higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

OFFICE DATA PROCESSING
NQF LEVEL 2

2 March 2020

This marking guideline consists of 18 pages.

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QUESTION 1: TIMED ACCURACY TEST

MARK SCHEDULE FOR SPEED AND ACCURACY

MARGIN OF ERRORS	**5%**	**5%**
Words per minute	**25**	**30**
MAXIMUM ERRORS PERMITTED	**6**	**7**
MARKS PER ERROR DEDUCTED	**1.5**	**1.2**
POSSIBLE MARKS	**20**	
NUMBER OF ERRORS/MARKS DEDUCTED		
0	20	20
1	19	19
2	17	18
3	16	16
4	14	15
5	13	14
6	11	13
7 Passed 25 wpm	**10**	12
8 Passed 30 wpm	8	**10**
9	7	9
10	5	8
11	4	7
12	2	5
13	1	4
14	0	2
15		1
16		0

- Repetitive errors are penalised once only per accuracy test
- Words omitted: first 5 strokes counted as one error and thereafter every
- 10 strokes counted as additional error
- If an entire line, sentence or paragraph is omitted, and keyed in at the end of the accuracy test, do NOT penalise.
- One or more incorrect characters in a word = 1 error.
- Space between words omitted = 1 error.
- Do NOT penalise incorrect margins or justification.
- Do NOT penalise incorrect line spacing.
- Do NOT penalise incorrect hyphenation.
- Do NOT penalise incorrect upper case or lower case.
- Do NOT penalise any incorrect display errors.

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Human sexuality is the way people experience and express themselves sexually. This involves biological, erotic, physical, emotional, social, or spiritual feelings and behaviour. Because it is a broad term, which has varied over time, it lacks a precise definition. The biological and physical aspects of sexuality largely concern the human reproductive functions, including the human sexual response cycle. Someone's sexual orientation can influence that person's sexual interest and attraction for another person. Physical and emotional aspects of sexuality include bonds between individuals that are expressed through profound feelings or physical manifestations of love, trust, and care. Social aspects deal with the effects of human society on one's sexuality, while spirituality concerns an individual's spiritual connection with others. Sexuality also affects and is affected by cultural, political, legal, philosophical, moral, ethical, and religious aspects of life.

Interest in sexual activity typically increases when an individual reaches puberty. Opinions differ on the origins of an individual's sexual orientation and sexual behaviour. Some argue that sexuality is determined by genetics, while others believe it is moulded by the envir|onment, or that both of these factors **25wpm** interact to form the individual's sexual orientation. This pertains to the nature versus nurture debate. In the former, one assumes that the features of a person innately correspond to **30wpm** their natural inheritance, e|xemplified by drives and instincts; the latter refers to the assumption that the features of a person continue to change throughout their development and nurturing, exemplified by ego ideals and formative identifications.

[20]

QUESTION 2

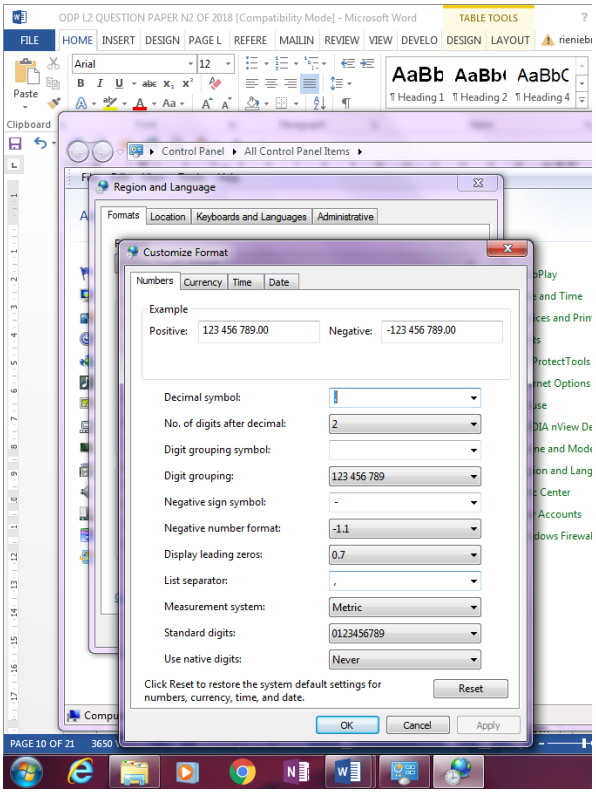
EXAMINATION NUMBER inserted (1)

2.1 Unexpected pop-up windows
Slow start-up and performance
Suspicious hard drive activity
Lack of storage space
Missing files
Crashes and error messages
Security attacks
Computer often freezes
Browser woes
High network activity

(Any relevant answer) (5 × 1) (5)

2.2

Start
Control panel
Region and language
Additional settings
Numbers
Screen print (6)



2.2 start✓ control panel✓ region and language✓
additional settings✓
numbers✓
screen print✓

2.3 Ergonomics can be defined as the study of people's efficiency in their working environment.

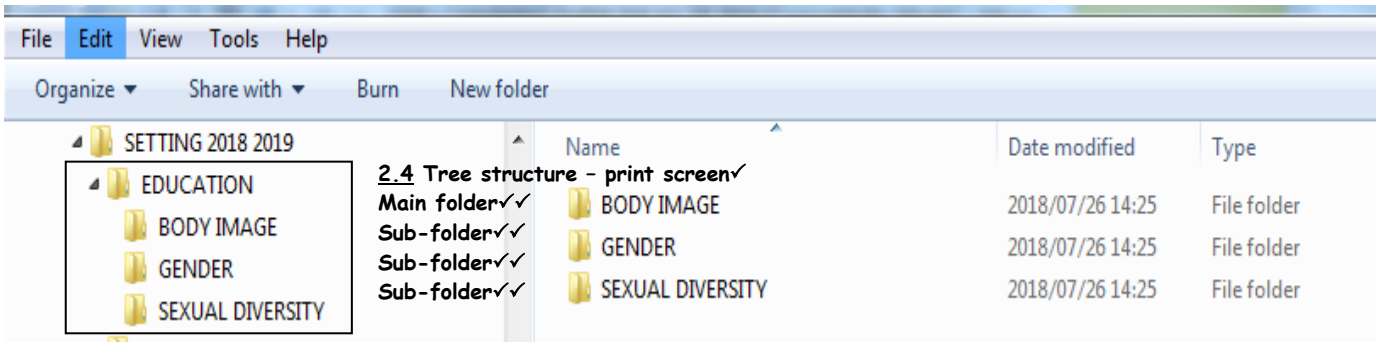
OR

Ergonomics is the process of designing or arranging workplaces, products and systems so that they fit the people who use them.

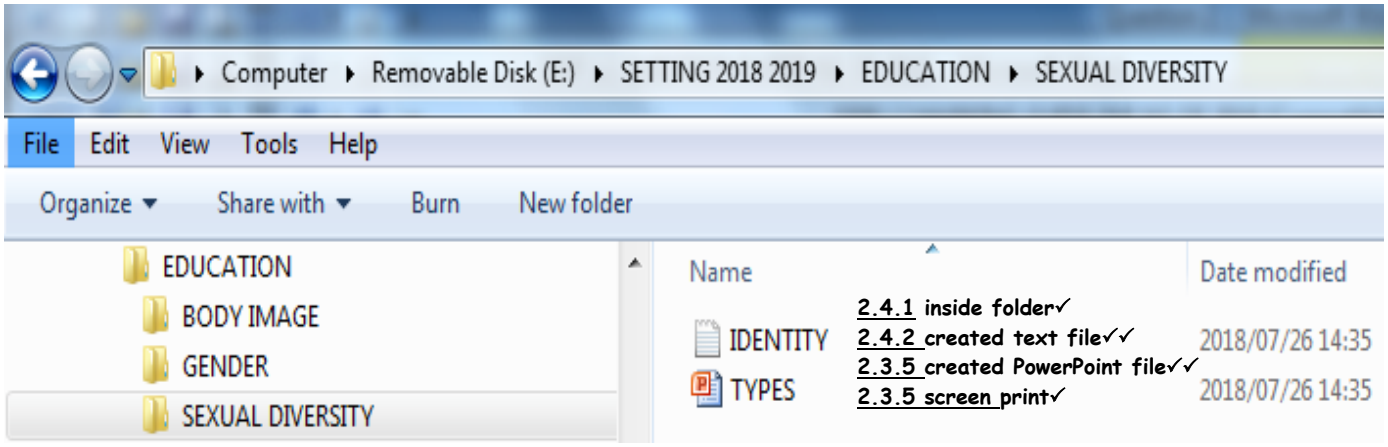
(Any relevant answer) (2)

2.4

Created Education folder	(2)
Created subfolder 1 – Body image	(2)
Created subfolder 2 – Gender	(2)
Created subfolder 3 – Sexual diversity	(2)
Created tree structure – Screen print	(1)



2.4.1	Inside the Sexual Diversity folder	(1)
2.4.2	Created text file – Identity	(2)
	Created PowerPoint file – Types	(2)
	Screen print	(1)



QUESTION 2 printed. (1)

[30]

QUESTION 3: PARAGRAPHS

100% (completed)		
A	**D**	**T**
32	**8**	**40**

75% (¾ done)		
A	**D**	**T**
24	**6**	**30**

50% (½ done)		
A	**D**	**T**
16	**4**	**20**

25% (¼ done)		
A	**D**	**T**
8	**2**	**10**

ACCURACY ERRORS: -2 PER ERROR **Mark ACCURACY in RED /**	• Incorrect spelling of words • Omission of word/s – count out 5/10/10 • If the words omitted appear at the end of the document, mark as display error

DISPLAY ERRORS: -1 PER ERROR **Mark DISPLAY in BLUE X**	
ERR NO	**GROUPING OF ERRORS**
1	Header/footer Paper size Margins Alignment
2	Font/ Font size
3	Line spacing (including spacing between paragraphs) Letter spacing
4	Upper case Lower case
5	Bold Italics Underline
6	Stet Transpose Close-up
7	Insert text Delete text In full
8	New paragraph Run on Move text/arrange paragraphs Bullets/indentation

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Examination number 1
QUESTION 3

POSITIVE SEXUALITY

4 upper case 5 bold 1 centre 2 16pt

╪ 3 line spacing/letter spacing

Using a sex-positive approach to sexuality education 7 insert can help the youth to develop personal values, self-esteem, 7 in full a comfortable communication style and responsible decision-making skills.

╪ 8 new paragraph 5 italics

Positive sexuality, as we mean it here, is both an educational approach and an important outcome for healthy adolescents. 6 transpose

╪ 8 new paragraph

Teaching positive sexuality to the youth begins with values, honest communication, and straightforward, factual 7 in full information. *Positive Sexuality* includes: 5 italics

╪ 8 new paragraph 8 bullets/indent

- an understanding of sexuality as a natural and healthy aspect of human life; 8 run on 6 stet 8 in full

- knowledge of human sexuality and reproductive rights with which to make responsible choices;

8 arrange paragraph 8 in full

- respectful communication and exchange of personal thoughts and feelings between partners; and

- practice of safe and mutually consensual sexual activity.

8 in full

[40]

QUESTION 4: OFFICIAL LETTER

100% (completed)		
A	**D**	**T**
48	**12**	**60**

75% (¾ done)		
A	**D**	**T**
36	**9**	**45**

50% (½ done)		
A	**D**	**T**
14	**6**	**20**

25% (¼ done)		
A	**D**	**T**
12	**3**	**15**

ACCURACY ERRORS: -2 PER ERROR **Mark ACCURACY in RED /**	• Incorrect spelling of words • Omission of word/s – count out 5/10/10 • If the words omitted appear at the end of the document, mark as display error

DISPLAY ERRORS: -1 PER ERROR Mark DISPLAY in BLUE X	
ERR NO	**GROUPING OF ERRORS**
1	Header/footer Paper size Margins Alignment Fits to letterhead
2	Font Font size Date
3	Line spacing (including spacing between paragraphs) Letter spacing
4	Upper case Lower case
5	Bold Italics Underline
6	Stet Transpose Close-up
7	Insert text Delete text Insert 'the'
8	New paragraph Runs on Move text/arrange paragraphs
9	Spelling In full
10	Date
11	Numbering Indent
12	Closure

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PS CENTRE

Tel: (012) 420 3333
Fax: (012) 420 3334
E-mail: cops@webmail.co.za

1 LM 1.5"3.81cm 1 fit to letterhead
Today's date – descending 10 date descending
TO: ALL EDUCATORS 4 upper case 7 insert
4 upper case
WHAT EDUCATORS CAN DO TO PROMOTE SEXUALITY EDUCATION
3 line spacing/letter spacing 4 upper case 9 spelling
Promoting comprehensive sexuality education enables adolescents to become knowledgeable and to make 9 in full
healthier decisions that affect their lives. There 8 runs on
are many ways that educators can promote what we call Positive Sexuality. Below are a few tips for educators:
4 uppercase 5 underline

1. **Help to create a safe setting for teens to learn and share.** 5 bold
8 new paragraph

1.1. A safe and comfortable environment is important for the discussion of sexuality issues for youth as 7 "the" well as adults.
8 arrange paragraph

2. **Provide straightforward and factual information.** 5 bold

2.1. Popular misinformation about certain sexual 6 stet behaviours should be corrected.

3. **Clarify your own values.** 5 bold

3.1. All of us have values that we bring to the work we do. Some of that values are better left at the 7 "the" door before we enter into a discussion with teens.

4. **Recognise and affirm the sexual rights of teens, which include:** 5 bold 7 "the"
3 single line spacing 11 numbering/indent

4.1. The right to accurate information about sexuality and HIV/AIDS; 7 "the" 9 in full
4.2. The right not to express your sexuality unless you want to; 7 "the" 7 del par
4.3. The right not to be pressured into being physical or sexual; and
4.4. The right to stop being physical or sexual with a partner at any point.

Therefore, our sexuality is more than what we do with another person sexually; it is a natural and vital part of who we are.
5 italics 1 centre 2 10 pt

DIRECTOR 4 upper case 12 closure

Examination number
QUESTION 4 **[60]**

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QUESTION 5: APPLICATION LETTER

100% (completed)		
A	**D**	**T**
40	**10**	**50**

75% (¾ done)		
A	**D**	**T**
30	**8**	**38**

50% (½ done)		
A	**D**	**T**
20	**5**	**25**

25% (¼ done)		
A	**D**	**T**
12	**3**	**15**

ACCURACY ERRORS: -2 PER ERROR **Mark ACCURACY in RED /**	• Incorrect spelling of words • Omission of word/s – count out 5/10/10 • If the words omitted appear at the end of the document, mark as display error

DISPLAY ERRORS: -1 PER ERROR **Mark DISPLAY in BLUE X**	
ERR NO	**GROUPING OF ERRORS**
1	Header/footer Paper size Margins Alignment
2	Font/ Font size
3	Line spacing (including spacing between paragraphs) Letter spacing
4	Upper case Lower case
5	Bold Italics Underline
6	Stet Transpose Close-up
7	Insert text Delete text Insert 'the'
8	New paragraph Runs on Move text/arrange paragraphs
9	Spelling In full Numbers
10	Tab stop Sender/Receiver Closure

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Examination number1
QUESTION 5

10 tab stop
K Mohammed
PO Box 555
PRETORIA 4 upper case
0007

10 Receiver's address
The HR Manager 7 "the"
55 Westbrooke Dr
Strathavon
SANDTON 4 upper case
2031
╪
Dear Madam
╪ 3 line spacing
APPLICATION FOR LEAD EDUCATOR 4 upper case
╪
I wish to apply for the following vacancy available at 7 "the"
the company which was advertised internally on Monday 6 close-up
12 November 2018.
8 new paragraph
I have been working for over 25 years and have been actively 9 numbers
involved in the greater community for about 18 years. I refer to
myself as *an equal opportunity woman* and neither gender nor 5 italics
genders choice determines with whom I interact.
8 new paragraph
I have presented presentation on alternative lifestyles across the
country and in the United Kingdom. I was also privileged to have been
8 run on
invited to numerous panel presentations at colleges, universities, 6 stet
and organizations, and view these as opportunities to not only educate
and correct myths and misconceptions, I but to give back to the 9 in ful
community I love. Education seems to be the dominant theme in my life.
╪
I am hard-working and dedicated individual who believes in providing
quality information and love working with people. 7 insert

╪
Please find attached my Curriculum Vitae. Thank you 9 in full
for your consideration of my application.
╪3 line spacing
Yours faithfully
╪
╪
K MOHAMMED 10 closure 4 upper case

QUESTION 6: PARAGRAPHS

100% (completed)		
A	**D**	**T**
2	**28**	**30**

ACCURACY ERRORS: **-2 PER ERROR** **Mark ACCURACY in RED /**	• Incorrect spelling of new inserted text

DISPLAY ERRORS: -1 PER ERROR **Mark DISPLAY in BLUE X**		**Marks**
ERR NO	**GROUPING OF ERRORS**	
1	Retrieved QUESTION 6	(1)
2	Inserted EXAMINATION NUMBER in the footer against the right margin	(1)
3.1	Changed font to Courier New	(1)
3.2	Changed left and right margin to 1.25cm/0.5”	(2)
3.3	Inserted page numbers top left	(2)
3.4	Applied 3 pt page border	(2)
3.5	Inserted header left and in upper case Accuracy	(2) (2)
3.6	Heading upper case	(1)
3.7	Heading bold	(1)
3.8	Heading centred	(1)
3.9	First letter upper case	(1)
3.10	Deleted text	(2)
3.11	New paragraph	(1)
3.12	Applied heading style 2 to all 4 subheadings	(1)
3.13	Line spacing throughout the entire document	(2)
3.14	Indented x1	(1)
3.15	Spelling checker	(1)
3.16	Transposed	(1)
3.17	Inserted page break	(1)
3.18	1.5 line spacing to correct paragraph	(1)
3.19	Stet	(1)
3.20	Double line spacing to correct paragraph	(1)
3.21	Printed document	
		[30]

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"WE RISE BY LIFTING OTHERS"

1

3.5 header left✓ in upper case and italics✓ **3.4 3 pt page border✓✓ 3.3 page numbers✓ top right✓**

POSITIVE SEXUALITY

3.2 margin L+R 1.25cm/0.5"✓✓ **3.6 upper case✓ 3.7 bold✓ 3.8 centre✓**
1 retrieved✓ 3.1 Courier New✓

Sexual wellbeing covers much more than birth control and infection screening. **3.9 upper case✓ 3.10 delete text✓**

People who practice and experience positive sexuality: **3.11 new paragraph✓**
3.13 line spacing throughout✓✓

Appreciate and respect their sexuality and that of others **3.12 Heading style 2✓✓ (may differ between versions of Office)**

3.14 indent x1✓

- appreciate their own bodies and those of their partners (if they choose to have partnered sex)
- enjoy sexual feelings without necessarily acting upon them
- strive to understand the complexities of sexual and gender identities, orientations, and expressions **3.15 spelling✓✓**
- identify and understand their values as they evolve
- decide what values suit them and use these values in action
- demonstrate acceptance for people with differing identities, values and experiences **3.15 spelling**
- understand the impact of culture, societal and media messages on thoughts, feelings, values, and behaviour related to sexuality
- respect the rights of people to engage in and enjoy a full range of safe, consensual, non exploitative and pleasurable sexual behaviour **3.15 spelling**

Communicate effectively in relationships **3.12 Heading style 2 (may differ between versions of Office)**

- interact with others in appropriate and respectful ways **3.16 transpose✓**
- work together for equality in relationships
- communicate with partners about sexual activity continuously **3.15 spelling**
- negotiate boundaries
- discuss physical and emotional results (positive and negative) of sexual activity, safer sex methods, contraception (if desired and/or applicable), and meaning in the relationship(s)
- practice and uphold intentional and meaningful consent in all partnered sexual activities
- have opportunities to communicate desire not to have sex and have that accepted
- are able to accept boundary setting and refusals to sex

3.17 page break✓ **2** Examination number

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2

Learn about sexual health 3.12 Heading style 2 (may differ between versions of Office)

3.18 1.5 line spacing✓

- understand the benefits and risks of sexual activity
- ask questions about sexual issues
- seek further information about sexuality as needed
- be aware of sexual health resources in the community (like our ISHS clinics and programs!)

Take responsibility for sex safety and health 3.12 Heading style 2 (may differ between versions of Office)

3.20 double line spacing✓

- take responsibility for their own behavior and actions
- take responsibility for their own bodies and experiences
- communicate effectively with family, friends and health care 3.15 spelling professionals
- practice health-promoting behaviour such as:
- regular check-ups, breast and/or testicular self awareness 3.19 stet✓
- if having partnered sex:
- practicing safer sex to limit transmitting and/or contracting or transmitting a sexually transmitted infection
- practicing steps to limit unintentional pregnancies (if applicable)
- sexually transmitted infection screening

[30]

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QUESTION7A: SPREADSHEETS

100% (completed)		
A	**D**	**T**
22	**8**	**30**

ACCURACY ERRORS: -2 PER ERROR **Mark ACCURACY in RED /**	• Incorrect spelling of words • Omission of word/s – count out 5/10/10 • If the words omitted appear at the end of the document, mark as display error

DISPLAY ERRORS: -1 PER ERROR Mark DISPLAY in BLUE X	
ERR NO	**GROUPING OF ERRORS**
1	Paper size/orientation Margins Alignment Header/footer
2	Font/font size
3	Rows (including spacing between paragraphs) Letter spacing
4	Upper case Lower case
5	Column width
6	Numbers right aligned
7	Integers
8	Borders

Examination number
QUESTION 7A **1 header – left 2 font/font size 4 upper case/lower case**

NOTIFIABLE STI TRENDS
2015 - 2018

STI	2016	2017	2018	TOTAL
Chlamyidia	3837	4400	5267	
Gonorrhoea	369	463	440	
Syphilis	38	22	18	
Trichomoniasis	45	22	65	
Herpes	55	48	66	

3 open row

TOTAL

3 open row

DIFFERENCE BETWEEN 2015 AND 2018

5 column width 6 numbers right 7 integers 8 borders

(30)

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QUESTION 7B: SPREADSHEETS

100% (completed)		
A	**D**	**T**
10	**30**	**40**

ACCURACY ERRORS: -2 PER ERROR **Mark ACCURACY in RED /**	• Incorrect spelling of new inserted text

DISPLAY ERRORS: -1 PER ERROR Mark DISPLAY in BLUE X		**Marks**
ERR NO	**GROUPING OF ERRORS**	
7.7	Retrieved QUESTION 7A Changed header to QUESTION 7B	(1)
7.8.1	Merged and centred the heading in row 1 across column A to E.	(2)
7.8.2	Changed the heading in row 1 to 16 pt and bold and italics.	(3)
7.8.3	Inserted an open row after row 1 and 2.	(2)
7.8.4	Inserted a new column between column A and B as indicated.	(2)
7.8.5	Changed column headings to bold and centre. Accuracy	(2) (4)
7.8.6	Inserted two open rows above Herpes and keyed in information as indicated on the next page. Accuracy	(2) (4)
7.8.7	Inserted the text in row 18. Accuracy	(2) (2)
7.8.8	Used formulae to calculate the following: A – TOTAL = sum of each STI B – TOTAL = sum of each year C – DIFFERENCE BETWEEN 2015 AND 2018 = Total 2018 – Total 2015 D – % OF TOTAL 2015 AND 2018 = Total 2015 divided by Total 2018	 (2) (2) (2) (2)
7.8.9	Copied the formula as indicated.	(2)
7.8.10	Adjusted the column widths to allow for the contents of each column to fit.	(2)
7.8.11	Displayed numbers as integer decimals and the % of total 2015 and 2018 as % with no decimal.	(2)
7.8.12	Printed and saved the spreadsheet as QUESTION 7B.	

Examination number
QUESTION 7B **7.7 changed to 7B✓**

NOTIFIABLE STI TRENDS

7.8.1 merged and centred✓✓ 7.8.2 16 pt✓ bold✓ italics✓ 7.8.3 open row✓
2015 - 2018
7.8.3 open row✓ 7.8.4 new column✓✓ 7.8.5 column headings – bold✓ centred✓

STI	2015	2016	2017	2018	TOTAL
Chlamyidia	2555	3837	4400	5267	16059
Gonorrhoea	265	369	463	440	1537
Syphilis	22	38	22	18	100
Trichomoniasis	36	45	22	65	168
Pelvic inflammatory disease **7.8.6 insert text✓✓**	55	85	65	75	280
Phthirus pubis	35	60	55	90	240
Herpes	20	55	48	66	189
					7.8.8✓✓
TOTAL	2988	4489	5075	6021	**7.8.8✓✓**

DIFFERENCE BETWEEN 2015 AND 2018 **7.8.8✓✓** 3033

7.8.9 copied formula✓✓

% OF TOTAL 2015 AND 2018 **7.8.7 inserted text✓✓** **7.8.8✓✓** 50%

7.8.10 column width✓✓ 7.8.11 integer✓ % no dec✓

(40)
[70]

TOTAL: 300

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