.10	23	✓	Autofill – formulae inserted in column F
5.11	24	✓	All figures – no decimals
5.12	25	✓	Column widths adjusted – all data visible
5.13	26	✓	Horizontal and vertical lines correct
5.14	27	✓	Thick outer border inserted as indicated
5.16	28	✓	Answer printed on ONE A4 landscape page without row and column headings

Copyright reserved

,

1✓ Replace header with a footer
2✓ Question number changed
3✓ Changed to landscape
4✓ Merge and centre heading in row 2 (A-F)
5✓ Uppercase/lowercase correct
6✓ Letter spacing correct

7✓ New column inserted (column E)
8✓ New rows inserted (row 11-13)
9✓ New column headings italics
10✓ New column heading right aligned
11✓ Figures in column C - italics
12✓ Figures in column C - centred
13✓ '%' changed to "PERCENTAGE'
14✓ PERCENTAGE spelt correctly

PERCENTAGE REGISTERED FOR ELECTIONS

(NATIONAL AND MUNICIPAL)

NEW COLUMN ACCURACY ✓✓

15✓ Formulae inserted in the correct cells

Anticipated Increase 8%

AGE GROUPS	PERCENTAGE VOTER REGISTRATIONS			*TOTAL NO. REGISTERED PER AGE GROUP*	ANTICIPATED % INCREASE
	2014	2016	2019		
16 - 24 years	35	*41*	49	125	4
25 - 34 years	65	*66*	60	191	5
35 - 54 years	81	*79*	73	233	6
55 - 64 years	87	*86*	78	251	6
65 years and over	89	*88*	80	257	6
Highest % registered in 2014	89				
Lowest % registered in 2016		41			
Average % registered in 2019			68		
Total voter registration in 2019			340		

16✓ 125
17✓ 4

18✓ 89

19✓ 41

20✓ 68
21✓ 340

NEW ROW (ROWS 11-13) ACCURACY ✓✓✓✓

22✓ Autofill – formula inserted in column E
23✓ Autofill – formula inserted in column F
24✓ All figures – zero decimals
25✓ Column width adjusted – all data visible
26✓ Horizontal and vertical lines correct

27✓ Thick outer border (rows 14-16)
28✓ Print on one A4 page -without row and column headings

A	M	T
6	28	34

QUESTION 5

EXAMINATION NO.

Copyright reserved

QUESTION 6

MARK ALLOCATION:

MANIPULATION	12
TOTAL	12

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
6.2	1	✓	Question number changed to QUESTION 6
6.3	2	✓	Formula displayed =sum(B6:D6) Accept B6+C6+D6
6.3	3	✓	Displayed formula - using absolute cell reference (D6*B3) Penalise if absolute cell reference not used
6.3	4	✓	Formula with absolute cell reference copied as indicated Penalise if formula is copied without absolute cell reference
6.3	5	✓	Formula displayed- MAX(B6:B10)
6.3	6	✓	Formula displayed - MIN(C6:C10)
6.3	7	✓	Formula displayed - AVERAGE(D6:D10)
6.3	8	✓	Formula displayed - SUM(D6:D10)
6.4	9	✓	Column width adjusted
6.4	10	✓	All formulae visible
6.6	11	✓	Printed on ONE A4 page
6.6	12	✓	Landscape

Copyright reserved

PERCENTAGE REGISTERED FOR ELECTIONS

(NATIONAL AND MUNICIPAL)

Anticipated Increase 0.08

AGE GROUPS	PERCENTAGE VOTER REGISTRATIONS			*TOTAL NO. REGISTERED*	ANTICIPATED
	2014	2016	2019	*PER AGE GROUP*	% INCREASE
16 - 24 years	34.9	41.2	49.1	=SUM(B6:D6)	=D6*B3
25 - 34 years	65.1	65.8	60.4	=SUM(B7:D7)	=D7*B3
35 - 54 years	81.4	78.7	72.6	=SUM(B8:D8)	=D8*B3
55 - 64 years	87.2	85.9	77.8	=SUM(B9:D9)	=D9*B3
65 years and over	88.7	87.9	79.9	=SUM(B10:D10)	=D10*B3
Highest % registered in 2014	=MAX(B6:B10)				
Lowest % registered in 2016		=MIN(C6:C10)			
Average % registered in 2019			=AVERAGE(D6:D10)		
Total voter registration in 2019			=SUM(D6:D10)		

2✓ Absolute cell reference used

3✓ Absolute cell ref. copied

5✓ MAX

4✓ Accept =B6+C6+D6

6✓ MIN

7✓ AVERAGE

8✓ SUM

9✓ Column width adjusted
10✓ All formula visible
11✓ Printed on ONE page
12✓ Landscape

A	M	T
-	12	12

NB:
Do not penalise for repeated error: If incorrect cells were used in QUESTION 5, penalise once only for incorrect cell reference and award marks for correct formula

Alternate formulae may be accepted however No. 2 and No. 3 must include absolute cell references.

QUESTION 6

1✓ Question number changed to QUESTION 6

EXAMINATION NUMBER

Copyright reserved

QUESTION 7

MARK ALLOCATION:

ACCURACY	1
MANIPULATION	11
TOTAL	12

QUESTION NUMBER	MARK	ACCURACY
7.6	1	Penalise **ALL SPELLING ERRORS, OMISSION AND ADDITIONS** in chart title.

QUESTION NUMBER	NUMBER	MARK	MANIPULATION
7.1			Open QUESTION 5
7.2	1	✓	QUESTION 5 changed to QUESTION 7 in the footer
7.3	2	✓	3D clustered column chart correctly inserted
7.4	3	✓	Column graph placed as an object below the table
7.5	4	✓	Chart resized to fit chart and spreadsheet on one page
7.6	5	✓	Chart title inserted above the chart
7.6	6	✓	Chart title: font Agency FB, size 10
7.7	7	✓	Y-axis correctly inserted Accept any format: rotated, vertical or horizontal (Penalise if not inserted)
7.8	8	✓	X-axis correctly inserted (Penalise if not inserted)
7.9	9	✓	Legend appears on the left of chart
7.9	10	✓	Legend contains correct series names (2014, 2016, 2019) Penalise if the word 'Series' appears in the legend
7.11	11	✓	Answer printed on ONE A4 landscape page

Copyright reserved

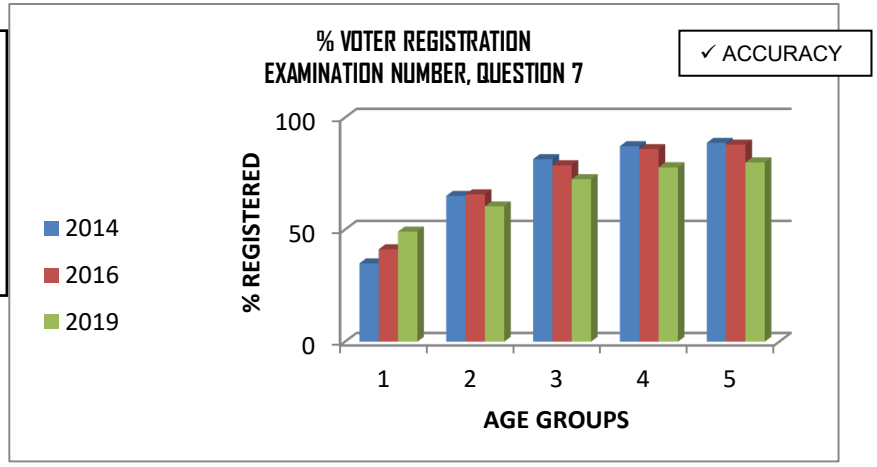
PERCENTAGE REGISTERED FOR ELECTIONS

(NATIONAL AND MUNICIPAL)

Anticipated Increase 8%

AGE GROUPS	PERCENTAGE VOTER REGISTRATIONS			*TOTAL NO. REGISTERED PER AGE GROUP*	ANTICIPATED % INCREASE
	2014	2016	2019		
16 - 24 years	35	41	49	**125**	4
25 - 34 years	65	66	60	**191**	5
35 - 54 years	81	79	73	**233**	6
55 - 64 years	87	86	78	**251**	6
65 years and over	89	88	80	**257**	6
Highest % registered in 2014	89				
Lowest % registered in 2016		41			
Average % registered in 2019			68		
Total voter registration in 2019			340		

1✓ Question number changed in the footer
2✓ 3D clustered Column chart inserted
3✓ Chart inserted as object below spreadsheet
4✓ Column chart resized to fit on 1 page landscape



5✓ Chart title above the chart
6✓ Chart title – Agency FB, 10
7✓ Vertical axis title inserted
8✓ Horizontal axis title inserted
9✓ Legend displayed on the left
10✓ Correct information in the legend (Penalise "Series 1…")
11✓ Print on ONE A4 page landscape

A	M	T
1	11	12

QUESTION 7

EXAMINATION NUMBER

TOTAL SECTION B: 80

SECTION C

QUESTION 8

MARK ALLOCATION:

ACCURACY	2
MANIPULATION	10
TOTAL	12

QUESTION NUMBER	MARK	ACCURACY
8.3	2	Penalise **TYPING ERRORS, OMISSIONS AND ADDITIONS** in the field names - maximum of 2 marks. Accept WITH or WITHOUT the ID column – DO NOT PENALISE

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
8.1	1	✓	MS Access used to create the database Penalise if file extension is not: 'accdb'
8.1	2	✓	Database file name: 2019 GENERAL ELECTION RESULTS
8.2	3	✓	Table name: EXAMINATION NUMBER, QUESTION 8
8.3	4	✓	Short Text (Accept 'Text' as older version may be used).
8.3	5	✓	Double
8.3	6	✓	Long Integer (both must be correct)
8.3	7	✓	45
8.3	8	✓	8
8.3	9	✓	4 (both must be correct)
8.4	10	✓	Database structure printed on ONE portrait page without extra properties and indexes

Copyright reserved

1✓ MS Access (.accdb)
2✓ File name: 2019 GENERAL ELECTIONS RESULTS
3✓ Table name: EXAMINATION NUMBER, QUESTION 8

C:\Users\ngonyama.mg\Documents\2019 GENERAL ELECTIONS RESULTS.accdb Monday, October 21, 2019
Table: EXAMINATION NUMBER, QUESTION 8 Page: 1

Columns

Name	Type	Size
ID	Long Integer	4
NAME OF THE PARTY	Short Text	45
NUMBER OF VOTES	Long Integer	4
SUPPORT	Double	8
SEATS	Long Integer	4

✓✓ ACCURACY

4✓ **7✓**

5✓ **8✓**

6✓ Long integer (both correct)

9✓ 4 (both correct)

10✓ Print on one page portrait without extra properties and indexes.

A	M	T
2	10	12

QUESTION 9

MARK ALLOCATION:

ACCURACY	9
MANIPULATION	9
TOTAL	18

QUESTION NUMBER	MARKS	ACCURACY
9.3	8	Penalise **ALL SPELLING ERRORS, OMISSIONS AND ADDITIONS** in the records only (deduct ONE mark for every missing word) up to a maximum of 9 (8+1) marks.
9.4	1	Penalise typing errors and omissions in the new record

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
9.1		**0**	Opened Table
9.2	1	✓	Table renamed: EXAMINATION NUMBER QUESTION 9 ELECTION RESULTS
9.3	2	✓	Uppercase/lowercase correct
9.3	3	✓	Letter spacing correct
9.4	4	✓	New record added to table
9.5	5	✓	Table sorted according to 'NAME OF THE PARTY' column with ALL corresponding data
9.5	6	✓	Table sorted in ascending order
9.6	7	✓	Column width adjusted
9.6	8	✓	All data visible
9.8	9	✓	Print the table on one A4 landscape page

Copyright reserved

1✓ Table renamed: Examination Number, QUESTION 9 ELECTION RESULTS
2✓ Upper and lower case
3✓ Letter spacing

EXAMINATION NUMBER QUESTION 9 ELECTION RESULTS			
NAME OF THE PARTY	**NUMBER OF VOTES**	**% SUPPORT**	**SEATS**
African Christian Democratic Party	146262	0.84%	4
African National Congress	10026475	57.50%	230
Democratic Alliance	3621188	20.77%	84
Economic Freedom Fighters	1881521	10.79%	44
Inkatha Freedom Party	588839	3.38%	14
National Freedom Party	61220	0.35%	2
United Democratic Movement	78030	0.45%	2
VF Plus	414864	2.38%	10

Accuracy ✓
(New record)

Accuracy
✓✓✓✓✓✓✓✓
(Records only)

4✓ New record added
5✓ Table sorted – Name of the Party column
6✓ Table sorted – ascending order
7✓ Column width adjusted
8✓ Print on ONE A4 page
9✓ Landscape

A	M	T
9	9	18

Copyright reserved

QUESTION 10

MARK ALLOCATION:

ACCURACY	2
MANIPULATION	8
TOTAL	10

QUESTION NUMBER	MARKS	ACCURACY
10.5	1	Penalise **SPELLING ERROR, OMISSION AND ADDITION** in the <u>new text</u> up to a maximum of 2 marks.
10.6	1	Penalise spelling error, omission and addition in new text below the report

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
10.1		**0**	Opened Table: QUESTION 9
10.2	1	✓	Report created using Report Wizard
10.3	2	✓	Only two fields used in the Report
10.3	3	✓	The correct fields used in the Report: NAME OF THE PARTY and SEATS
10.4	4	✓	Tabular layout used
10.5	5	✓	Report header/title correctly inserted: EXAMINATION NUMBER, QUESTION 10, ELECTION RESULTS
10.6	6	✓	Text inserted in the correct positon
10.7	7	✓	Amount calculated correctly
10.9	8	✓	Printed on ONE4 portrait page

Copyright reserved

EXAMINATION NO, QUESTION 10, ELECTION RESULTS

✓ACCURACY

NAME OF THE PARTY	SEATS
African Christian Democratic Party	4
African National Congress	230
Democratic Alliance	84
Economic Freedom Fighters	44
Inkatha Freedom Party	14
National Freedom Party	2
United Democratic Movement	2
VF Plus	10

1✓ Report created using Report Wizard

2✓ Only 2 fields used in the Report

3✓ Correct TWO fields used in the report "NAME OF THE PARTY" & "SEATS"

4✓ Tabular layout used

5✓ Report header inserted

TOTAL NUMBER OF SEATS 390

✓ACCURACY

6✓ Text inserted correctly

7✓ Amount calculated correctly

8✓ Printed on one-page portrait

A	M	T
2	8	10

TOTAL SECTION C: 40
GRAND TOTAL: 200

Copyright reserved