higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

OFFICE DATA PROCESSING
NQF LEVEL 2

(3061022)

12 November 2018 (X-Paper)
09:00–12:30

This question paper consists of 22 pages.

Copyright reserved

TIME: 3½ HOURS
MARKS: 300

INSTRUCTIONS AND INFORMATION

1. This question paper must be completed on a computer with the aid of a Word Processing program. The version of the MS Office Suite used for the examination must be written on each candidate's examination folder for the printouts.

2. Answer ALL the questions.

3. Read ALL the questions carefully.

4. Number the answers according to the numbering system used in this question paper.

5. To complete the question paper, it is important that candidates adhere to the TIME ALLOCATION indicated for each question.

6. ALL printouts to be MARKED must be placed in the EXAMINATION FOLDER provided by the invigilators. Only ONE printout (the top one) per question/subsection, printed on ONE side of the page only, will be marked.

7. PRINTOUTS must be SORTED correctly and placed in the examination folder in the same numerical order as the question paper.

8. Ensure that your EXAMINATION NUMBER and QUESTION NUMBER are printed on each page, irrespective of the number of pages printed for the question, according to the instructions given in each question (header/footer).

9. PRINTOUTS with HANDWRITTEN examination numbers will NOT be considered for marking.

10. Take note of the following regarding the question paper:

    10.1 Use LEFT JUSTIFICATION throughout the examination paper unless otherwise indicated.

    10.2 Use MARGINS (top, bottom, left and right) of 1'/2,5 cm unless otherwise indicated.

    10.3 Use SINGLE-line spacing if no other line spacing is indicated.

    10.4 Use font and font size COURIER NEW 12 for the Word processing section and ARIAL/CALIBRI 10 for the Spreadsheet section of the question paper unless otherwise instructed.

Copyright reserved

11. During the additional printing time, candidates may only affect printing commands. No further keying in or editing may be done. It is recommended that additional invigilators who are knowledgeable about computers invigilate during the additional 30 minutes printing time to provide extra assistance and control.

12. In the event of a power failure, a computer or printer breakdown, the invigilator must make the necessary arrangements for the candidate to continue and the actual time lost must be given to the candidate once he/she resumes working.

13. If there is a problem with certain printers, for example, it does not print ê, a REPORT must be sent with the centre's PRINTOUTS.

14. A candidate may have in his/her possession a typing ruler/printed template, a dictionary, postal code book and a list of ASCII codes. Word processing templates may be used as well as the spellcheck function.

15. At the end of the examination ALL PRINTOUTS to be MARKED must be placed in the EXAMINATION FOLDER and must be handed to the invigilator. ALL printouts on which errors occur and which should NOT BE MARKED, must be HANDED IN SEPARATELY for safekeeping by the invigilator. NO PRINTOUTS whatsoever may be removed from the examination room or put into waste-paper bins.

16. ALL work on the computer should be saved at regular intervals to prevent loss of work in the event of a power failure. No additional time may be allowed for such lost work. It is the candidates' responsibility to protect their answers through regular saving in order to prevent loss of work.

17. At the end of the examination session, each candidate must hand in the PRINTOUTS as well as the floppy disk (or other storage device which was used) with the saved answers (properly marked with the candidate's examination number on the cover). If a network is used, the network manager must make a backup copy of ALL the candidates' work under supervision of the invigilator. (These diskettes and/or backup copies, for example CDs, must be handed to the examination section of the college for safekeeping for one year in case enquiries should be made by the examiner/moderator/ superintendents of education and Umalusi).

18. The hard drive of the computer (the C-drive) may NOT be used for the saving of documents in the event of other groups using the same venue during more than one session. If the same venue is being used for different groups then the hard drive of the computers must be checked and cleared before the next group commences with the examination session.

19. NO candidate may print his/her work for another candidate or make his/her diskette available to another or access other candidates' work on the network. Any attempt to access information from or transfer information to another candidate in whatever manner is a contravention of the examination rules and regulations and will be viewed in an extremely serious light.

Copyright reserved

20. HOW TO MAKE A PRINT SCREEN OF A DIALOG BOX

Follow these instructions to copy the necessary dialog box when answering a QUESTION which requires the use of the print-screen function:

- Press the Print screen button found in the top row of the keyboard (on the right-hand side of the F12 function key).
- Minimise that screen and open the answer sheet or blank page required for the answers.
- Place the cursor at the position where the answer must be inserted.
- Press CTRL+V on the keyboard or click the Paste icon on the Home ribbon.

The print-screen image or picture will appear in the position where you placed the cursor.

21. SPECIFIC INSTRUCTIONS REGARDING THE TIMED ACCURACY TEST (QUESTION 1)

21.1 Candidates must be allowed to read through the accuracy test at least THREE minutes before the commencement of the examination.

21.2 ALL candidates must start with the timed accuracy test. NO candidate must be permitted to start with any other question in the first 10 minutes.

21.3 The invigilator must use a stop watch to keep the exact time for the accuracy test (QUESTION 1).

21.4 QUESTION 1 (Timed Accuracy Test) can be done ONCE only and printed immediately after the first ten minutes have expired. Each timed accuracy test printout must be signed off by the invigilator immediately after the last typed word and the printout kept by him/her. At the end of the examination the invigilator should insert each candidate's printout in his/her folder in the candidate's presence.

21.5 A candidate who arrives late (i.e. during or after the first 10 minutes) will NOT be given any extra time to complete the first question. The candidate must wait outside until the timed accuracy test is completed so as not to create a disturbance. After the first 10 minutes the candidate has to commence immediately with the other questions together with the rest of the candidates and stop at the same time as the other candidates do.

Copyright reserved

QUESTION PAPER

OFFICE DATA PROCESSING
LEVEL 2

TIME:	**3 hours (keying-in time)**
ADDITIONAL:	**½ hour (30 minutes extra for printing)**
MARKS:	**300**

DATA PROCESSING		**ALLOCATED TIME**	**MARKS**
QUESTION 1	TIMED ACCURACY TEST	**10 mins**	**20**
QUESTION 2	COMPUTER CONCEPTS AND FILE MANAGEMENT	**15 mins**	**30**
QUESTION 3	APPLICATION LETTER	**30 mins**	**50**
QUESTION 4A	CIRCULAR LETTER	**50 mins**	**70**
QUESTION 4B	ENVELOPE	**10 mins**	**10**
QUESTION 5	PARAGRAPHS	**15 mins**	**30**
QUESTION 6	LETTER OF COMPLAINT	**20 mins**	**20**
QUESTION 7	SPREADSHEETS	**30 mins**	**70**
TOTAL		**3 HOURS** (30 minutes extra for printing)	**300**

Copyright reserved

The following introductory information is for BACKGROUND purposes only. This information must **NOT** be typed as part of the examination.

ATP  *CAMPAIGN*

To prevent teen pregnancies

VACANCY
Temporary internship for Data Clerk

The successful candidate must be able to use the MS Office package and show initiative as he/she will be assisting in the preparation of documentation needed for the Pregnancy Awareness Week.

NC2180

Copyright reserved

QUESTION 1: TIMED ACCURACY TEST

INFORMATION

As one of the shortlisted candidates you are to demonstrate your touch-typing skills by typing the timed accuracy test below within the time allocated.

DOCUMENT:	Timed Accuracy Test Key in ONCE ONLY	**FONT:**	Courier New 12
		MARGINS:	
LINE SPACING:	1,5 or 2 (Double)	Left:	1”/2,54 cm
		Right:	1”/2,54 cm
PAPER:	A4 portrait		
		JUSTIFICATION:	Left/Off
TIME ALLOCATION:	10 minutes		
MARKS:	20		

INSTRUCTIONS

1. ALL students must perform the timed accuracy test.

2. Insert your EXAMINATION NUMBER and QUESTION NUMBER as a header against the left margin as follows:

   EXAMINATION NUMBER
   QUESTION 1

3. The minimum speed requirement is 25 words per minute.

4. The duration of the timed accuracy test is 10 minutes. Wait for the instruction of the invigilator to start and stop immediately on his/her command.

5. Print QUESTION 1 immediately on the instruction of the invigilator. The invigilator will only accept the first printout of QUESTION 1 – no other copies will be accepted for marking.

6. Save the document as QUESTION 1.

7. Print the document.

Copyright reserved

Teenage pregnancy, also known as adolescent pregnancy, is pregnancy in females under the age of 20. A female can become pregnant from sexual intercourse after she has begun to ovulate, which can be before her first menstrual period (menarche) but usually occurs after the onset of her periods. In well-nourished females, menarche usually takes place around the age of 12 or 13. Pregnant teenagers face many of the same pregnancy-related issues as other women. There are, however, additional concerns for those under 15 years of age as they are less likely to be physically developed enough to sustain a healthy pregnancy or to give birth. For girls aged 15–19, risks are associated more with socioeconomic factors than with the biological effects of age. Risks of low birth weight, premature labour, anaemia and pre-eclampsia are connected to this biological age, being observed in teen births even after controlling other risk factors (such as accessing prenatal care, etc.). In developed countries, teenage pregnancies are associated with social issues, including lower educational levels, poverty and other negative life outcomes in children of teenage mothers. Teenage pregnancy in developed countries is usually outside a marriage and carries a social stigma in many communities and cultures. By contrast, teenage parents in developing countries are often married and their pregnancies welcomed by family and society. However, in these societies, early pregnancy may combine with malnutrition and poor health care and may cause medical problems. When used in combination, educational interventions and promotion of birth control can reduce the risk of unintended teenage pregnancies. In developing countries, 7,3 million females under the age of 18 give birth per year. If all pregnancies are included, the number of adolescent pregnancies is much higher.

25 wpm

30 wpm

35 wpm

[20]

Copyright reserved

QUESTION 2: COMPUTER CONCEPTS AND FILE MANAGEMENT

INSTRUCTIONS

1. Open or retrieve the document saved as QUESTION 2 in the STUDENT FILES folder.

2. Answers for QUESTION 2 must be typed on the ANSWER SHEET.

3. Type your EXAMINATION NUMBER in the header.

4. Save and print the ANSWER SHEET after completing the answers.

2.1 Choose a description from COLUMN B that matches a word or term in COLUMN A. Write only the letter (A–H) next to the question number (2.1.1–2.1.8) in the ANSWER BOOK.

COLUMN A		COLUMN B	
2.1.1	Ergonomics	A	the physical components of a computer system
2.1.2	Virus	B	produce audio output that can be heard by listeners
2.1.3	Safety	C	a situation of being safe and free from danger and injury
2.1.4	Electrical overload	D	includes such things as database programs, web browsers and spreadsheets
2.1.5	Speakers	E	this memory is limited and forms a small part of the total memory
2.1.6	ROM	F	too many equipment which work on high power, are connected through the same wall socket
2.1.7	Hardware	G	the science of refining the design of products to optimise them for human use
2.1.8	Application software	H	program or piece of code that is loaded onto your computer without your knowledge and runs against your wishes

(8 × 1) (8)

2.2 You are working in MS Word and realise that you cannot see the ruler.

Explain what steps you would follow to view the ruler. (2)

2.3 The currency of the computer is in dollars.

How would you change these settings of the computer? Make a print screen image of the dialog box indicating the changed currency to rands. (5)

2.4 Open the folder PROVINCES in your STUDENT FILE folder and follow the instructions:

2.4.1 Locate the file EASTERN CAPE and save the document as a portable document format (PDF). (3)

2.4.2 Create a text file called FACTORS. (2)

2.4.3 Create a subfolder called TEEN PREGNANCY in the PROVINCES folder. (3)

2.4.4 Copy the file GAUTENG in the PROVINCES folder and rename the copied file to NORTHERN CAPE. (4)

2.4.5 Change the view to TILES and make a print screen image of the PROVINCES folder. (3)

[30]

NCV

QUESTION 3: APPLICATION LETTER

INFORMATION

As a shortlisted candidate, the selection team would like you to submit an application letter. Execute ALL the manuscript signs as indicated in this document.

DOCUMENT:	Application letter	**FONT:**	Courier New 12
LINE SPACING:	Single	**MARGINS:** Left:	1,5”/3,81 cm
PAPER:	A4 Portrait	Right:	1”/2,54 cm
TIME ALLOCATION:	20 minutes	**JUSTIFICATION:**	Left/Off
MARKS:	50		

INSTRUCTIONS

1. Insert your EXAMINATION NUMBER and QUESTION NUMBER as a header against the right margin as follows:

   EXAMINATION NUMBER
   QUESTION 3

2. Save the document as QUESTION 3.

3. Print the document.

Tab stop 8,25 cm/3,3”

Ms A Petení
84 Boesak Street
Willowmore ***uc***
6445

Mr J Smith
ATP Campaign
Leo Street
George ***uc***
6530

Date: insert today’s date in descending order

Dear Mr Smith

Copyright reserved

3. I am a reliabel and efficient worker who is always willing to 'munk in' with / team when an urgent task needs to be completed.

I can communicate confidently with managers & support them efficiently with typing and ~~any other administration needs~~.

sp
r.o
in full
stet

[1. Please find enclosed my CV as application for / advertised post.

[4. I would be very pleased to work for / ATP Campaign and would be grateful for / opportunity to prove my skills and abilities. I can be contacted on 073 518 7324 or at anuschka@gmail.com at any time if you wish to take my application foreward.

NP
NP
bold
sp

2. I have gained experience valuable and skills from my previous work and believe I would be an ideal candidate for the position. I have excellent Word Processing skills, MS Office experience and filing and data k skills.

trs
und
l/c / in full
k processing

5. Thank you for your time. I #look forward to hearing from you.

Yours sincerely
Anuschka Peteni

display correctly

Arrange paragraphs in correct order
Do not type paragraph numbers

Content heading: Application of ~~Data~~ Clerk *uc/bold/stet*

[50]

QUESTION 4A: CIRCULAR LETTER

INFORMATION

You were the final candidate for the Data Clerk position and were appointed. As part of your duties you have to create the following circular letter that needs to be distributed to parents/guardians in the community to inform them how they can avoid teenage pregnancies.

DOCUMENT:	Circular letter	**FONT:**	Courier New 12
LINE SPACING:	Single	**MARGINS:**	
		Left:	1,5”/3,81 cm
PAPER:	Letterhead	Right:	1”/2,54 cm
TIME ALLOCATION:	50 minutes	**JUSTIFICATION:**	Left/Off
MARKS:	70		

INSTRUCTIONS

1. Retrieve the file saved as QUESTION 4 in the STUDENT FILES folder. Insert your EXAMINATION NUMBER and QUESTION NUMBER as a header against the left margin as follows:

   EXAMINATION NUMBER
   QUESTION 4

2. Save the document as QUESTION 4.

3. Print the document.

NCV

Insert today's date in descending order

To all parents/guardians *uc*

Teen pregnancy prevention: ~~12~~ 10 tips *18pt /uc /bold /centre /shade 50%*

1. *Arrange paragraphs in correct order.*
2. *Insert numbers with TWO letter spaces – numbers must be left-aligned against margin.*

What parents can do? *uc /double u/line*

in full NP

[1. Be clear about your own sexual values & attitudes. [3. Supervise and monitor your children's activities. [2. Talk with your children early and often about sex and love. ~~Be specific~~. [5. Discourage early, frequent and steady dating.

del

[7. Help your teens have options for / future that are much ʌ attractive than early pregnancy and parenthood. [6. Take a strong stand against teens dating people who are significantly older or younger than they are. [9. Know your children's friends and their families.

ʌ more

run on

[8. Emphasise how much you education value. [4. Know what your kids are watching, reading and listening to. ~~Do not allow televisions in your children's bedrooms.~~ 10. strive for a relationship that is warm and affectionnate – firm in discipline and rich in communication.

trs

uc / sp

pg break

Signs of pregnancy include:

uc , double u/line

Open the document SIGNS OF PREGNANCY from your STUDENT FILES FOLDER and paste it two lines below the heading.

1. missed or very light period
2. breast tenderness
3. nausea, often in the morning
4. vomiting
5. feeling lightheaded
6. fainting
7. weight gain
8. feeling tired
9. swelling abdomen

Change the numbers to the following bullet ☠
Change font to Courier New 12
1,5 line spacing

Children yearn for their parents' help, approval and support. *uc/14pt / centre/bold/ italics*

Chairperson *uc /bold*

Insert page number bottom centre

(70)

Copyright reserved

QUESTION 4B: ENVELOPE

INFORMATION

Create the following envelope which will be used to forward the circular letter to the different community parents.

DOCUMENT:	DL Envelope	**FONT:**	Courier New 12
LINE SPACING:	Single	**MARGINS:**	Use default
PAPER:	Use default	**JUSTIFICATION:**	Left/Off
TIME ALLOCATION:	10 minutes		
MARKS:	10		

INSTRUCTIONS

1. You may use the Letters and Mailings function in MS Word to address the envelope, print and place in your EXAMINATION FOLDER.

2. Your EXAMINATION NUMBER and QUESTION NUMBER must be typed in the Return Address section of the envelope.

3. Save the document as QUESTION 4B.

4. Print the document.

Address the DL Envelope to: (Display the address correctly)

Mr and Mrs Dingiswayo, 1515 Ballot Street, George, 6529

(10)
[80]

NCV

QUESTION 5: PARAGRAPHS

INFORMATION

Mrs Silinga would like you to edit the document saved as QUESTION 5 in the STUDENT FILES folder.

INSTRUCTIONS

You are required to:

1. Retrieve the document saved as QUESTION 5.
2. Insert your EXAMINATION NUMBER and QUESTION NUMBER as footer against the right margin.
3. Edit the content of the document as indicated in the following text.
4. Save the document as QUESTION 5.
5. Print the document.

NCV

Starting a Teen Pregnancy Prevention Program *uc/bold/ 16pt/outline*

Adolescent pregnancy is a complex issue that requires a community-wide solution. Anyone who influences young people - or cares about their health and futures - can play a role in preventing teen pregnancy. *Apply any border*

The Alliance believes youth need three things to be able to prevent pregnancy: *change to number*

1 *access to information, [access to contraception, [and hope for a bright future.*

Insert paragraphs as indicated.
Use bullets of your choice
Change bulleted list to 1,5 line spacing

Access to information *bold/und*

tab 1x d/s Young people need and deserve age-appropriate, medically accurate *run on*

comprehensive sexuality education from a non-judgmental perspective.

~~*has*~~

Science-based programs have been proven effective at providing youth with the skills they need to reduce sexually risky behaviours. Teens need information on how to abstain from sex, as well as postpone to reasons, and they respond to honest, open converssations with parents sharing their values about sex. Young people need critical thinking skills to respond to messages about sex in the media. *stet* *trs* *sp*

bold/und/right align

Access to confidential contraceptive services for sexually active teens

[SEXUALLY ACTIVE TEENS NEED CONFIDENTIAL SEXUAL HEALTH AND CONTRACEPTIVE SERVICES THAT ARE YOUTH-FRIENDLY. SERVICES SHOULD BE PROVIDED BY STAFF TRAINED IN ADOLESCENT HEALTH AND CLINICS SHOULD BE CONVENIENTLY LOCATED, WITH OFFICE HOURS THAT ARE CONVENIENT FOR TEENS. *NP* *s/s* *sentence case*

Perception of opportunity and hope for a bright future *bold/und/centre*

[When youth are connected to schools, their parents and other caring adults in / community have strong aspirations for higher education and other career goals for the youth and believe they are less likely to become pregnant. These adults believe pregnancy and early parenthood would keep the youth from reaching their goals. *caps*

[30]

QUESTION 6: LETTER OF COMPLAINT

INFORMATION

The manager would like you to correct the following letter of complaint that needs to be forwarded to the company about the air-conditioner bought and installed.

INSTRUCTIONS

You are required to:

1. Retrieve the document saved as QUESTION 6.
2. Insert your EXAMINATION NUMBER and QUESTION NUMBER as footer against the right margin.
3. Edit the content of the document as indicated in the following text.
4. Save the document as QUESTION 6.
5. Print the document.

Address letter to: Auto Electrical Appliances, PO Box 145, George, 6530
From : Manager, Chan Smith
Display address in proper style

Set line spacing to single-line spacing
Set left margin to 2,5 cm/1"
Font Courier New 12
Use the spellcheck function to correct all spelling errors

Insert today's date

Dear Sir/Madam,

Complaint about a faulty Air conditioner — *uc/bold/14pt/set out correctly*

I am writing to complain about / above air conditioner, which I bought from your company on — *uc*

12 September. [This air conditioner was installed on 14 September and I filled in and posted / guarantee form on / same day. 2 days later, I found that the air conditioner did not function properly. In particular, it was extremely noisy. The worst thing was that, when I switched it from 'low' to 'high', it made a continuous loud banging sound. This sound was so annoying that it was imposible to hear one another. — *in full italics*

[Therefore, I called Mr Szeto, your company's service representative, and asked him to exchange the faulty air conditioner for a new one. His atitude towards me was quite rude and unhelpful. Even though I pointed out that the air conditioner was guaranteed, he refused to provide a replacement. When I insisted that he do so, he claimed that auto electrical appliances was not responsible because it was damaged by the staff. This sort of behaviour is completely unecceptable. — *und bold uc*

I demand that you either replace the air conditioner immediately or refund / money. If you do not do so, I will take this matter furhter ~~to the Consumer Council~~. My contact number is 044 568 8942. — *del*

[20]

QUESTION 7A: SPREADSHEET

Prepare a spreadsheet that points out that education is one of the factors that poses a problem. Create this spreadsheet in MS Excel using the font Arial or Calibri 12pt.

7.1 Insert the header, left aligned, as set out below:

EXAMINATION NUMBER
QUESTION 7A

7.2 Key in the spreadsheet exactly as set out below. Do NOT type the row and column headings.

7.3 Display numbers as an integer (number with no decimals).

7.4 Adjust the column widths to allow for the contents of each column to fit. Columns that are too large will be penalised.

7.5 Print the spreadsheet using in A4 landscape orientation and save as QUESTION 7A.

NCV

	A	B	C	D	E	F	G	H	I
1	Attendance at an educational institution								
2									
3		Limpopo	Mpumalanga	Northern	Eastern	Western	North	KwaZulu-	Free
4				Cape	Cape	Cape	West	Natal	State
5	School	1 867	1 300	295	2 070	300	940	3 174	670
6	AET	19	5	2	8	10	17	25	9
7	Literacy classes	2	1	1	2	2	1	2	1
8	TVET	55	32	22	15	50	36	55	48
9	Other college	15	4	18	23	15	11	29	4
10	Unspecified	4	10	5	25	20	5	12	13
11									

(30)

NCV

QUESTION 7B: SPREADSHEET

7.6 Retrieve the spreadsheet QUESTION 7A. Change the QUESTION NUMBER to QUESTION 7B. (1)

7.7 Edit the spreadsheet as indicated below and in the illustration on the next page.

7.7.1	Merge and centre the heading in row 1.	(1)
7.7.2	Change the heading in row 1 to 14pt and bold.	(2)
7.7.3	Insert an open row after row 1.	(2)
7.7.4	Insert the text 'Aged 14 years and older' in italics in row 3.	(2)
7.7.5	Insert column heading Educational Institutions over A4:A5.	(2)
7.7.6	Insert Column D.	(2)
7.7.7	Insert column K.	(2)
7.7.8	Change column headings to bold and centre.	(2)
7.7.9	Type the abbreviation AET in full: Adult Education and Training.	(2)
7.7.10	Insert text in row 11.	(2)
7.7.11	Insert text in uppercase bold and centre in row 13.	(2)
7.7.12	A – Use a formula to calculate Total SA.	(2)
7.7.13	B – Use a formula to calculate Total of each province.	(2)
7.7.14	Use the AutoFill function to copy the formulas to the other cells.	(2)
7.7.15	Insert borders in the spreadsheet as set out in the illustration on the next page.	(2)
7.7.16	Adjust the column widths to allow for the contents of each column to fit.	(1)
7.7.17	ALL numbers must be displayed as integers.	(1)
7.7.18	Print and save the spreadsheet as QUESTION 7B.	

Copyright reserved

	A	B	C	D	E	F	G	H	I	J	K
1	Attendance at an educational institution *Merge and centre /14pt/bold*										
2	*open row*										
3	*Aged 14 years and older* } *italics*			*Insert column*							*Insert column*
4	*Educational*	Limpopo	Mpumalanga	Gauteng	Northern	Eastern	Western	North	KwaZulu	Free	Total SA } *Column headings: bold /centre*
5	*Institutions*				Cape	Cape	Cape	West	Natal	State	
6	School	1 867	1 300	1 830	295	2 070	300	940	3 174	670	**A**
7	AET *in full*	19	5	6	2	8	10	17	25	9	
8	Literacy classes	2	1	1	1	2	2	1	2	1	
9	TVET	55	32	45	22	15	50	36	55	48	
10	Other colleges *Insert row*	15	4	12	18	23	15	11	29	4	
11	Home-based education	5	6	5	3	2	1	2	2	3	
12	Unspecified	4	10	3	5	25	20	5	12	13	
13	*Total uc/bold/centre*	**B**									

(8)

(40)
[70]

TOTAL: 300

Copyright reserved