higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INTRODUCTORY COMPUTER PRACTICE N4

20 NOVEMBER 2018

This marking guideline consists of 14 pages.

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TO ALL MARKERS OF INTRODUCTORY COMPUTER PRACTICE N4

1. INSTRUCTIONS FOR MARKING ERRORS

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 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 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 (Q1A OR B parts of each question), still check for accuracy errors, since the candidate could have retyped it, or the lecturer could have made mistakes with the keying in, 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.
- 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.

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- 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.**

2. EXTRA MISTAKES SUBSTRACTED FOR THE WHOLE 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

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 left-hand margin.

- ONE or TWO 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 [100]

QUESTION 1B

EXAMINATION NUMBER 1. exam no left, Q1B right Q1B

8. left-hand margin 5.08 cm/2" (page one only)

9. right-hand margin 5.08 cm/2" (page one only)

7. ʌ **CAPE TOWN WATER CRISIS**

10. uc
11. bold
12. centre

13. ǂ

A drought in the Western Cape Province began in 2015 and is resulting in a severe water shortage in the region, most notably affecting the city of Cape Town.

14. stet

[Despite water-saving measures, dam levels are predicted to decline to critically low levels, and the city has made plans for **Day Zero**, when the municipal water supply will largely be shut off. If this happens, Cape Town will be the first major city to run out of water.

15. NP

16. bold

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

17. page break

19. insert no. 21. uc
18. ʎ 1. POPULATION INCREASE 20. 2 letter spaces 22. underline
23. ǂ

Cape Town's population has grown from 2.4 million residents in 1995 to an estimated 4.3 million by 2018, representing a 79% population increase in 23 years whilst dam water storage only increased by 15 percent in the same period. In 2016/2017, 64.5 percent of the city's water supply went to houses, flats and complexes, while 3.6 percent went to informal settlements.

25. indent paragraph 24. trs

ǂ

26. insert no. 10/21. uc
7/18. ʎ 2. LOW WINTER RAINFALL 27. 2 letter spaces 28. underline
13/23. ǂ

Periods of low winter rainfall in 2000/2001 and 2003/2004 resulted in water restrictions being imposed. In 2007, the city implemented a 10-year water demand management strategy, which has successfully kept the annual consumption at or below the 1999 level despite ongoing population growth.

25. indent paragraph

ǂ

19/26. insert no. 10/21. uc
7/18. ʎ 3. STORAGE CAPACITY: DAMS 20/27. 2 letter spaces 22/28. underline
13/23. ǂ

In 2009, the storage capacity of the dams supplying Cape Town was increased by seventeen percent from 768 to 898 million cubic metres through the completion of the Berg River Dam. Despite the increased storage capacity, the Department of Water Affairs and Forestry predicted that due to the growing demand from the city further water sources would be required by 2019.

29. in full

25. indent paragraph

A	M	T
2	27	29

[29]

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QUESTION 2A

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

Water Wise Water Storage believes that everyone has the right to clean water for drinking and household purposes. Our aim is to provide our clients with the means to manage their water supply storage, even during times of drought.

In order to do this we offer a wide range of water storage tanks especially designed to suit the specific needs and space available to each and every client. Water is then managed by harvesting rainwater for domestic use.

We do this by developing water management solutions designed specifically for your own home. By ensuring our products comply with health and safety regulations. By providing quality products designed for long-term use. By placing the management of water resources in our clients' hands. By making our clients self-sustainable during times of drought.

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

A	M	T
6	3	9

(9)

QUESTION 2B

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

EXAMINATION NUMBER 1. change to Q2B Q2B

7. ʌ **WATER WISE WATER STORAGE** 8. uc 9. bold 10. centre

11. ǂ 12. italics 13. right-align

14. ʌ *Water storage that suits your needs!*

15. ǂ 16. italics

Water Wise Water Storage believes that everyone has the right to clean water for drinking and household purposes. Our aim is to provide our clients with the means to manage their water storage, even during times of drought. 17. del supply

11/15. ǂ

7/14. ʌ MISSION: 18. uc 19. underline

20. 1.5 lines
21. justify

ǂ 11/15.

In order to do this we offer a wide range of water storage tanks especially designed to suit the specific needs and space available to each and every client. Water is then managed by harvesting rainwater for domestic use.

ǂ 11/15.

24/25. new lines
26. any bullets
27. 2 letter spaces
28. indent correctly

7/14. ʌ VISION: 18. uc 19. underline

ǂ 11/15.

22. insert :
23. uc By

We do this:

- By developing water management solutions designed specifically for your own home.
- By ensuring our products comply with health and safety regulations.
- By providing quality products designed for long-term use.
- By placing the management of water resources in our clients' hands.
- By making our clients self-sustainable during times of drought.

11/15. ǂ

29. copy main heading (same formatting)

WATER WISE WATER STORAGE

A	M	T
3	27	30

(30)
[39]

QUESTION 3

EXAMINATION NUMBER Q3

1. exam no. left, Q3 right
2. l/spacing
3. letter spaces
4. uc/lc
5. font/font size
6. any other mistake (bold/ital/u/line/just/etc)
7. left-hand margin 3.81 cm/1.5"
8. sp caps
9. italics
10. align
11. ╪
12. uc
13. bold
14. ╪
15. d/s
16. correct date, any date format
17. uc
18. bold

M E M O R A N D U M

╪

TO:	Residents of Cape Town
FROM:	Cape Town City Council
DATE:	20 November 2018

╪

RE: ╪EXEMPTION FROM WATER RESTRICTIONS

╪

In order to save water most effectively all consumers in the municipality are subject to water restrictions. 19. runs on Level 6B water restrictions are in effect from 1 February 2018. Avoid Day Zero and use 50 litres or less per person per day. 20. underline

╪

PLEASE NOTE: 12/17. uc 21. bold

╪

Exceptions are only made in special circumstances. Individual applications are evaluated on the merits of each case and require supporting documentation.

╪

To apply for special exemption from the conditions laid out in the water restrictions guidelines, please use the Special Exemption from Water Restrictions Application Form. 22. underline

╪

Hand in the completed exemption application at:

╪

23. align

Walk-in centres:	08:00–16:00 (week days)

╪

OR 12/17. uc 13/18. bold

╪

E-mail it to:	water@capetown.gov.za

╪

Residents who have valid reasons for higher water consumption (i.e. more than *four* people living permanently on the property, or medical reasons) need to submit a completed affidavit form. 24. stet 25. italics

╪

Thank you for your co-operation in this regard.

╪

Together we can make a difference! 13/18. bold 26. centre

A	M	T
8	24	32

[32]

TOTAL SECTION A: 100

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SECTION B: SPREADSHEET [100]

QUESTION 4A

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

Major dams	May 2017	May 2016	May 2015
Berg River Dam	32,4	27,2	54
Steenbras Lower	26,5	37,6	47,9
Steenbras Upper	56,7	56,9	57,8
Theewaterskloof Dam	15	31,3	51,3
Voëlvlei Dam	17,2	21,3	42,5
Wemmershoek Dam	36	48,5	50,5

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 mistake (bold/ital/u/line/just/etc)

A	M	T
4	5	9

(9)

QUESTION 4B

EXAMINATION NUMBER *1.* change to Q4B Q4B

10. column B **WESTERN CAPE WATER SUPPLY SYSTEM** 11. uc 12. bold

13. Open row

14. *Water levels as a percentage of total dam capacity* 15. italics

16. Open row 17. 10/14/17. 18. uc 19. bold 20. centre

MAJOR DAMS	MAY 2018	MAY 2017	MAY 2016	MAY 2015	INCREASE IN 2018
13/16. Open row					
Berg River Dam	51,6	32,4	27,2	54	19,2
Steenbras Lower	36,6	26,5	37,6	47,9	10,1
Steenbras Upper	93,1	56,7	56,9	57,8	36,4
Theewaterskloof Dam	11	15	31,3	51,3	-4
Voëlvlei Dam	15,8	17,2	21,3	42,5	-1,4
Wemmershoek Dam	45,3	36	48,5	50,5	9,3
13/16. Open row					
10/14/17. **TOTAL CAPACITY (percentage)**	**253,4**	**183,8**	**222,8**	**304**	

21. calc 22. copy 12/19. bold

23. calc 24. copy

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 mistake (bold/ital/u/line/just/etc)

25/26. horizontal lines

A	M	T
2	22	24

(24)
[33]

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QUESTION 5A

EXAMINATION NUMBER Q5A

1. exam no. left, Q5A right

Name: Date:
Account no.: Ref.:

tank	capacity (litres)	number ordered	amount R
Vertical tank	200		
	500		
	1000		
Horizontal tank	50		
	150		
Underwater tank	200		
	500		
	1000		
Polydrum tank	900		

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 mistake (bold/ital/u/line/just/etc)

A	M	T
4	5	9

(9)

QUESTION 5B

EXAMINATION NUMBER

1. change to Q5B

Q5B

10. *WATER WISE WATER STORAGE*

11. uc
12. italics
13. Open row
14. col. C **INVOICE**
15. uc
16. bold
18.
10/14/18.

Name: J. Smythe **Date:** 20 November 2018

19. bold
17. Open row
16/19. bold
20. in full, delete .

Account no.: SM2436 **Reference:** R6/18/7980

13/17. Open row
10/14/18.

TANK	*CAPACITY (LITRES)*	*PRICE*	*NUMBER ORDERED*	*AMOUNT R*
Vertical tank	200	1400		
	500	1950	2	3900
	1000	2650		
Horizontal tank	50	850		
	150	1350	3	4050
Underwater tank	200	1550		
	500	2200		
	1000	3100		
Polydrum tank	900	3450	1	3450
TOTAL				11400
VAT @ 14%				1596
TOTAL AMOUNT DUE				12996

10/14/18.

11/15. uc
21. italics
22. right-align
23. calc
24. copy
11/15. uc
16/19. bold
25. calc
26. calc
27. calc

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 mistake (bold/ital/u/line/just/etc)

28/29. horizontal lines

A	M	T
2	25	27

(27)
[36]

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QUESTION 6A

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

WATER WISE WATER STORAGE — 13. uc

Trial Balance as at 30 June — 10. bold

	Debit	*Credit*
BALANCE SHEET SECTION		
Capital		4900000
Cash expenditure	45000	
Accounts	65000	
Bank	4063700	
	4173700	**4900000**
	17. calc	18. calc
NOMINAL ACCOUNTS SECTION		
Sales		153700
Wages and salaries	870000	
Advertising	5920	
Stationery	980	
Repairs		4700
Consumables	7800	
	884700	**158400**
	19. calc	20. calc
TOTAL	**5058400**	**5058400**
	21. calc	22. copy

11. italics
12. centre
16. uc
14. bold
10/14. bold
15. del. 'Rent Income'
13/16. uc
10/14. bold
13/16. uc
10/14. bold

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 mistake (bold/ital/u/line/just/etc)

23/24. horizontal lines

A	M	T
6	20	26

(26)

QUESTION 6B

EXAMINATION NUMBER **1. change to Q6B** Q6B

WATER WISE WATER STORAGE

Trial Balance as at 30 June

	Debit	*Credit*
BALANCE SHEET SECTION		
Capital		4900000
Cash expenditure	45000	
Accounts	65000	
Bank	4063700	
	=SUM(B8:B10)	=SUM(C7)
	OR =B8+B9+B10	**OR** =C7
	6. formula	**7. formula**
NOMINAL ACCOUNTS SECTION		
Sales		153700
Wages and salaries	870000	
Advertising	5920	
Stationery	980	
Repairs		4700
Consumables	7800	
	=SUM(B15:B19)	=SUM(C14:C18)
	OR =B15+B16+B17+B19	**OR** =C14+C18
	8. formula	**9. formula**
TOTAL	=B11+B20	=C11+C20
	10. formula	**11. formula**

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

A	M	T
0	5	5

(5)
[31]

TOTAL SECTION B: 100
GRAND TOTAL: 200

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