higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INTRODUCTORY COMPUTER PRACTICE N4

4 JUNE 2018

This marking guideline consists of 13 pages.

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1.

- Use a RED pen for accuracy errors – draw a line diagonally through the error.
- Use a BLUE pen for display/manipulation errors – make a cross next to the error AND indicate the number. Each display/manipulation error can only be used ONCE, but can be used for a similar mistake elsewhere in the question if not already used where allocated.
- Penalise with ONE mark per accuracy error, but repeated errors can be marked a maximum of TWO times per question.
- An accuracy error already penalised in part A of a question is not penalised again in part B, but only circled in red.
- Even if a question had already been keyed in (Q1A OR part B of each question), still check for accuracy errors, since the candidate could have keyed it in again, or the lecturer could have made mistakes when keying in for which students are penalised.
- Indicate the marks at the bottom right-hand corner of the page in the diagram. Make sure marks are transferred correctly.
- Markers must write their initials and surname next to the total mark of all the scripts for which he/she claims, for example 150 scripts.
- Each marker must initial next to the mark of each question that he/she marks.
- All word processing totals are written in RED and that of spreadsheet totals in BLUE at each question AND on the cover.
- The total for each section is indicated on the cover and the two sections are added to get the total out of 200.

NOTE:

- Candidates are not penalised for extra spaces at justification, except where there are clearly too many spaces. Use the manipulation mark for letter spacing.
- Candidates are penalised with ONE accuracy mark for leaving out an ê and ë.
- If a question is not complete, mark as if completed. The candidate will lose most/all accuracy marks and all manipulation marks not done for this section.
- Accuracy errors are calculated as follows: ONE mark for the FIRST FIVE strokes and thereafter ONE mark for every TEN strokes. This applies for all text left out or included incorrectly.
- If no examination/question number is inserted, -2 accuracy and all relevant display marks.

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2. EXTRA MISTAKES SUBSTRACTED FOR ENTIRE SCRIPT

Marks are subtracted for extra general mistakes made in the paper as a whole. These mistakes are indicated on the cover of the script in blue and only subtracted once. These marks are subtracted from the total mark for the script before the final mark is calculated: 135 – 3

$$\frac{132}{200}$$ **66%**

- The top margin is more than 8 lines from the top of the page. 
- More than one printout per question handed in OR Q1A is handed in. **X PO**
- Printouts are not in the correct sequence. **X seq**

3. GENERAL MISTAKES

- There must be a full stop after a paragraph number. If not -1 accuracy error.
- If not indicated the candidate should leave 2 letter spaces after a paragraph number. Paragraph numbers should be aligned against the margin.
- ONE or TWO letter spaces may be used after a full stop/colon/semi-colon. However, it should be the same throughout. If not, penalise for letter spacing.
- No punctuation mark/space at the end of a sentence should be underlined if an underlining instruction is given. The candidate then loses the mark for underlining.
- If a candidate has inserted the examination number and question number more than once (e.g. in the header as well as footer) -1 accuracy error.
- If the font is different in the header/footer – IGNORE.
- Please note that some colleges insert an extra number in the header/footer indicating the station number – IGNORE.

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SECTION A: WORD PROCESSING

QUESTION 1B

EXAM NUMBER *1. exam no. left, Q1B right* Q1B

2. line spacing
3. letter spacing
4. uc/lc
5. font/font size
6. any other mistake (bold/ital/und/just/etc)

7. **TABLE MOUNTAIN – LANDMARK OF THE CAPE** *8. u/c 9. bold 10. centre*

13. italics 14. und *11.* *12. justify*

Table Mountain is a flat-topped mountain forming a prominent landmark overlooking the city of Cape Town in South Africa. It is a significant tourist attraction, with many visitors using the cableway or hiking to the top. The mountain forms part of the Table Mountain National Park.

16. in full *15. NP*

The main feature of Table Mountain is the level plateau approximately three kilometres from side to side, edged by impressive cliffs. The plateau, flanked by Devil's Peak to the east and by Lion's Head to the west, forms a dramatic backdrop to Cape Town. This broad sweep of mountainous heights, together with Signal Hill, forms the natural amphitheatre of the City Bowl and Table Bay harbour.

17. *18. page break* *19.*

20. left margin 5 cm/2" *21. right margin 5 cm/2"*

The flat top of the mountain is often covered by clouds, formed when a south-easterly wind is directed up the mountain's slopes into colder air, where the moisture condenses to form the so-called "table cloth" of cloud. Legend attributes this phenomenon to a smoking contest between the Devil and a local pirate called Van Hunks. *22. underline*

11/17. *23. trs*

Table Mountain is at the northern end of a sandstone mountain range that forms the spine of the Cape Peninsula. To the south of the main plateau is a lower part of the range called the Back Table. On the Atlantic coast of the peninsula, the range is known as the Twelve Apostles. The range continues southwards to Cape Point. *24. 1.5 lines*

25. stet *11/17.*

7/19. ***In November 2011 Table Mountain was named one of the new seven wonders of the world.***

26. italics 27. bold 28. centre

A	M	T
4	25	29

[29]

QUESTION 2A

EXAM NO *1. exam no. left, Q2A right* Q2A

It isn't every day the cableway is approached by a renowned athlete to participate in his two world record-breaking attempts across five continents. So when Jamie Marais asked us to host the first leg of his Four Giants Challenge, of course we said yes.

The Four Giants Challenge will see Jamie, climbing Table Mountain, cycling up the Du Toit's Kloof Pass 10 times, paddle boarding on Lake Tanganyika and finally, climbing up and down Mount Kilimanjaro, in 10 hours.

Jamie will be summiting our Wonder of Nature 24 times in quick succession on 24 and 25 August, weather permitting and we are proud to be a part of his journey.

2. line spacing
3. letter spacing
4. uc/lc
5. font/font size
6. any other mistake
(bold/ital/und/just/etc)

A	M	T
7	3	10

(10)

QUESTION 2B

EXAM NUMBER

2. line spacing
3. letter spacing
4. uc/lc
5. font/font size
6. any other mistake (bold/ital/und/just/etc)

1. change to Q2B Q2B

8. u/c
9. italics
10. right-align

7. *RENOWNED ATHLETE TO COMPLETE 24 CONSECUTIVE SUMMITS OF TABLE MOUNTAIN FOR CHARITY*

11. left margin 3.75 cm/1.5" *11.*

It isn't every day the cableway is approached by a renowned athlete to participate in his two world record-breaking attempts across five continents. So when Jamie Marais asked us to host the first leg of his Four Giants Challenge, of course we said yes.

12/13. del commas and text
14. insert colon
15. u/c first letters
16/17. new line
18. bullets
19. 2 letter spaces

The Four Giants Challenge will see Jamie:

- Climbing Table Mountain
- Cycling up the Du Toit's Kloof Pass 10 times
- Paddle boarding on Lake Tanganyika
- Climbing up and down Mount Kilimanjaro

Jamie will be summiting our Wonder of Nature 24 times in quick succession on 24 and 25 August, weather permitting and we are proud to be a part of his journey.

20.

21. **Jamie was asked why was including Table Mountain in his challenge so important to him?**

11/20.

22. bold
23. centre

'I wanted each battle of a giant to take place in a beautiful setting. With Table Mountain being crowned as one of the Seven Natural Wonders of the World I could not think of a more beautiful, challenging and iconic giant to face.'

24. und

A	M	T
4	21	25

(25)
[35]

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QUESTION 3

EXAM NUMBER *1. exam no. left, Q3 right* Q3

2. line spacing
3. letter spacing
4. uc/lc
5. font/font size
6. any other mistake (bold/ital/und/just/etc)

TABLE MOUNTAIN

11. ǂ

A GUIDE TO TABLE MOUNTAIN CABLEWAY

12. ǂ

WHAT TO DO WHEN VISITING THIS FAMOUS LANDMARK

7. underline
8. u/c
9. bold
10. centre

ǂ *13.*

Table Mountain Aerial Cableway has something for everyone, which is why it has attracted more than 25 million visitors since its opening in 1929.

14. NP
15. italics
16. centre

ǂ *11/12/13.*

Make the most of your visit with our list of things to do:

ǂ *11/12/13.*

1. CATCH A CABLE CAR

17. par. no. 20. italics
18. 2 spaces 21. indent par.
19. bold 8. u/c

ǂ

Take the five-minute cable car trip to the top of Table Mountain, 1 089 metres above Cape Town and explore the summit.

ǂ

2. GRAB A BITE

22. par. no. 25. italics
23. 2 spaces 26. indent par.
24. bold 8. u/c

ǂ

Our self-service restaurant, Table Mountain Café, offers a range of food and drinks, snacks, desserts and wines.

ǂ

3. RETAIL THERAPY

17/22. par. no. 15/20/25. italics
18/23. 2 spaces 21/26. indent par.
9/19/24. bold 8. u/c

27. underline

ǂ

A selection of gifts are on sale at the Shop at the Top. Find something special to remind you of your visit to the highest point in Cape Town.

ǂ

4. GO FOR A HIKE

17/22. par. no. 15/20/25. italics
18/23. 2 spaces 21/26. indent par.
9/19/24. bold 8. u/c

ǂ

Hit one of three hiking trails that start at the Upper Cable Station and explore the summit further.

ǂ

Table Mountain is part of a World Heritage Site, an important part of the Cape Floristic Region and the single richest floristic area in the world.

10/16. centre
28. d/s

ǂ

TABLE MOUNTAIN

29. copy heading (same formatting)

A	M	T
10	26	36

[36]

TOTAL SECTION A: 100

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SECTION B: SPREADSHEET

QUESTION 4A

EXAM NO *1. exam no. left, Q4A right* Q4A

cashier	sales	commission
D Berry	1234.56	2%
J Mofoka	2345.67	3%
T Maimane	3456.78	4%
Z Solomon	4567.89	7%
P Makweta	5678.91	8%
M Baloyi	6789.12	9%

2. line spacing
3. letter spaces
4. uc/lc
5. font/font size
6. column width
7. wrong position
8. ONE portrait page
9. any other mistake (bold/ital./und/just/etc)

A	M	T
3	5	8

(8)

QUESTION 4B

EXAM NO 1. change to Q4B Q4B

10. col C **SHOP AT THE TOP** 12. u/c 13. bold

11.

14. **SALES COMMISSION FOR THE MONTH OF FEBRUARY**

11. 15. 10/14/15.

CASHIER NAME	HOURS WORKED	SALES FIGURES	COMMISSION RATE	COMMISSION EARNED
D Berry	50	1234.56	2%	24.69
J Mofoka	70	2345.67	3%	70.37
T Maimane	75	3456.78	4%	138.27
Z Solomon	85	4567.89	7%	319.75
P Makweta	100	5678.91	8%	454.31
M Baloyi	110	6789.12	9%	611.02
TOTAL HOURS WORKED			20. calc	*490*
TOTAL SALES			21. calc	*24072.93*
TOTAL COMMISSION			22. calc	*1618.42*

10/14/15. 16. u/c 17. RA 18. calc 19. copy 10/14/15. 23. italics

2. line spacing
3. letter spaces
4. uc/lc
5. font/font size
6. column width
7. wrong position
8. ONE portrait page
9. any other mistake (bold/ital./und/just/etc)

24/25. horizontal lines

A	M	T
3	21	24

(24)
[32]

QUESTION 5A

EXAM NO *1. exam no. left, Q5A right* Q5A

VISITOR NAME	NO. OF TICKETS	RATE PER PERSON
K Motolo	4	120
B Branders	2	130
P Siyanga	5	115
M Smith	3	125
V Manzana	6	110
H Nyaku	1	145

2. line spacing
3. letter spaces
4. uc/lc
5. font/font size
6. column width
7. wrong position
8. ONE portrait page
9. any other mistake (bold/ital./und/just/etc)

A	M	T
3	5	8

(8)

QUESTION 5B

EXAM NO *1. change to Q5B* Q5B

TABLE MOUNTAIN CABLEWAY *12. u/c 13. bold*
± *11.*
10. **Ticket Sales** *14. bold*
Date: 14 February
± *15.* *16. in full, del .* *17. insert columns with text*

VISITOR NAME	*NUMBER OF TICKETS*	*RATE PER PERSON*	*AMOUNT DUE*	*DISCOUNT 10%*	*TOTAL AMOUNT OWING*
± *11/15.*			*R*	*R*	*R*
K Motolo	4	120	*21. calc* 480	*23. calc* 48	*25. calc* 432
B Branders	2	130	260	26	234
P Siyanga	5	115	*22. copy* 575	*24. copy* 57.5	*26. copy* 517.5
20. M Smith	3	125	375	37.5	337.5
H Nyaku	1	145	145	14.5	130.5
10/17. **TOTAL AMOUNT OWING**					**1651.5** *27. calc*

18. italics
19. centre

13/14. bold

2. line spacing
3. letter spaces
4. uc/lc
5. font/font size
6. column width
7. wrong position
8. ONE landscape page
9. any other mistake (bold/ital./und/just/etc)

A	M	T
3	25	28

28/29. horizontal lines

(28)
[36]

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QUESTION 6A

EXAM NO *1. exam no. left, Q6A right* Q6A

10. col C **MABULA MACHINE MAINTENANCE**

12. u/c 13. bold

≠ *11.*

14. col B **STATEMENT FOR TABLE MOUNTAIN CABLEWAY FOR FEBRUARY**

≠ *15.*

16. u/c 17. bold

ACCOUNT: 151510
DATE: 28 February 2017

≠ *11/15.*

DATE	*REFERENCE NUMBER*	*SERVICES RENDERED*	*DEBIT*	*CREDIT*	*AMOUNT*
1	100	Balance			8778.55
5	101	Payment		6000.01	2778.54
6	111	Service Fee	5678.11		8456.65
10	111	Service Fee	5678.11		14134.76
27	121	Interest	456.78		14591.54
28	101	Payment		6000.01	

18. bold 19. italics

20. calc

21. calc

22. copy

≠ *11/15.*

Payment Due Date: 5th
Interest Rate: 9%
Discount For Early Settlement: 8%

13/17/18. bold

BALANCE DUE **8591.53**

23. left-align

24. calc 13/17/18. bold

2. line spacing
3. letter spaces
4. uc/lc
5. font/font size
6. column width
7. wrong position
8. ONE landscape page
9. any other mistake (bold/ital./und/just/etc)

A	M	T
5	22	27

25/26. horizontal lines

(27)

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QUESTION 6B

EXAM NO *1. change to Q6B* Q6B

MABULA MACHINE

STATEMENT

ACCOUNT: 151510
DATE: 28 Februa

DATE	*REF NO*	*SERVICES RENDERED*	*DEBIT*	*CREDIT*	*AMOUNT*	
1	100	Balance			8778.55	
5	101	Payment		6000.01	=G10-F11	*6. calc*
6	111	Service Fee	5678.11		=G11+E12	*7. calc*
10	111	Service Fee	5678.11		=G12+E13	
27	121	Interest	456.78		=G13+E14	
28	101	Payment		6000.01		
Payment D			5th	**BALANCE DU**	**=G14-F15**	*8. calc*
Interest			0.09			
Discount			0.08			

2. column width
3. wrong column/cell
4. ONE landscape page
5. NO fit to page

A	M	T
0	5	5

(5)
[32]

TOTAL SECTION B: 100
GRAND TOTAL: 200

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