higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INTRODUCTORY COMPUTER PRACTICE N4

25 May 2021

This marking guideline consists of 10 pages.

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INSTRUCTIONS TO MARKERS:

1. Use RED ink to mark accuracy and BLUE ink to mark manipulation.
2. Penalise with ONE mark per accuracy and manipulation error.
3. An accuracy error already penalised in the A section of the question should not be penalised again in the B section, but only encircled in red.
4. If candidates retype the question that was retrieved by the lecturer, still check for accuracy errors and penalise accordingly.
5. Indicate the marks at the bottom right-hand corner of the page in the table. Ensure that marks are transferred correctly.
6. Markers must write their initials and surname next to the total mark of all scripts that he/she has marked.
7. All marks must be written in red on each question AND on the cover.

NOTE THE FOLLOWING:

8. 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 the incomplete section.
9. In the case of omission, accuracy errors must be calculated as follow: ONE mark for the first FIVE strokes and thereafter ONE mark for every TEN strokes. This applies for all text left out or inserted incorrectly.
10. If no EXAMINATION NUMBER and QUESTION NUMBER is inserted, -2 accuracy and all relevant manipulation marks.

GENERAL MISTAKES:

11. There must be a full stop at the end of a paragraph, if not -1 accuracy.
12. Paragraph numbers/bullets should be aligned against the left margin and candidates should leave TWO letter spaces after a number/bullet. If not, but letter spaces are consistent, do not penalise.
13. No punctuation mark/letter space at the end of a sentence should be underlined if an underlining instruction is given. The candidate then loses the mark for underlining.
14. If a candidate has inserted the EXAMINATION NUMBER and QUESTION NUMBER more than once (e.g. in the header as well in the footer), -1 accuracy.
15. Please note that some colleges insert user numbers/computer numbers in the header/footer indicating the station number – do not penalise.

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SECTION A: THEORY

QUESTION 1

1.1 Input
1.2 Output
1.3 Storage
1.4 Input
1.5 Output
1.6 Storage
1.7 Input
1.8 Output
1.9 Output
1.10 Storage

(10 × 1) **[10]**

QUESTION 2

2.1 True
2.2 True
2.3 False
2.4 False
2.5 True
2.6 True
2.7 False
2.8 True
2.9 True
2.10 True

(10 × 1) **[10]**

QUESTION 3

3.1 D
3.2 D
3.3 C
3.4 B
3.5 C
3.6 B
3.7 B
3.8 B
3.9 B
3.10 C

(10 × 2) **[20]**

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QUESTION 4

4.1 Connectivity is the ability of a computing device to connect to or to communicate with other computers, computer systems or the internet. (1)

4.2
- Internet Explorer
- Google Chrome
- Mozilla Firefox
- Safari
- Opera
- Flock
- Microsoft Edge (Any 5 × 2) (10)

4.3
- There is no human contact and thus nobody to assist you.
- The risk of insecure payment methods always exists.
- Choosing from a virtual store where only pictures of the products can be seen. (3)

4.4 Copyright
Is the exclusive and legal rights that the creators of original work (a book, movie, music, etc.) have to use, copy and distribute their work.
Plagiarism
Is when someone uses your idea, words or part of your work and pretends that it is their own. (2 × 2) (4)

4.5 Cybercriminals attack a computer system or network for financial gain. (2)
[20]

TOTAL SECTION A: 60

2 line spacing
3 letter spaces
4 uc/lc
5 font/font size
6 any other mistake
(bold/italics/underline/alignment, etc.)

SECTION B: WORD PROCESSING

QUESTION 5B

EXAMINATION NUMBER 1 examination number left, Q5B right Q5B

7 ∧ **THE IMPORTANCE OF CURRENCY** 8 uc 9 bold 10 underline 11 centre

‡ 12 13 justify

"Currency" is a term that will be familiar to nearly everybody. 14 stet For our purposes, think of a time thousands of years ago in which traders exchanged material goods – such as grain for meat.

This bartering system soon had to evolve, given that organic goods spoil and their value decreases rather quickly. The need for something of value that lasts longer than food gave rise to the use of precious metals (coins). The coins changed hands until eventually, there were more coins being exchanged than there were actual goods to trade. So, money over time evolved into what we call "fiat" currency. 15 trs

Fiat currency is a note from a bank that promises to pay the bearer of the note; it has no intrinsic value – you can't eat it or use it as building materials for shelter. *Central banks* and *governments* agree that these are worth something a consumer can exchange the notes for goods and services instead of bartering – i.e. exchanging goods for goods. 16 NP 17 ital

18 page break

QUESTION 5B (CONTINUED)

EXAMINATION NUMBER 1 examination number left, Q5B Q5B

19 left-hand margin 5,08 cm/2"

20 right-hand margin 5,08 cm/2"

21 d/s
22 del [- and … debt -]

Basically, fiat currency requires central bank and government regulation as to the value attached to the money, but it also requires that consumers agree that the money has value. This system requires faith in a centralised banking system, regulated by the government, to set, control and verify value transactions.

23 ʌ

Just like goods turned into metals and metals to cash notes, today's fiat currency exists not in the physical realm, but as digits in a set of secured, centralised, electronic servers that know exactly who is doing what transactions.

24 u/line

‡ 12

25 copy

THE IMPORTANCE OF CURRENCY

A	M	T
5	25	30

[30]

2 line spacing
3 letter spaces
4 uc/lc
5 font/font size
6 any other mistake
(bold/italics/underline/alignment, etc.)

QUESTION 6

EXAMINATION NUMBER — 1 examination number left, Q6 right — Q6

4 uc
8 bold
9 italics
10 centre

BANK OF SOUTH AFRICA

‡ 11

7 left-hand margin 3,81 cm/1,5"

12 align

P.O. Box 501
JOHANNESBURG
0001

13 uc

‡ 14

25 May 2021

‡ 15

Dear Client

‡ 11/14/15

B I T C O I N C U R R E N C Y — 16 sp caps 17 bold

‡ 11/14/15

In the past few months, we have received many queries regarding the cryptocurrency known as Bitcoin.

‡ 11/14/15

In our previous circular we explained what a fiat currency is. Cryptocurrencies are the logical next step in the evolution of fiat money. Cryptocurrencies are electronic capital used to make secure transactions.

18 stet

‡ 11/14/15

Probably the most well-known cryptocurrency is Bitcoin.

19 ital

‡ 11/14/15

The following are some of its main advantages:

20 u/line

‡ 11/14/15

- This decentralises the ownership of the data.
- A decentralised currency is one that no bank or government can control.
- If a nation is suddenly thrown into a state of emergency, the government or central bank could freeze assets – preventing citizens from accessing their money.

21/22 bullets
23 TWO letter spaces
24 indent

‡ 11/14/15

For any further enquiries contact us on 0860 001 002 or bitcoin@bankofsa.co.za.

25 ital
26 centre

‡ 11/14/15

Regards

‡ 11/14/15

‡

A	M	T
7	23	30

M.B. MKWEVU
DIRECTOR

27 uc
8/17 bold

[30]

TOTAL SECTION B: 60

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SECTION C: SPREADSHEET

QUESTION 7A

EXAMINATION NUMBER **1 examination number left, Q7A right** Q7A

Name	Number of shares bought	Price per share	Amount owing
B Bukelwe	20	55	
J Motaung	160	33	
M Maritz	30	55	
JM Peters	50	33	
MP Ralitsela	120	33	
N van Wyk	150	55	

2 rows
3 letter spaces
4 uc/lc
5 font/font size
6 column widths
7 wrong position
8 ONE portrait page
9 any other mistake
(bold/italics/underline/alignment, etc.)

A	M	T
8	7	15

(15)

QUESTION 7B

EXAMINATION NUMBER

1 change to Q7B

Q7B

10 ʌ column C

ULTRA INVESTMENTS

11 uc 12 italics 13 underline

14 insert row

ʌ 15

Investment schedule for June 2021

16 bold

18 insert column

14 insert row

Name of investor (ʌ 17)	Number of shares bought	Type of share	Price per share	Amount owing
B Bukelwe	20	Money market	55	1100
J Motaung	160	Industrial fund	33	5280
M Maritz	30	Money market	55	1650
JM Peters	50	Industrial fund	33	1650
MP Ralitsela	120	Industrial fund	33	3960
N van Wyk	150	Money market	55	8250
TOTAL AMOUNT OWING				*21890*
HIGHEST NUMBER OF SHARES	*160*			
NUMBER OF INVESTORS		*6*		

19 bold

20 left-align

21 calc
22 copy

ʌ 24

23 italics

25 calculate TOTAL
26 calculate HIGHEST
27 calculate NUMBER
28 horizontal borders

A	M	T
10	28	38

2 rows
3 letter spaces
4 uc/lc
5 font/font size
6 column widths
7 wrong position
8 ONE landscape page
9 any other mistake
(bold/italics/underline/alignment/etc.)

(38)

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QUESTION 7C

EXAMINATION NUMBER

1 Change to Q7C

Q7C

ULTRA INVESTMENTS

Investment schedule for June 2021

Name of investors	**Number of shares bought**	**Type of share**	**Price per share**	**Amount owing**
B Bukelwe	20	Money market	55	=B8*D8
J Motaung	160	Industrial fund	33	=B9*D9
M Maritz	30	Money market	55	=B10*D10
JM Peters	50	Industrial fund	33	=B11*D11
MP Ralitsela	120	Industrial fund	33	=B12*D12
N van Wyk	150	Money market	55	=B13*D13
TOTAL AMOUNT OWING				*=SUM(E8:E13)*
HIGHEST NUMBER OF SHARES	*=MAX(B8:B13)*			
NUMBER OF INVESTORS		*=COUNT(A8:A13)*		

2

3 SUM
4 MAX
5 COUNT
6 column widths
7 print landscape

M	T
7	7

(7)
[60]

TOTAL SECTION C: 60
GRAND TOTAL: 180

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