higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INTRODUCTORY COMPUTER PRACTICE N4

27 MAY 2019

This marking guideline consists of 14 pages.

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INSTRUCTIONS TO MARKERS

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

- Use a **RED pen for accuracy errors** – draw a line diagonally through error.
- Use a **BLUE pen for display/manipulation** errors – make a cross next to error AND indicate the number. Each display/manipulation error (number) can only be used **ONCE**, but can be used for a similar error 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 the A part of a question, is not penalised again in the B part, but only circled in red.
- Even if a question was already keyed in (Q2A OR B parts of each question), still check for accuracy errors, since the candidate could have retyped it, for which students are unfortunately 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 that he/she claims for, i.e. 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 spreadsheet totals in BLUE on each question AND on the cover.
- Each section is totalled on the cover and the two sections are added to get the total out of 200.

NOTE:

- Candidates are not penalised for extra spaces when justification is on, except where there are clearly too many spaces. Use the manipulation mark for letter spaces.
- Candidates are penalised with ONE accuracy mark for leaving out an ê and ë.

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- If a question is not completed, 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.**

EXTRA ERRORS SUBSTRACTED FOR THE WHOLE SCRIPT

Marks are subtracted for extra general errors made in the paper as a whole. These errors 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**

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. **X PO**

- Printouts are not in the correct sequence. **X seq**

GENERAL ERRORS

- 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 left-hand 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 spaces.

- **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 footer as well), **–1 accuracy error.**

- If the font is different in the header/footer – IGNORE.

- Please note that some colleges insert and extra number in the header/footer indicating the station number – IGNORE.

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SECTION A: WORD PROCESSING

QUESTION 1B

EXAMINATION NUMBER *1. exam no. left, Q1B right* *2. line spacing 3. letter spaces 4. uc/lc 5. font/font size 6. any other error (bold/ital/u/line/alignment, etc)* Q1B

7. K R U G E R N A T I O N A L P A R K *8. sp caps 9. bold 10. centre*

11.

1. *Anti-poaching measures* *12. italics 13. u/line*

14. par. no. 15. indent par The park's anti-poaching unit consists of 650 SANParks game rangers assisted by the SAPS and the SANDF (including the SAAF). As of 2013 the park is equipped with two drones borrowed from Denel and two Gazelle helicopters donated by the RAF to augment its air space presence. A specialist dog unit has also been introduced. Buffer zones have been established along the border with Mozambique, from where many poachers have infiltrated the park. *16. justified*

2. *Poachers* *17. italics 18. u/line*

19. par. no. 20. indent par Kruger's big game poachers operate with night vision *21. stet* instruments and large caliber rifles fitted with suppressors and sophisticated telescopes. They are mostly Mozambique citizens that initiate their carefully planned incursions from the Mozambique border region. In 2012 some 200 poachers were apprehended, while about thirty *22. trs* were killed in skirmishes. *23. in full*

24. page break

QUESTION 1B (CONTINUED)

25. 3. *Rhino horn* *12/17. italics* *13/18. u/line*

14/19. par. no. *15/20. indent par*

Poachers mostly operate at or near full moon and make no distinction between white and black rhinos. Losses of black rhino are however low due to their reclusive and aggressive nature. With rhino horn fetching around **$66,000** per kilogram, the CITES ban on the trade in rhino horn has proved largely ineffectual. *26. bold*

27. left-hand margin 5 cm/2" *28. right-hand margin 5 cm/2"*

A	M	T
5	25	30

[30]

QUESTION 2A

EXAMINATION NUMBER *1. exam no. left, Q2A right* Q2A

The Kruger National Park lies in the north-east of South Africa, in the eastern parts of Limpopo and Mpumalanga provinces. It is one of the largest national parks in the world. The park is approximately 360 kilometres long and has an average width of 65 kilometres.

The park varies in altitude between 200 metres in the east and 840 metres in the south-west near Berg-en-Dal. The highest point in the park is a hill called Khandzalive. Several rivers run through the park from west to east, which is very necessary for sustaining the wild life.

There are various gates that provide entrance to the park and quick access to specific camps. Some gates are used very seldom, while others are used more frequently.

2. line spacing
3. letter spaces
4. uc/lc
5. font/font size
6. margins
7. any other error
(bold/ital/u/line/alignment, etc)

A	M	T
7	2	9

(9)

QUESTION 2B

2. line spacing
3. letter spaces
4. uc/lc
5. font/font size
6. any other error (bold/ital/u/line/alignment, etc)

EXAMINATION NUMBER Q2B

1. change to Q2B

7. left-hand margin 3.81 cm/1.5"

8. **GEOGRAPHY AND ACCESS TO KNP**

9. uc
10. bold
11. italics
12. in full

13.

The Kruger National Park lies in the north-east of South Africa, in the eastern parts of Limpopo and Mpumalanga provinces. It is one of the largest national parks in the world. The park is approximately 360 kilometres long and has an average width of 65 kilometres.

14. underline

The park varies in altitude between 200 metres in the east and 840 metres in the south-west near Berg-en-Dal. Several rivers run through the park from west to east, which is very necessary for sustaining the wild life.

15. delete [The … Khandzalive.]

There are various gates that provide entrance to the park and quick access to specific camps.

16. NP

Some gates are used very seldom, while others are used more frequently:

17. replace [.] with [:]

18.

19.

GATE	ROAD	NEAREST TOWN
Crocodile Bridge Gate	Rissik Street	Komatipoort
Malelane Gate	R570 off N4	Malelane
Numbi Gate	R569	Hazyview
Paul Kruger Gate	R536	Hazyview
Phal 13/18. Gate	R71	Phalaborwa
Pafuri Gate	R525	Musina

20. uc
21. italics

22. align

23. align

13/18.

24. 1,5 l/s

GEOGRAPHY AND ACCESS TO KNP

25. copy main heading

A	M	T
4	22	26

(26)
[35]

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QUESTION 3

EXAMINATION NUMBER Q3

1. exam no. left, Q3 right
2. line spacing
3. letter spaces
4. uc/lc
5. font/font size
6. any other error (bold/ital/u/line/alignment, etc)
7. margins 2,54 cm/1"
8. align
9. uc
10. bold
11. d/s

TO: mmokoena@gmail.com

CC: jmarshal@telkomsa.net

BCC: admin.secretary@KNP.co.za

12.

SUBJECT: ACCOMMODATION

13. uc
14. italics
15.

Dear Sir/Madam

16.

Thank you for your enquiry regarding accommodation in the Kruger National Park. You can choose from the following options available:

12/15/16.

Rest camps

17. bold
18. underline
12/15/16.

The Kruger National Park has 21 rest camps. These are managed by SANparks. The biggest camps include:

12/15/16.

- Berg-en-Dal
- Crocodile Bridge
- Lower Sabie
- Skukuza

19. bullets
20. 2 letter spaces
21. align text
12/15/16.
12/15/16.

Private lodges

10/17. bold
22. underline
23. centre

There are 2 private lodge concessions and 15 designated private safari lodges. The concessions are parcels of land operated by private companies in partnership with communities, who outsource the operation of private lodges. Private lodges include:

12/15/16.

- Camp Shawu
- Hamiltons Tented Camp
- Hoyo Hoyo Tsonga Lodge
- Jocks Safari Lodge & Spa

24. bullets
25. 2 letter spaces
26. align text
12/15/16.
12/15/16.

10/17. bold
18/22. underline
27. right-align

Camping

Camping in the park has become popular with tourists and backpackers because it is much less expensive, and open to anyone, requiring no special permission to partake.

12/15/16.

To make a booking contact us on 082 233 9111 or you can book online at www.sanparks.org.

28. italics
29. centre

A	M	T
10	25	35

[35]

TOTAL SECTION A: 100

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SECTION B: SPREADSHEET

QUESTION 4A

EXAMINATION NUMBER *1. exam no. left, Q4A right* Q4A

	Max temp.	Min temp.
January	33	21
February	32	20
March	31	19
April	29	15
June	26	6

2. rows
3. letter spaces
4. uc/lc
5. font/font size
6. column width
7. wrong position
8. ONE portrait page
9. any other error (bold/ital/u/line/align, etc)

A	M	T
3	4	7

(7)

QUESTION 4B

EXAMINATION NUMBER *1. change to Q4B* Q4B

10. **CLIMATE CHART: KRUGER NATIONAL PARK** *11. uc 12. bold 13. underline*

14. open row

15. ***Average temperatures from January-June*** *16. bold 17. italics*

18. col B ***(Measured in Skukuza)***

19. open row

10/15/18. *Temperatures in degrees Celsius* *20. italics*

14/19. open row *21. in full, delete .* *22. in full, delete .* *10/15/18.* *10/15/18.*

10/15/18

MONTH	MAXIMUM TEMPERATURE	MINIMUM TEMPERATURE	DAILY DIFFERENCE	AVERAGE TEMPERATURE
January	33	21	12	27
February	32	20	12	26
March	31	19	12	25
April	29	15	14	22
May	28	10	18	19
June	26	6	20	16

23. uc 12/16. bold 24. centre

25. calc *26. copy* *27. calc* *28. copy*

10/15/18.

2. rows
3. letter spaces
4. uc/lc
5. font/font size
6. column width
7. wrong position
8. ONE landscape page
9. any other error (bold/ital/u/line/alignment, etc)

29/30. horizontal lines

A	M	T
2	25	27

(27)
[34]

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QUESTION 5A

EXAMINATION NUMBER *1. exam no. left, Q5A right* Q5A

item	day 1	day 2	day 3	day 4
Accommodation fee	1200	1200	1200	1200
Conservation fee	180	180	180	180
Breakfast	240		280	240
Lunch		320		300
Dinner	420	400	420	

2. rows
3. letter spaces
4. uc/lc
5. font/font size
6. column width
7. wrong position
8. ONE portrait page
9. any other error (bold/ital/u/line/alignment, etc)

A	M	T
3	5	8

(8)

QUESTION 5B

EXAMINATION NUMBER — *1. change to Q5B* — Q5B

10. col C **BERG-EN-DAL BUSH CAMP** *11. uc 12. bold*

13. open row

INVOICE FOR: *BRIAN DIKHOBELA*

14. 17. open row *15. bold* *16. italics*

DATE: *2019/07/07-2019/07/10*

13/17. open row *18. insert column*

ITEM	*DAY 1*	*DAY 2*	*DAY 3*	*DAY 4*	*TOTAL COST PER ITEM*
Accommodation fee	1200	1200	1200	1200	4800
Conservation fee	180	180	180	180	720
Breakfast	240		280	240	760
Lunch		320	*21. replaced*	300	620
Dinner	420	400	430		1250
TOTAL COST PER DAY:	**2040**	**2100**	**2090**	**1920**	

19. uc *20. italics* *22. calc* *23. copy*

13/17. open row *24. calc* *25. copy*

TOTAL AMOUNT: *26. calc* **8150**

10/14. 13/17. open row

DEPOSIT: **2000**

13/17. open row

TOTAL AMOUNT DUE: *27. calc* **6150**

11/19. uc *12/15. bold*

2. rows
3. letter spaces
4. uc/lc
5. font/font size
6. column width
7. wrong position
8. ONE landscape page
9. any other error (bold/ital/u/line/alignment/etc)

28/29. horizontal lines

A	M	T
2	24	26

(26)
[34]

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QUESTION 6A

EXAMINATION NUMBER *1. exam no. left, Q6A right* Q6A

10. uc
11. bold
12. underline

ESTIMATED WILDLIFE POPULATION: KRUGER NATIONAL PARK

13. open row

14. col B *(Count as of 2009)* *15. italics*

16. open row

	COUNT	TOTAL	
			17. bold *18. centre*
19. italics *20. right-align* *BIG FIVE*			
Buffalo	27000		
Elephant	11670		
Lion	2800		
Black/White Rhinoceros	10500		
Leopard	2000		
		53970	*22. calc*
13/16. open row *15/19. italics* *21. right-align* *CARNIVORES*			
Cheetah	120		
African Wild Dog	150		
Spotted Hyena	2000		
		2270	*23. calc*
13/16. open row *15/19. italics* *20/21. right-align* *HERBIVORES*			
Impala	150000		
Greater Kudu	5790		
Waterbuck	5000		
Eland	320		
Bushbuck	500		
Giraffe	5110		
Burchell's Zebra	17790		
Hippopotamus	3000		
Blue Wildebeest	9610		
		197120	*24. calc*
TOTAL WILDLIFE POPULATION:		***253360***	*11/17. bold* *15/19. italics*

25. calc

2. rows
3. letter spaces
4. uc/lc
5. font/font size
6. column width
7. wrong position
8. ONE portrait page
9. any other error (bold/ital/u/line/alignment, etc)

A	M	T
5	22	27

26/27. horizontal lines

(27)

QUESTION 6B

EXAMINATION NUMBER *1. change to Q6B* Q6B

ESTIMATED WILDLIFE POPULATION: KRUGER NATIONAL PARK

(Count as of 2009)

	COUNT	TOTAL	
BIG FIVE			
Buffalo	27000		
Elephant	11670		
Lion	2800		
Black/White Rhinoceros	10500		
Leopard	2000		
		=SUM(C7:C11)	*6. formula*
		OR =C7+C8+C9+C10+C11	
CARNIVORES			
Cheetah	120		
African Wild Dog	150		
Spotted Hyena	2000		
		=SUM(C15:C17)	*7. formula*
		OR =C15+C16+C17	
HERBIVORES			
Impala	150000		
Greater Kudu	5790		
Waterbuck	5000		
Eland	320		
Bushbuck	500		
Giraffe	5110		
Burchell's Zebra	17790		
Hippopotamus	3000		
Blue Wildebeest	9610		
		=SUM(C21:C29)	
		OR =C21+C22+C23...C29	*8. formula*
TOTAL WILDLIFE POPULATION:		***=SUM(D12;D18;D30)***	*9. formula*
		OR =C12+C18+C30	

2. column width
3. wrong columns/cells
4. ONE portrait page
5. NO fit to page

A	M	T
0	5	5

(5)
[34]

TOTAL SECTION B: 100

GRAND TOTAL: 200

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