higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

INTRODUCTORY COMPUTER PRACTICE N4

3 JUNE 2013

This marking guideline consists of 13 pages.

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TO ALL MARKERS FOR INTRODUCTORY COMPUTER PRACTICE N4

INSTRUCTIONS IN MARKING OF ERRORS

It is very important for the markers to follow the following instructions when marking scripts.

1. Use a **RED pen for accuracy** errors – line through error.

2. Use a **BLUE pen for manipulation** errors – cross at error plus number. **Extra mistakes** X and manuscript sign.

3. Use a **BLUE pen for display** errors – cross at error plus number. **Extra mistakes** X and manuscript sign.

4. Penalise with one mark per error but repeated errors must be marked up to 2x per error, per question.

5. An error already penalised in section A is only circled in section B.

6. Indicate the marks at the bottom right-hand corner in the diagram.

7. All marked scripts must be signed on the front cover, at the final mark, by the marker, in red.

NOTE THE FOLLOWING:

- Candidates are not penalised for extra spaces when justification is on. Except were too many spaces between words (soft hyphen function was not used) -1 for manipulation.

- A candidate is penalised with one accuracy mark per question for leaving out the ê and ë, ONLY if the centre did not send a report with their papers explaining the problem.

- If a question is not complete, mark as if completed. The candidate will loose most/all of the accuracy marks and all the manipulation instruction marks, not done.

- If no exam/question number is inserted, **-2 ACCURACY AND -2 DISPLAY MARKS PER QUESTION**.

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GENERAL MISTAKES FOR SECTIONS A AND B – THESE ARE EXTRA MISTAKES AND MUST BE INDICATED WITH AN X ON THE FRONT COVER. IT MUST BE DEDUCTED FROM THE TOTAL OUT OF 200 BEFORE THE FINAL MARK IS CALCULATED.

- The top margin must be between 6 – 8 lines.
- Font size and type - Courier New 12 for Section A and Courier New 12/Arial 12 for Section B.
- More than one printout per question.
- Hand-written number without signature and explanation.
- If used words – Examination Number/own name (question number excluded).
- Printouts handed in, in the wrong sequence.

ACCURACY MISTAKES IN GENERAL

Take as correct if there is no open line between the number in the header and the first line/row of the question.

There must be a full stop after a paragraph number.

If not indicated you must leave 2 spaces after a paragraph number, 2 or 3 spaces will be accepted but 1 or more than 3 will not be accepted.

No punctuation mark at the end of an underlining instruction may be underlined.

If a candidate inserted the examination and question number in a header and repeated it again after the header, **-1 for Accuracy** per question.

If a candidate inserted the examination number as a footer, accept it. If a header and a footer is inserted, **-1 for Accuracy** per question.

MARKERS, PLEASE TAKE NOTE THAT SOME COLLEGES USE AN EXTRA NUMBER IN THE HEADER – IT CAN BE THE STATION NUMBER – IGNORE.

IF THE WORDS 'PAGE' AND/OR 'SHEET' APPEAR IN THE HEADER – IGNORE.

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QUESTION 1B

Insert Examination number on LHS and Change to Q1B on RHS 1

2

BENEFIT FROM A RANGE OF FEATURES

Bold 3/21
uc 4/22
Centre 5

6

Now you can combine convenience, peace of mind, security and flexibility in a small, yet powerful, money management tool, with *Freebank* business credit card.

Ital 7

stet 12

8

9/10/11

This versatile card is accepted at over 20 million outlets worldwide – around 150 000 of them in South Africa. You can use it to pay for just about anything.

In Full 13

9/10/11

In addition to the obvious safety and convenience of not having to carry cash, you will also enjoy:

9/10/11

- detailed monthly statements allowing you to monitor your transactions;
- up to 55 days' interest-free credit;
- competitive interest rates on credit balances;
- worldwide acceptance 24 hours per day;
- free travel insurance when you buy airtickets with your card

New para 14/24
New line 15
Bullets 16/17
Spacing 18
Del sent 19
Insert 20

9/10/11

TIP:

9/10/11

Bold 21/3
uc 22/4
Und 23

Your business credit card offers the convenience of monthly statements summarising all individual purchases for cardholder.

New para 24/14
Trs 25

A = 5	D/M = 25	T = 30

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QUESTION 2A

Insert Examination number on LHS and insert Q2A on RHS	1

An overall company account will be assigned. You may then nominate specific staffmembers to have their own credit cards, with their own credit limits, for use on the account. Freebank will issue as many cards as you need for your business, subject to the total limit for which your business qualifies.

2

Depending on factors such as turnover, seniority and expenditure ceilings, you many request classic cards or gold cards or a combination of the 2.

3

Freebank credit cards are available as classic or gold cards. In both cases certain income criteria apply. The
Prestigious Freebank gold credit card has higher income requirements and credit limits.

A = 7	**D/M = 3**	**T = 10**

QUESTION 2B

Insert Examination number on LHS and Change to Q2B on RHS 1

2/14

ENJOY A CHOICE OF CARDS WITH A WEALTH OF OPTIONS

Bold 3
uc 4
Centre 5

6

Uc 7/4
Ital 8/15
Und 9/16

CARDS FOR SELECTED EMPLOYEES:

10/11

An overall company account will be assigned. You may then nominate specif members to have their own credit cards, with their own credit limits, for use on the a Freebank will issue as many cards as you need for your business, subject to the to for which your business qualifies.

Just 12
Insert space 13

10/11

Insert 14/2
Uc 7/4
Ital 15/8
Und 16/9

Swop para 17
Margins 18
19
Stet 20

THE FREEBANK CLASSIC OR GOLD CREDIT CARD:

10/11

Freebank credit cards are available as classic or gold cards. In both cases certain income criteria apply. The Prestigious Freebank gold credit card has higher income requirements and credit limits.

10/11

Depending on factors such as turnover, seniority and expenditure ceilings, you many request classic cards or gold cards or a combination of the two.

Margins 21
22
In full 23

A = 7	D/M = 23	T = 30

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QUESTION 3A

Insert Examination number on LHS and Q3A on RHS 1

All CAPS 2
3

FREEBANK

4/5

BUSINESS CARD / BESIGHEIDSKREDIETKAART

4/5

APPLICATION FORM / AANSOEKVORM

4/5

BUSINESS DETAILS – PLEASE COMPLETE IN BLOCK LETTERS:
BESONDERHEDE VAN BESIGHEID - VOLTOOI ASSEBLIEF IN DRUKSKRIF:

4/5

FULL NAME OF COMPANY OR BUSINESS:
VOLLE NAAM VAN MAATSKAPPY OF BESIGHEID:

6/7

COMPANY NAME TO APPEAR ON CARD:
MAATSKAPPY SE NAAM OM TE VERSKYN OP DIE KAART:

6/7

STREET ADDRESS:
STRAATADRES:

8/9

POSTAL ADDRESS:
POSADRES:

8/9

TELEPHONE NUMBER:
TELEFOONNOMMER:

6/7

FAX NUMBER:
FAKSNOMMER:

6/7

EMAIL ADDRESS:
EPOSADRES:

6/7

NAMES OF DIRECTORS:
NAME VAN DIREKTEURE:

6/7

CURRENT ACCOUNT NUMBER:
LOPENDE REKENINGNOMMER:

6/7

BRANCH NAME / CODE:
TAKNAAM / KODE:

A = 6	D/M = 9	T = 15

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QUESTION 3B

Insert Examination number on LHS and Change to Q3B on RHS 1

FREEBANK

BUSINESS CARD / *BESIGHEIDSKREDIETKAA*

APPLICATION FORM / *AANSOEKVORM*

Bold 2
Centre 3
All Afrikaans text in Italics 4
5

BUSINESS DETAILS – PLEASE COMPLETE IN BLOCK LETTERS:
BESONDERHEDE VAN BESIGHEID - VOLTOOI ASSEBLIEF IN DRUKSKRIF

Insert 8
Alignment 9
Not Bold 10

FULL NAME OF COMPANY OR BUSINESS: RnB Traders
***VOLLE NAAM VAN MAATSKAPPY OF BESIGHEID*:**

COMPANY NAME TO APPEAR ON CARD: RnB Traders
MAATSKAPPY SE NAAM OM TE VERSKYN OP DIE KAART:

STREET ADDRESS:
STRAATADRES:
25 Long Street
North Way
PRETORIA
0001

uc 11

POSTAL ADDRESS:
POSADRES:
Private Bag X24
North Way
PRETORIA
0001

uc 11

Bold 6
7

TELEPHONE NUMBER:
TELEFOONNOMMER:
(012) 729 5859

FAX NUMBER:
***FAKSNOMMER*:**
(086) 456 7899

EMAIL ADDRESS:
EPOSADRES:
rnb@telkomsa.net

NAMES OF DIRECTORS:
NAME VAN DIREKTEURE:
Mr JR Ruby
Mr BR Brown

CURRENT ACCOUNT NUMBER:
***LOPENDE REKENINGNOMMER*:**
987 654 321

BRANCH NAME / CODE:
TAKNAAM / KODE:
951357

A = 4	**D/M = 11**	**T = 15**

QUESTION 4A

	2011	2012
Net Profit		405745
Sales		205184
Cost of Sales		
Total Current Assets		149703
Total Current Liabilities		105924
Inventory		696451
Goods Received		222993

A = 5 | D/M =5 | T = 10

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QUESTION 4B

ACCOUNTING RATIOS	Column 7
open Row 6/8	
	2012
open Row 6/8	
Net Profit	4057455
Sales	20518408
Total Current Assets	14970365
Total Current Liabilities	10592457
Inventory	696451
Goods Received	2229936
open Row 8/6	
Net Profit Margin	19.77470669
open row 6/8	
Current Ratio : 1	1.413304298
open row 6/8	
Settlement Period	39.6681185
open row 6/8	
Asset Test Ratio : 1	1.347554585

Lines

1 Portrait Page

A = 5 | D/M = 17 | T = 22

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QUESTION 5A

Fixed Assets		Equity and Liabilities	
Land and Buildings	180000	Capital	250000
Vehicles at Cost	94500	Less Drawings	4400
Furniture at Cost	12000	Add Profit	41500
Total Fixed Assets		Total Equity	
Current Assets		Liabilities	
Closing Stock	6500	Current Liabilities	51940
Debtors	40140		
Bank	5900		
Total Assets		Total Equity and Liabilities	

1 Portrait Page

A = 6	D/M = 6	T = 12

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QUESTION 5B

BALANCE SHEET FOR PARROT AGENCY AS AT 31 DECEMBER 2012			
Open Row 6/7			
FIXED ASSETS		**EQUITY AND LIABILITIES**	
Land and Buildings	180000	*Capital*	250000
Vehicles at Cost	94500	*Less Drawings*	4400
Furniture at Cost	12000	*Add Profit*	41500
Total Fixed Assets	**286500**	**Total Equity**	**287100**
Open Row 7/6			
CURRENT ASSETS	52540	**LIABILITIES**	
Closing Stock	6500	*Current Liabilities*	51940
Debtors	40140		
Bank	5900		
Open Row 6/7			
TOTAL ASSETS	**339040**	**TOTAL EQUITY & LIABILITIES**	**339040**

A =5	D/M = 21	T = 26

QUESTION 6

INCOME STATEMENT
FOR PARROT AGENCY
FOR THE
PERIOD ENDED
DECEMBER 2012

		R	R
Open Row 6/7			
Sales			253615
Open Row 7/6			
Less:	Sales Returns	615	
Open Row 6/7			
Net Sales			**253000**
Open Row 6/7			
Less:	Cost of Sales		169490
	Opening Stock	4000	
	Purchases	170550	
	Delivery	1440	
Open Row 6/7			
Less:	Closing Stock	6500	
Open Row 6/7			
Gross Profit			**83510**
Open Row 6/7			
Other Income			2860
Open Row 6/7			
Less:	Operating Expenses		45370
	Advertising	820	
	Insurance	2750	
	Salaries	38500	
	Water and Electricity	3300	
Open Row 6/7			
NET PROFIT			**41000**

A = 8 | D/M = 22 | T = 30

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