higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INTRODUCTORY COMPUTER PRACTICE N4

13 October 2020

This marking guideline consists of 13 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 an 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 (A or B parts of each question), still check for accuracy errors, since the candidate could have retyped it.
- Indicate the marks at the bottom right-hand corner of the page in the diagram. Ensure that marks are transferred correctly!
- Markers must write their initials and surname next to the total mark in all the scripts that he/she claims for, i.e. 150 scripts.
- Each marker must initial next to the mark for each question that he/she marks.
- All word processing totals are written in RED and spreadsheet totals in BLUE for each question AND on the cover.
- Each section is totalled on the cover and the two sections are added for a grand 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 omitting diacritic symbols, e.g. ê or ë.
- Mark incomplete questions as if completed. The candidate will lose most/all accuracy marks and all display/manipulation marks not done for that 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/manipulation marks.**

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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 every paragraph number. If not **– 1 accuracy.**
- Paragraph numbers should be aligned against the left-hand margin. If not indicated, TWO letter spaces should be inserted after a paragraph number.
- ONE or TWO letter spaces may be used after a full stop/colon/semi-colon. However, it should be consistent throughout. If not, penalise for letter spaces.
- Where an underlining instruction is executed, **no punctuation mark/spaces** should be underlined at the end of sentences. If the punctuation mark/spaces are underlined, the candidate loses the mark for underlining.
- If an EXAMINATION NUMBER and QUESTION NUMBER are keyed in more than once per question (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 an extra number in the header/footer indicating the station number – IGNORE.

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SECTION A: WORD PROCESSING

QUESTION 1B

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

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

7. **THE JEWEL OF THE GARDEN ROUTE** 8. uc 9. bold 10. centre

12. del bold 11. ǂ

The Tsitsikamma National Park is a protected area on the Garden Route, Western Cape and Eastern Cape, South Africa. It is a coastal reserve well known for its indigenous forests, dramatic coastline, and the Otter Trail. On 6 March 2009 it was amalgamated with the Wilderness National Park and various other areas of land to form the Garden Route National Park.

14. left-hand margin 5 cm/2" (this paragraph only)

13. NP

15. right-hand margin 5 cm/2" (this paragraph only)

The park covers an 80 kilometres long stretch of coastline. Nature's Valley is at the western end of the park, and the main accommodation is at Storms River Mouth. Near the park is the Bloukrans Bridge, the world's highest bridge bungee jump at 216 metres.

16. 1,5 lines

17. ǂ

18. del page break

19. CAMPS 8. uc 20. italics

11/17. ǂ

7/19. 1. **Storms River Rest Camp**

21. insert no. 24. bold
22. 2 letter spaces 25. underline
23. paragraph indented correctly

11/17. ǂ

26. stet

Various amenities, including a restaurant, shop, chalets, camp site and caravan park, information centre, adventure bookings office, the Agulhas lookout platform, trees marked with their national tree list numbers and underwater trails.

27. trs

11/17. ǂ

7/19. 2. **Nature's Valley Rest Camp**

28. insert no. 9/24. bold
29. 2 letter spaces 25. underline
30. paragraph indented correctly

11/17. ǂ

This camp is situated in De Vasselot on the banks of the Groot River, about thirty km from Plettenberg Bay and about forty km from Storms River Rest Camp. It is an ideal region for bird watchers and has a variety of trails for hikers.

31. in full

11/17. ǂ

THE JEWEL OF THE GARDEN ROUTE

32. main heading copied

A	M	T
2	29	31

[31]

QUESTION 2A

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

The Otter Trail starts at the Storms River camp and there are several short trails for day visitors. Set in the Garden Route, the trails lead through coastal and forest scenes, as well as various waterfalls, streams and rivers.
ǂ
The Suspension Bridge and Lookout Trail is an easy stroll that leads along the western side of the river mouth, past the Strandloper Cave to the suspension bridge across the mouth.
ǂ
The Waterfall Trail is a short but demanding hike which follows the first 2.65 kilometres of the Otter Trail; hikers may not walk beyond the waterfall unless hiking the Otter Trail.
ǂ
The Lourie Trail passes next to a waterfall and has gorgeous views over the marine reserve. During the period whale, and if the sea is calm, whales can often be seen from the top of the cliffs.

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

A	M	T
6	3	9

(9)

QUESTION 2B

EXAM NO *1. change to Q2B* Q2B

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

8. left-hand margin 3,81 cm/1,5" *9. right-hand margin 3,81 cm/1,5"*

7. **TSITSIKAMMA NATIONAL PARK** *10. uc 11. bold*

12.

T R A I L S *13. spaced caps 14. underline 15. centre*

16.

The Otter Trail starts at the Storms River camp and there are several short trails for day visitors. *17. d/s* *18. justify* Set in the Garden Route, the trails lead through coastal and forest scenes, as well as various waterfalls, streams and rivers.

19. *12/16.*

The following short trails are available: *20. underline 21. centre*

12/16.

- The *Suspension Bridge* and *Lookout Trail* is an easy stroll that leads along the western side of the river mouth, past the Strandloper Cave to the suspension bridge across the mouth. *28. italics*

22/23. bullets
24/25. 2 letter spaces
26/27. paragraph indented

- The *Waterfall Trail* is a short but demanding hike which follows the first 2.65 kilometres of the Otter Trail; hikers may not walk beyond the waterfall unless hiking the Otter Trail. *29. italics*

12/16.

7/19.

- The *Blue Duiker Trail* starts just west of the information centre and leads through scrub forest tip to the Agulhas lookout from where whales and dolphins can often be spotted in winter. *28/29. Italics*

12/16.

- The *Lourie Trail* passes next to a waterfall and has gorgeous views over the marine reserve. During the whale period, and if the sea is calm, whales can often be seen from the top of the cliffs. *28/29. italics* *30. trs*

A	M	T
3	27	30

(30)
[39]

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

QUESTION 3

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

DO YOU WANT TO HAVE THE ADVENTURE OF A LIFE-TIME? *7. uc 8. Italics 9. underline*

10.

BUNGEE JUMPING OFF THE BLOUKRANS BRIDGE *11. uc 12. bold 13. centre*

14.

If you have never tried this, you are missing out! *15. italics 16. right-align*

17.

This could be one of the best, most rewarding moments of your life. You get such a rush of pride, adrenalin, accomplishment and energy that you won't ever get any other way. Afterwards you get to Facebook, tweet and message all your friends and tell them how awesome you are!

10/14/17.

You also get *photos*, a *video* and *certificate* for future bragging rights. *8/15/18. italics*

10/14/17.

Bloukrans Bridge bungee is the highest bridge bungee in the world. Not in SA, not Africa – **the world**! *19. centre 20. bold*

10/14/17.

NOTE THE FOLLOWING IMPORTANT INFORMATION: *7/11. uc 21. underline*

10/14/17.

22. align

Cost:	R950 per person*
Weight requirements:	Between 35 and 150 kg
Minimum age:	14 years
Duration:	1 hour
Refreshments:	Available at bar and café downstairs

23. 1,5 lines

24. in full

10/14/17.

(*You don't get your money back if you chicken out!)

10/14/17.

Flash disk with photos and video:

25. align

Photos:	R200
Video:	R300
Photos and video:	R400

10/14/17.

Contact us at: www.bloukransbridgebungee.co.za *12/20. bold 8/15/18. italics 13/19. centre*

10/14/17.

It's time to take the leap of faith: 5, 4, 3, 2, 1, BUNGEE!

A	M	T
8	22	30

[30]

TOTAL SECTION A: 100

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SECTION B: SPREADSHEET

QUESTION 4A

Details	Cost	Qty.	15% VAT
Bungee jump	950	2	
Memories:			
Photos	200		
Video	300		
Photos & Video	400	2	
Refreshments:			
Light lunch	55	2	
Soft drink	15	4	
Energy bar	25	2	

2. l/spacing
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/italics/u/line/alignment/etc.)

A	M	T
4	4	8

(8)

QUESTION 4B

EXAM NO — 1. change to Q4B — Q4B

10. *ACTION ADVENTURE BUNGEE JUMPING* — 11. uc; 12. italics; open row 13.

14. col. C **ORDER FORM** — 11. uc; 15. bold; open row 16.

17. Date: 25 May 2020 — 18. Insert today's date - any format; open row 13/16.

Name: Billy — open row 13/16.

19. in full, del full stop; 10/14/17.; 10/14/17.

Details	Cost	Quantity	Subtotal	15% VAT	TOTAL
Bungee jump (21. italics)	950	2	1900 (23. calc)	285 (25. calc)	2185 (26. calc)
Memories: (12/21. italics)			(24. copy)	(24. copy)	(24. copy)
Photos	200				
Video	300				
Photos & Video	400	2	800	120	920
Refreshments: (12/21. italics)					
Light lunch	55	2	110	16,5	126,5
Soft drink	15	4	60	9	69
Energy bar	25	2	50	7,5	57,5
Total amount due: (10/14/17.)					**3358** (15/20. bold)

20. bold; open row 13/16.; 22. right-align; 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 error (bold/italics/u/line/alignment/etc.)

28/29. horizontal lines

A	M	T
2	25	27

(27)
[35]

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QUESTION 5A

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

Name	Normal hours worked	Rate per hour	Normal wages	Overtime hours worked
J Molola	50	140		15
B Botha	60	140		10
P Vilakazi	60	140		5
V van Wyk	45	160		10
L Makwatsi	55	160		5
M Phiri	40	140		20

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/italics/u/line/alignment/etc.)

A	M	T
4	4	8

(8)

QUESTION 5B

EXAM NO *1. change to Q5B* Q5B

10. **ACTION ADVENTURE BUNGEE JUMPING** *11. uc 12. bold*

open row 13.

14. **WAGES FOR THE MONTH OF MAY**

open row 13.

10/14.

NAME	NORMAL HOURS WORKED	RATE PER HOUR	NORMAL WAGES	OVERTIME HOURS WORKED	OVERTIME RATE PER HOUR	OVERTIME WAGES	TOTAL WAGES
J Molola	50	140	7000	15	210	3150	10150
17. B Botha	60	140	8400	10	210	2100	10500
V van Wyk	45	160	7200	10	240	2400	9600
L Makwatsi	55	160	8800	5	240	1200	10000
M Phiri	40	140	5600	20	210	4200	9800

15. uc 16. centre

18. calc 19. copy *20. calc 19. copy* *21. calc 19. copy* *22. calc 19. 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 error (bold/italics/u/line/alignment/etc.)

23/24. horizontal lines

A	M	T
2	20	22

(22)
[30]

QUESTION 6A

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

10. col. B **TSITSIKAMMA NATIONAL PARK** *11. uc 12. bold*

open row 13.

10. col. C *TARIFFS* *14. uc 15. italics*

open row 16.

Tsitsikamma Section	*Per adult per day*	*No. of adults*	*Amount*	*Per child per day*	*No. of children*	*Amount*
SA Citizens (with ID)	54	2	108	*18. calc* 27	3	81 *20. calc*
SADC Nationals	108			54		
Conservation Fee	216	2	432	*19. copy* 108	3	324 *19. copy*

open row 13/16.

17. italics

21. copied

Nature's Valley Section	*Per adult per day*	*No. of adults*	*Amount*	*Per child per day*	*No. of children*	*Amount*
SA Citizens (with ID)	48	2	96	*23. calc* 24	3	72 *24. calc*
SADC Nationals	48			24		
Conservation Fee	96	2	192	*19. copy* 48	3	144 *19. copy*

22. changed contents

open row 13/16.

15/17. italics

TOTAL FOR ADULTS		828 *26. calc*
TOTAL FOR CHILDREN	*25. calc*	621 *11/14. bk*
TOTAL AMOUNT DUE		1449

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 error (bold/italics/u/line/alignment/etc.)

28/29. horizontal lines

A	M	T
5	23	28

(28)

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QUESTION 6B

EXAM NO *1. change to Q6B* Q6B

TSITSIKAMMA NATIONAL PARK

TARIFFS

Tsitsikamma Section	*Per adult per day*	*No. of adults*	*Amount*	*Per child per day*	*No. of children*	*Amount*
SA Citizens (with ID)	54	2	=B7*C7	27	3	=E7*F7
SADC Nationals	108		*6. formule*	54		*8. formule*
Conservation Fee	216	2	=B9*C9	108	3	=E9*F9
			7. copy			*7. copy*
Nature's Valley Section	*Per adult*	*No. of adults*	*Amount*	*Per child per day*	*No. of children*	*Amount*
SA Citizens (with ID)	48	2	=B13*C13	24	3	=E13*F13
SADC Nationals	48		*9. formule*	24		*10. formule*
Conservation Fee	96	2	=B15*C15	48	3	=E15*F15
			7. copy			*7. copy*
TOTAL FOR ADULTS		*11. formule*	=SUM(D7:D15)			=SUM(G7:G15)
TOTAL FOR CHILDREN			**OR** =D7+D9+D13+D15		*12. formule*	**OR** =G7+G9+G13+G15
TOTAL AMOUNT DUE						=D17+G18
						13. formule

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

A	M	T
0	7	7

(7)
[35]

TOTAL SECTION B: 100
GRAND TOTAL: 200

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