higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE N6

9 NOVEMBER 2018

This marking guideline consists of 40 pages.

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SECTION A: THEORY

QUESTION 1

1.1
- Personnel (People)
- Hardware (Computers, printers and other peripherals)
- Software (Application and operating software)
- Data communicating facilities (modem, e-mail facilities, internet access)
- Office equipment (telephone, fax, etc.)
- Documentation (Any 5 × 1) (5)

1.2
1.2.1 Bus
1.2.2 Ring
1.2.3 Star
1.2.4 Mesh
(4 × 1) (4)

1.3
- Firefighting equipment
- Emergency plan
- Clean environment
- Duplication of hardware
- Insurance
- Uninterruptible power supply (Any 4 × 1) (4)

[13]

QUESTION 2

2.1 Low-level formatting/Physical formatting

- Establishes the tracks and sectors on the platter
- Starting and ending point of each sector written onto the platter
- Prepares the drive to hold blocks of data
- Performed on hard disks to set the interleave factor
- Erases all data on a disk

Partitioning

- Divides the hard drive into parts and make those parts available to the operating system
- Creates primary Windows partition which is made the active partition
- Operating system is installed in this partition

High-level formatting/Logical/End-user formatting

- Writes the file-storage structures, like the file allocation table into the sectors
- Prepares the drive to hold files
- Reformatting used by most users
- Erases address tables, data recovered by specialist (Any 3 × 2) (6)

2.2 2.2.1 Windows 10 (Pro) (1)
2.2.2 (Core i3) (1)
2.2.3 2 GHz (1)
2.2.4 Speed at which a microprocessor executes instructions (1)
2.2.5 4 GB (1)
2.2.6

- The overall performance of the computer is determined by how well the CPU and RAM work together.
- The more RAM the CPU has access to, the easier its job becomes, which enables a faster computer.
- If the computer does not have a sufficient amount of RAM then the CPU has to work much harder to transfer data, which can damage its performance.
- Random access memory also helps the system support software. Every piece of software requires a minimum amount of space and memory to be able to run smoothly.
- If the computer does not have enough RAM to support all the software systems being run, or trying to run, they move so slow that it might not be worth running that software system. Additionally, if there is not enough storage room, the software might not run at all. (Any 2 × 1) (2)

[13]

QUESTION 3

3.1
3.1.1 True
3.1.2 True
3.1.3 False
3.1.4 False
3.1.5 False
3.1.6 False
3.1.7 True
3.1.8 False
3.1.9 True
3.1.10 True

(10 × 1) (10)

3.2
- System becomes slow or performs certain uncommon activities. Slower internet and processing
- Amount of available RAM suddenly decreases
- Takes longer to execute files
- Number of files on disk increases/Running out of hard drive space
- Size of the executable files increase
- Activity executed by system not introduced by user (such as copying files)/Suspicious hard drive activity
- Unexpected computer behaviour
- Sudden freezes and crashes
- Missing or extra files
- Hardware and accessory problems
- Pop-up windows appear
- Unusually high network activity
- New browser homepage, new toolbars and/or unwanted websites accessed without your input
- Unusual messages or programs that start automatically
- Your security solution (antivirus) disabled
- Friends getting strange messages from you
- New, unfamiliar icons on desktop and battery life drains quickly
- Unusual error messages regarding missing or corrupt files/folders on computer
- Control Panel, Task Manager, Registry Editor or Command Prompt cannot be accessed (Any 4 × 1) (4)

[14]

QUESTION 4

MESSAGE OR PROBLEM		CAUSE	SOLUTION
4.1	Do you want to revert to the saved filename? Yes/No	C✓	If you choose YES, you will lose any unsaved alternations. If you choose NO the alternations will be saved. Rather close the message and decide whether you want to save the alternations or not.✓
4.2	Data error reading drive E:\	A✓	Use scandisk to fix errors. Do not remove a disk from the computer while in operation/with files still open.✓
4.3	Non system disk or disk error	D✓	Remove/Eject the disk from the computer and press any key.✓
4.4	File not found	E✓	Retype the file name and make sure you are searching in the correct drive or folder.✓
4.5	This program is not responding	F✓	Close some programs (CTRL + ALT + DEL will open Task Manager to show which programs are open and what can be closed).✓

(5 + 5) **[10]**

TOTAL SECTION A: 50

QUESTION 5A

Table1									
NAME ✓1	**ADDRESS**	**CITY**	**COMMENCE**	**BRANCH**	**DIVISION**	**SALARY**	**FROM**	**TO**	**LEAVE**
EXAM NO (COMPUTER NO)	23 Park Lane	Nyanga	1 July 2019	CAPE TOWN	Administration	R3 500	08:00	16:00	15
QUESTION 5A ✓2	33 Bowler Street	Elsiesrivier	1 August 2019	BELLVILLE	Catering	R4 000	06:30	14:30	20
Sisanda Maseti	43 Sesame Street	Cross Roads	1 September 2019	KUILSRIVIER	Human Resources	R3 500	08:30	16:30	25
Talitha Kotze	53 Main Street	Caledon	1 October 2019	HERMANUS	Finance	R4 000	08:00	16:00	15

- ✓ 1. Examination number part of NAME
- ✓ 2. QUESTION 5A part of NAME
- ✓ 3. 10 correct fields
- ✓ 4. 4 correct records
- ✓ 5. Column width (All text visible/no wrapping
- ✓ 6. Font readable
- ✓ 7. Landscape, 1 page
- ✓ 8. Capital letters, small letters, letter spaces
- ✓ 9. Any other manipulation error

MANIPULATION: 6	
1.	[EXAMINATION NUMBER] not inserted in letter/record 1 under NAME and/or incorrect
2.	[QUESTION 6A] not inserted in letter/record 2 under NAME and/or incorrect
3.	10 Correct fields
4.	4 Correct records
5.	Column width/All text visible/Text does not wrap
6.	Font big enough to be easily readable, e.g. Arial 10/Calibri 11
7.	Paper orientation not landscape and on one A4 page and/or incorrect
8	Capital letters, small letters, letter spaces incorrect
9	Any other manipulation error
ACCURACY: 4	
1–4	All field names and other data

(a) Word/Excel table must be correctly keyed in (fields = column headings):
If there is any other text above the table it isn't usable as a data document. It is then marked as (b)

(b) If the data document is keyed in Word/Excel/Access like in the question paper, the candidate loses marks 3, 4 and 9. The fields/data in QUESTION 5B and QUESTION 5C are also not marked.

A	M	T
4	6	10

If this data document (Question 5A) is omitted, fields/data in QUESTION 5B and QUESTION 5C are also not marked.

If QUESTION 5B is omitted, the data in QUESTION 5C are not marked. DO NOT mark a QUESTION 5C printout as QUESTION 5B.

Do not mark the fields in Question 5B and 5C if the merge fields are obvious fake/not valid/real.

(10)

EXAMINATION NUMBER (COMPUTER NUMBER) QUESTION 5B

CONTRACT[1] OF EMPLOYMENT: INTERNSHIP

✓**5**. *Bold, 16 pt*

✓**1**. *Examination no (left), Q 5B (right)*
✓**2**. *Margins 1.27 cm*
✓**3**. *Font Arial Narrow 12 pt (headers included)*
✓**4**. *Footnote 1*

‡
Entered into between:
‡
HR SOLUTIONS
(hereafter referred to as "the employer")
‡
Address of employer: Rembrandt Square, Cape Town
‡
and
‡
«NAME» ✓**8**
«ADDRESS» ✓**9**
«CITY» ✓**10**
(hereafter referred to as "the employee")

✓**6**. *Centre*

✓**7**. *Underline all field names*

Field names: 8–18

(**19**) ‡
Commencement: This contract will begin on «COMMENCE» and continue for 18 months.
(**19**) ‡ ✓**11**
Place of work: «BRANCH» ✓**12**
(**19**) ‡
Job description: INTERN: «DIVISION» ✓**13**
(**19**) ‡
Termination of employment: Either party can terminate this agreement by four weeks' written notice.
(**19**) ‡
Salary: The employee's salary shall be paid in cash on the last working day of every month and shall be: «SALARY». ✓**14**
‡
The employee shall be entitled to the following allowances in kind:
‡

Meals per week/month to the value of:	300.00
Accommodation per week/month to the value of:	650.00
A weekly/monthly transport allowance of:	200.00
The total value of the above allowances shall be:	R 1,150.00

‡
The employer shall review the employee's salary after a period of 6 months.
(**19**) ‡ ✓**15** ✓**16**
Hours of work: Normal working hours will be from «FROM» to «TO» on Mondays to Fridays.
(**19**) ‡ ✓**17**
Annual leave: The employee is entitled to «LEAVE» days' paid leave after 12 months of continuous service.
(**19**) ‡
General: Any changes to this agreement will only be valid if they are in writing and have been agreed and signed by both parties.
‡
Thus agreed and signed on this …… day of …….. 20…..
‡
‡

✓**20**. *Insert table, fit to contents, borders*
✓**21**. *Centre table*
✓**22**. *Sort descending (Allowance)*
✓**23**. *Shaded*
✓**24**. *Calculation*
✓**25**. *Currency, 2 dec*
✓**26**. *Alignment*

✓**19**. *Bold*

✓**29**. *Triple page border*
✓**30**. *1 A4 page, portrait*
✓**31** *Line spacing*
✓**32**. *Letter spaces*
✓**33**. *Upper case/lower case*
✓**34**. *Any other manipulation error*

✓**27**. *Tab on 8 cm*

_____ _____
HR SOLUTIONS «NAME» ✓**18**

✓**28**. *Footnote 1, italics*

A	M	T
12	28	40

[1] *Any changes to this agreement will only be valid if they are in writing and have been agreed and signed by both parties.*

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QUESTION 5B	
ACCURACY: 12	
1	EXAMINATION NUMBER, QUESTION 5B
2	Text table
1	Footnote
8	Rest of keyed in text

MANIPULATION: 28	
1	EXAMINATION NUMBER (left), QUESTION 5B (right)
2	Margins: 1.27 cm/0.5"
3	Font: Arial Narrow 12 pt. All inserted text, header, table and footnote (10 pt)
4	Footnote inserted after CONTRACT, 1 used as footnote number
5	CONTRACT OF EMPLOYMENT: INTERNSHIP in bold, 16 pt
6	CONTRACT … "the employee") centred
7	Underline all fields
	Insert merge fields:
8	[NAME]
9	[ADDRESS]
10	[CITY]
11	[COMMENCE]
12	[BRANCH]
13	[DIVISION]
14	[SALARY]
15	[FROM]
16	[TO]
17	[LEAVE]
18	[NAME]
19	Headings of paragraphs: bold
20	Insert table, fit to contents, correct borders
21	Centre table
22	Sort allowances (with other data) in descending order
23	Bottom row shaded
24	Calculation correct: Total value
25	Answer in currency, 2 decimals
26	Alignment of text and figures in table
27	Line (underscores) and [NAME] aligned on left tab (8 cm)
28	Footnote correctly inserted 1, italics
29	Triple page border inserted
30	1 A4 page, portrait
31	Line spacing throughout document
32	Letter spacing in keyed in text
33	Upper case/Lower case mistakes
34	Text wrapping in table/Any other manipulation error

NOTE: Do not mark **8 to 18** if QUESTION 5A is not handed in/in the wrong format (e.g. keyed in as <<FIELD>>, thus not suitable for merging)

A	**M**	**T**
12	**28**	**40**

(40)

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EXAMINATION NUMBER (COMPUTER NUMBER) QUESTION 5C

CONTRACT[1] OF EMPLOYMENT: INTERNSHIP

✓**1**. *Change to 5C 4 contracts*
✓**2**. *Footnote 1 on all contracts*

Entered into between:

HR SOLUTIONS
(hereafter referred to as "the employer")

Address of employer: Rembrandt Square, Cape Town

and

✓**3**. *Data correct Contract 1*

EXAM NO (COMP NO)
23 Park Lane
Nyanga
(hereafter referred to as "the employee")

Commencement: This contract will begin on 1 July 2019 and continue for 18 months.

Place of work: CAPE TOWN

Job description: INTERN: Administration

Termination of employment: Either party can terminate this agreement with four weeks' written notice.

Salary: The employee's salary shall be paid in cash on the last working day of every month and shall be: R3 500.

The employee shall be entitled to the following allowances in kind:

Meals per week/month to the value of:	300.00
Accommodation per week/month to the value of:	650.00
A weekly/monthly transport allowance of:	200.00
The total value of the above allowances shall be:	R 1,150.00

The employer shall review the employee's salary after a period of 6 months.

Hours of work: Normal working hours will be from 08:00 to 16:00 on Mondays to Fridays.

Annual leave: The employee is entitled to 15 days' paid leave after 12 months of continuous service.

General: Any changes to this agreement will only be valid if they are in writing and have been agreed and signed by both parties.

Thus agreed and signed on this …… day of …….. 20…..

_____ _____
HR SOLUTIONS EXAM NO (COMP NO)

✓**2**. *Footnote 1*

[1] *Any changes to this agreement will only be valid if they are in writing and have been agreed to and signed by both parties.*

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EXAMINATION NUMBER (COMPUTER NUMBER) QUESTION 5C

CONTRACT[1] OF EMPLOYMENT: INTERNSHIP

✓**1**. *Change to 5C*
4 contracts
✓**2**. *Footnote 1 on all contracts*

Entered into between:

HR SOLUTIONS
(hereafter referred to as "the employer")

Address of employer: Rembrandt Square, Cape Town

and

✓**4**. *Data correct Contract 2*

QUESTION 5A
33 Bowler Street
Elsiesrivier
(hereafter referred to as "the employee")

Commencement: This contract will begin on 1 August 2019 and continue for 18 months.

Place of work: BELLVILLE

Job description: INTERN: Catering

Termination of employment: Either party can terminate this agreement with four weeks' written notice.

Salary: The employee's salary shall be paid in cash on the last working day of every month and shall be: R4 000.

The employee shall be entitled to the following allowances in kind:

Meals per week/month to the value of:	300.00
Accommodation per week/month to the value of:	650.00
A weekly/monthly transport allowance of:	200.00
The total value of the above allowances shall be:	R 1,150.00

The employer shall review the employee's salary after a period of 6 months.

Hours of work: Normal working hours will be from 06:30 to 14:30 on Mondays to Fridays.

Annual leave: The employee is entitled to 20 days' paid leave after 12 months of continuous service.

General: Any changes to this agreement will only be valid if they are in writing and have been agreed and signed by both parties.

Thus agreed and signed on this …… day of …….. 20…..

_____ _____
HR SOLUTIONS QUESTION 5A

✓**2**. *Footnote 1*

[1] *Any changes to this agreement will only be valid if they are in writing and have been agreed to and signed by both parties.*

EXAMINATION NUMBER (COMPUTER NUMBER) QUESTION 5C

CONTRACT[1] OF EMPLOYMENT: INTERNSHIP

✓**1**. *Change to 5C 4 contracts*
✓**2**. *Footnote 1 on all contracts*

Entered into between:

HR SOLUTIONS
(hereafter referred to as "the employer")

Address of employer: Rembrandt Square, Cape Town

and

✓**5**. *Data correct Contract 3*

Sisanda Maseti
43 Sesame Street
Cross Roads
(hereafter referred to as "the employee")

Commencement: This contract will begin on 1 September 2019 and continue for 18 months.

Place of work: KUILSRIVIER

Job description: INTERN: Human Resources

Termination of employment: Either party can terminate this agreement with four weeks' written notice.

Salary: The employee's salary shall be paid in cash on the last working day of every month and shall be: R3 500.

The employee shall be entitled to the following allowances in kind:

Meals per week/month to the value of:	300.00
Accommodation per week/month to the value of:	650.00
A weekly/monthly transport allowance of:	200.00
The total value of the above allowances shall be:	R 1,150.00

The employer shall review the employee's salary after a period of 6 months.

Hours of work: Normal working hours will be from 08:30 to 16:30 on Mondays to Fridays.

Annual leave: The employee is entitled to 25 days' paid leave after 12 months of continuous service.

General: Any changes to this agreement will only be valid if they are in writing and have been agreed and signed by both parties.

Thus agreed and signed on this …… day of …….. 20…..

_____ _____
HR SOLUTIONS Sisanda Maseti

✓**2**. *Footnote 1*

[1] *Any changes to this agreement will only be valid if they are in writing and have been agreed to and signed by both parties.*

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EXAMINATION NUMBER (COMPUTER NUMBER) QUESTION 5C

CONTRACT[1] OF EMPLOYMENT: INTERNSHIP

✓**1.** *Change to 5C 4 contracts*
✓**2.** *Footnote 1 on all contracts*

Entered into between:

HR SOLUTIONS
(hereafter referred to as "the employer")

Address of employer: Rembrandt Square, Cape Town

and

✓**6.** *Data correct Contract 4*

Talitha Kotze
53 Main Street
Caledon
(hereafter referred to as "the employee")

Commencement: This contract will begin on 1 October 2019 and continue for 18 months.

Place of work: HERMANUS

Job description: INTERN: Finance

Termination of employment: Either party can terminate this agreement with four weeks' written notice.

Salary: The employee's salary shall be paid in cash on the last working day of every month and shall be: R4 000.

The employee shall be entitled to the following allowances in kind:

Meals per week/month to the value of:	300.00
Accommodation per week/month to the value of:	650.00
A weekly/monthly transport allowance of:	200.00
The total value of the above allowances shall be:	R 1,150.00

The employer shall review the employee's salary after a period of 6 months.

Hours of work: Normal working hours will be from 08:00 to 16:00 on Mondays to Fridays.

Annual leave: The employee is entitled to 15 days' paid leave after 12 months of continuous service.

General: Any changes to this agreement will only be valid if they are in writing and have been agreed and signed by both parties.

✓**7.** *Original contract used, no missing text*
✓**8.** *4 contracts printed*
✓**9.** *Any other manipulation error*

Thus agreed and signed on this ..... day of ..... 20.....

_____ _____
HR SOLUTIONS Talitha Kotz

✓**2.** *Footnote 1*

T 6

[1] *Any changes to this agreement will only be valid if they are in writing and have been agreed to and signed by both parties.*

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QUESTION 5C	
MANIPULATION: 6	
1	EXAMINATION NUMBER (left), QUESTION 5C on all contracts
2	Footnote number 1 on all contracts
3	Record 1 correct (ALL fields same as 5A)
4	Record 2 correct (ALL fields same as 5A)
5	Record 3 correct (All fields same as 5A)
6	Record 4 correct (ALL fields same as 5A)
7	Original contract used (5B), no missing text
8	4 contracts printed
9	Any other manipulation error
6A omitted: Do NOT award marks 3–6 Only 1 contract: Do NOT award marks 3 – 6 en 8	

T
6

(6)

HR SOLUTIONS EXAM NO (COMPUTER NO) CAPE TOWN Administration	**HR SOLUTIONS** QUESTION 5A BELLVILLE Catering	**HR SOLUTIONS** Sisanda Maseti KUILSRIVIER Human Resources	**HR SOLUTIONS** Talitha Kotze HERMANUS Finance
HR SOLUTIONS	**HR SOLUTIONS**	**HR SOLUTIONS**	**HR SOLUTIONS**
HR SOLUTIONS	**HR SOLUTIONS**	**HR SOLUTIONS**	**HR SOLUTIONS**
HR SOLUTIONS	**HR SOLUTIONS**	**HR SOLUTIONS**	**HR SOLUTIONS**
HR SOLUTIONS	**HR SOLUTIONS**	**HR SOLUTIONS** EXAMINATION NUMBER	**HR SOLUTIONS** QUESTION 5D

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QUESTION 5D	
ACCURACY: 2	
1	EXAMINATION NUMBER and QUESTION 5D keyed in correctly
1	HR SOLUTIONS keyed in correctly

MANIPULATION: 15	
1	20 labels (4 × 5)
2	Landscape
3	Display all borders: Single borders
4	Font: Century Gothic 12 pt
5	**HR SOLUTIONS** on ALL labels
6	Centred and bold
7	Correct picture on all labels
8	Picture bottom right
9	Text wrap, text (data) left-aligned
10	Correct fields and field order on labels with data
11	Label 1: EXAM NO (COMP NO), CAPE TOWN, Administration
12	Label 2: QUESTION 5A, BELLVILLE, Catering
13	Label 3: Sisanda Maseti, KUILSRIVIER, Human Resources
14	Label 4: Talitha Kotze, HERMANUS, Finance
15	EXAMINATION NUMBER second last label
16	QUESTION 5D last label
17	Merge completed. Primary document not printed. Not evidence of real merging process, e.g. any spelling/upper/lower case mistakes in the original data will be in this document as well.
18	EXAMINATION NUMBER/QUESTION 5D not inserted as header or footer
19	Upper case/lower case, letter spaces, line spacing, any other manipulation error

(17)
[73]

✓**1**. *Exam no (left), Q6 (right) header* ✓**2**. *Margins 1.27 cm* ✓**3**. *Calibri 12 pt (header/footer/footnote included)*

EXAMINATION NO (COMP NO) QUESTION 6

✓**4**. *One column*
✓**5**. *Double top border 1½ pt*

BASIC CONDITIONS OF EMPLOYMENT ACT

WORKING TIME*

✓**7**. *Bold, 18 pt*
✓**8**. *Upper case, centre*
✓**9**. *Insert footnote (*)*
✓**6**. *Double bottom border 1½ pt*
✓**10**. *Columns: Correct text inserted (copied)*

✓**11**. *3 columns* ✓**12**. *Vertical lines* ✓**13**. *Column breaks correct*

ORDINARY HOURS OF WORK

A worker must NOT work more than:

- 45 hours in any week.
- Nine hours a day if a worker works five days or less a week.
- Eight hours a day if a worker works more than five days a week.

✓**14**. *Headings: uc, bold*

OVERTIME

✓**15**. *Paragraphs: Bullets*
✓**16**. *Correct bullet* ✓**17**. *On margin*

- If overtime is needed, workers must agree to do it.
- Overtime must be paid at 1,5 times the workers' normal pay or, by agreement, with paid time off.
- Flexibility of working time can be negotiated if there is a collective agreement with a registered trade union.

✓**18**. *Insert footnote in italics (*)*

MEAL BREAKS AND REST PERIODS

- A worker must have a meal break of 60 minutes after five hours' work.
- A worker must have a daily rest period of 12 continuous hours and a weekly rest period of 36 continuous hours, which, unless otherwise agreed, must include Sunday.

SUNDAY WORK

- A worker who sometimes works on a Sunday must get double pay.
- A worker who normally works on a Sunday must be paid at 1,5 times the normal wage.
- There may be an agreement for paid time off instead of overtime pay.

✓**24**. *Landscape*
✓**25**. *One A4 page*
✓**26**. *Line spacing*
✓**27**. *Letter spaces*
✓**28**. *Any other manipulation error*

NIGHT WORK

- Workers working between 18:00 at night and 06:00 in the morning must get extra pay or be able to work fewer hours for the same amount of money.
- Transport must be available but not necessarily provided by the employer.
- Workers who usually work between 23:00 at night and 06:00 in the morning are entitled to regular medical check-ups.

PUBLIC HOLIDAYS

✓**19**. *Justify*
✓**20**. *Hyphenation Yes*

- Workers must be paid for any public holiday that falls on a working day.
- Work on a public holiday is by agreement and paid at double the rate.
- A public holiday is exchangeable by agreement.

A	M	T
2	25	27

* *This section does not apply to senior managers, sales staff who travel and workers who work less than 24 hours a month.*

FOOTER: ✓**21**. *Double top border*
✓**22**. *Insert correct picture below border, centre*
✓**23**. *Size: ± 1 cm x 1 cm (square)*

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QUESTION 6	
ACCURACY: 2	
1	EXAMINATION NUMBER and QUESTION 6
2	Footnote keyed in correctly

MANIPULATION : 25	
1	Header: EXAMINATION NUMBER (left), QUESTION 6 (right)
2	Margins 1.27 cm/0.5"
3	Calibri 12 pt (header/footer/footnote included)
4	One column
5	Double top border 1½ pt
6	Double bottom border 1½ pt
7	[BASIC CONDITIONS OF EMPLOYMENT ACT] and [WORKING TIME*] bold, 18 pt
8	[BASIC CONDITIONS OF EMPLOYMENT ACT] and [WORKING TIME*] capital letters, centre
9	Insert footnote using * as footnote number (Check it's not a superscript character)
10	Correct text inserted (copied): [**ORDINARY HOURS OF WORK** … exchangeable by agreement.]
11	Text divided in 3 columns
12	Vertical line between the columns
13	Column breaks correct: Text divided between columns
14	Headings: Capital letters, bold
15	Paragraphs: Bullets
16	Correct bullets used (↳)
17	Bullets on margin (indent decreased)
18	Insert footnote in italics (*) (Check if it isn't just a superscript character)
19	Paragraphs justified
20	Hyphenation Yes
21	Footer: Double top border inserted
22	Correct picture inserted below border, centred
23	Size of picture changed to 1 cm x 1 cm (square)
24	Landscape orientation
25	Document fits on one A4 page (Check for cut-off text)
26	Line spacing
27	Letter spaces
28	Any other manipulation error

A	**M**	**T**
2	**25**	**27**

[27]

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EXAMINATION NUMBER (COMPUTER NO)

✓ **1.** *Exam no left, QUESTION 7 right*
✓ **2.** *Margins 1.27 cm*
✓ **3.** *Lucida Sans Typewriter 12 pt (All text, header and page numbers)*
✓ **4.** *Insert text box*
✓ **5.** *Bold, italics, 24pt and centred*

QUESTION 7

FOR WHOM IS THIS ACT MEANT?

‡

The act applies to all workers and employers except members of the National Defence Force, National Intelligence Agency, South African Secret Service and unpaid volunteers working for charities.

‡

$$Basic\ conditions \approx \frac{Working\ time - Leave}{\sqrt[5]{Family\ responsibility}} - \sum Sick\ leave$$

✓ **6.** *Insert equation inline (left) and 18pt*

✓ **7** *Basic conditions ≈ correct & part of equation*

✓ **8** *Fraction − correct & part of equation*

✓ **9** *$\sum Sick\ leave$ correct & part of equation*

✓ **10.** *Page breaks, all pages*

✓ **11.** *Insert page numbers on all pages*
✓ **12.** *Bottom centre*

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EXAMINATION NUMBER (COMPUTER NO) QUESTION 7

✓ ***13.*** *Centre only page 2 vertically*

A. WORKING TIME

This section does not apply to senior managers (those who can hire, discipline and fire), sales staff who travel and workers who work less than 24 hours a month.

a) Ordinary Hours of Work

1. A worker must NOT work more than:

(i) 45 hours in any week.
(ii) Nine hours a day if a worker works five days or less a week.
(iii) Eight hours a day if a worker works more than five days a week.

b) Overtime

1. If overtime is needed, workers must agree to do it.
2. Overtime must be paid at 1,5 times the workers' normal pay or, by agreement, with paid time off.
3. Flexibility of working time can be negotiated if there is a collective agreement with a registered trade union.

✓ ***10.*** *Page breaks, all pages*

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EXAMINATION NUMBER (COMPUTER NO) QUESTION 7

c) Meal Breaks and Rest Periods

1. A worker must have a meal break of 60 minutes after five hours' work.
2. A worker must have a daily rest period of 12 continuous hours and a weekly rest period of 36 continuous hours, which, unless otherwise agreed, must include Sunday.

d) Sunday Work

1. A worker who sometimes works on a Sunday must get double pay.
2. A worker who normally works on a Sunday must be paid at 1,5 times the normal wage.
3. There may be an agreement for paid time off instead of overtime pay.

e) Night Work

1. Workers working between 18:00 at night and 06:00 in the morning must get extra pay or be able to work fewer hours for the same amount of money.
2. Transport must be available but not necessarily provided by the **EMPLOYER**.
3. Workers who usually work between 23:00 at night and 06:00 in the morning are entitled to regular medical check-ups.

f) Public Holidays

1. Workers must be paid for any public holiday that falls on a working day.
2. Work on a public holiday is by agreement and paid at double the rate.
3. A public holiday is exchangeable by agreement.

✓ ***14.*** *Find and replace* employer *with* **EMPLOYER** *(4x)*
✓ ***15.*** *Upper case, bold, underlined*

✓ ***10.*** *Page breaks, all pages*

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EXAMINATION NUMBER (COMPUTER NO) QUESTION 7

B. LEAVE

a) Annual Leave

1. A worker can take up to 21 continuous days' annual leave or by agreement, one day for every 17 days worked or one hour for every 17 hours worked.

(i) Leave must be taken not later than six months after the end of the leave cycle.

(ii) An **EMPLOYER** can only pay a worker instead of giving leave if that worker leaves the job.

b) Sick Leave

1. A worker can take up to six weeks' paid sick leave during a 36-month cycle.
2. During the first six months, a worker can take one day's paid sick leave for every 26 days worked.

c) Maternity Leave

1. A pregnant worker can take up to four continuous months of maternity leave.

d) Family Responsibility Leave

1. Full-time workers employed longer than four months can take three days' paid family responsibility leave per year.
2. An **EMPLOYER** may want proof that this leave was needed.

✓ ***10.*** *Page breaks, all pages*

(a) *Format correct (number format and number order)*
(b) *Correct text selected*
(c) *Hanging indent and indent on subparagraphs*

Automatic paragraph numbering:

✓✓✓ ***16(a), 17(b) & 18(c)*** *Level 1: A.*

✓✓✓ ***19(a), 20(b) & 21(c)*** *Level 2: a)*

✓✓✓ ***22(a), 23(b) & 24(c)*** *Level 3: 1.*

✓✓✓ ***25(a) & 26(b) & 27(c)*** *Level 4: (i), right-aligned*

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C. TERMINATION OF EMPLOYMENT

a) Notice

A worker or **EMPLOYER** must give notice to end an employment contract of not less than:

1. One week, if employed for six months or less.
2. Two weeks, if employed for more than six months but not more than one year.
3. Four weeks, if employed for one year or more.

b) Certificate of Service

When a job ends, a worker must be given a certificate of service.

28. *Justification*

29. *Hyphenation*

30. *Line spacing and any other manipulation error*

A	M	T
2	26	28

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QUESTION 7
ACCURACY: 2
Spelling errors in header Spelling errors in text of equation

MANIPULATION: 26	
1.	**HEADER:** [EXAMINATION NUMBER (COMPUTER NUMBER)] left-aligned and correct; [QUESTION 7] right-aligned and correct
2.	Margins 1.27 cm/0.5"
3.	Document Lucida Sans Typewriter 12 pt. All text including header and page numbers
4.	Insert text box around text
5.	**[FOR WHOM IS THIS ACT MEANT?]** bold, 24 pt and centred
6.	Insert equation inline (left) and 18 pt
7.	*[Basic conditions* $\approx]$ correct and part of equation
8.	*[Fraction* $-]$ correct and part of equation
9.	$[\sum Sick\ leave]$ correct and part of equation
10.	Page breaks, all pages
11.	Insert page numbers on all pages
12.	Bottom centred
13.	Only page 2 vertically centred
14.	Correct function used to find and replace "employer" with **EMPLOYER** (4x). Check on page 1 that "Find whole words" was used. Employers not changed to **EMPLOYER**s or **EMPLOYERS** (function not used). If a space before or after EMPLOYER is underlined, the function was not used (e.g. **.EMPLOYER**).
15.	Capital letters, bold, underlined. Only awarded if the function was used (4 words found)
	Automatic paragraph numbering function not used and/or incorrect **(Each level are marked according to the following)**
	(a) Format correctly set up (Number format and numbers continue correctly, e.g. a), b), c) or (i), (ii), (iii), etc.
.	(b) Correct text selected
	(c) Hanging indent and indent on subparagraphs
16, 17, 18.	Level 1 correct: A.
19, 20, 21.	Level 2 correct: a)
22, 23, 24.	Level 3 correct: 1.
25, 26, 27.	Level 4 correct: (i), right-aligned
28.	Justification
29.	Hyphenation
30.	Line spacing, uc/lc (on equation also) and any other manipulation error

A	**M**	**T**
2	**26**	**28**

[28]

✓ **1.** *EXAMINATION NO left, QUESTION 8 right*

EXAMINATION NUMBER QUESTION 8

✓ **2.** *Margins 1.27 cm*
✓ **3.** *Rockwell 12 pt and 16 pt heading (All text, header and page numbers)*
✓ **4.** *No page number top*

FOR WHOM IS THIS ACT MEANT?

≠

TABLE OF CONTENTS **PAGE**

✓ **5.** *Delete paragraph and equation*
✓ **6.** *Insert* **TABLE OF CONTENTS** *(left)* **PAGE** *(right)*
✓ **7.** *Upper case, bold, 16 pt*

≠

A. WORKING TIME 10
a) Ordinary Hours of Work 10
b) Overtime 11
c) Meal Breaks and Rest Periods 12
d) Sunday Work 12
e) Night Work 13
f) Public Holidays 13
B. LEAVE 14
a) Annual Leave 14
b) Sick Leave 14
c) Maternity Leave 15
d) Family Responsibility Leave 15
C. TERMINATION OF EMPLOYMENT 16
a) Notice 16
b) Certificate of Service 16

✓ **8.** *Generate TOC*
✓ **9.** *Correct titles*
✓ **10.** *Correct page numbers*
✓ **11.** *Page numbers right-aligned with leader dots*

✓ **12.** *Page numbers (bottom, centre) deleted*

✓ **13.** *Page breaks*

EXAMINATION NUMBER 17 QUESTION 8

INDEX ✓***14***. **INDEX**: *Left*, **PAGE**: *Right, upper case, 16 pt, bold* **PAGE**

agreement 11, 12, 13, 14
Leave 14, 15
meal break 12
overtime 11, 12
public holiday 13
Sunday 12
wage 12
worker 10, 12, 14, 15, 16

✓***15.*** *Generate Index*
✓***16***. *Correct words*
✓***27.*** *Correct page numbers*
✓***18***. *Page numbers right with leader dots*
✓***19***. *Two columns*

✓***20.*** *Page numbers top, centred, in line*
✓***21.*** *Page number 17*

✓***22.*** *Correct two pages printed*
✓***23.*** *TOC and INDEX inserted in correct position*
✓***24***. *Line spacing*
✓***25***. *Letter spaces, any other manipulation errors*

A	M	T
1	21	22

QUESTION 8	
ACCURACY: 1	
1	[TABLE OF CONTENTS], [INDEX] and [PAGE] keyed in correctly
MANIPULATION: 21	
1	[EXAMINATION NUMBER (COMPUTER NO)] left-aligned and [QUESTION 8] right-aligned and/or correct
2	Margins 1.27 cm/0.5"
3	Document Rockwell 12 pt, except heading in text box 16 pt
4	NO page number on first page
5	Delete paragraph and equation
6	Insert **[TABLE OF CONTENTS]** (left) and **[PAGE**] (right)
7	Both upper case, bold, 16 pt
8	Generate **TABLE OF CONTENTS**
9	Correct titles
10	Correct page numbers
11	Page numbers right-aligned with leader dots
12	Page number (bottom, centre) deleted
13	Page breaks
14	**INDEX**: Left, capital letters, 16 pt, bold and/or **PAGE**: Right, capital letters, 16 pt, bold
15	Generate **INDEX**
16	Correct words
17	Correct page numbers
18	Page numbers right with leader dots
19	Two columns
20	Page numbers top, centered, in line with the [EXAMINATION NO] and [QUESTION 8]
21	Page number: 17
22	Correct two pages printed
23	[TABLE OF CONTENTS] and [INDEX] inserted in correct position according to instructions
24	Line spacing
25	Letter spaces, any other manipulation errors

A	M	T
1	21	22

[22]

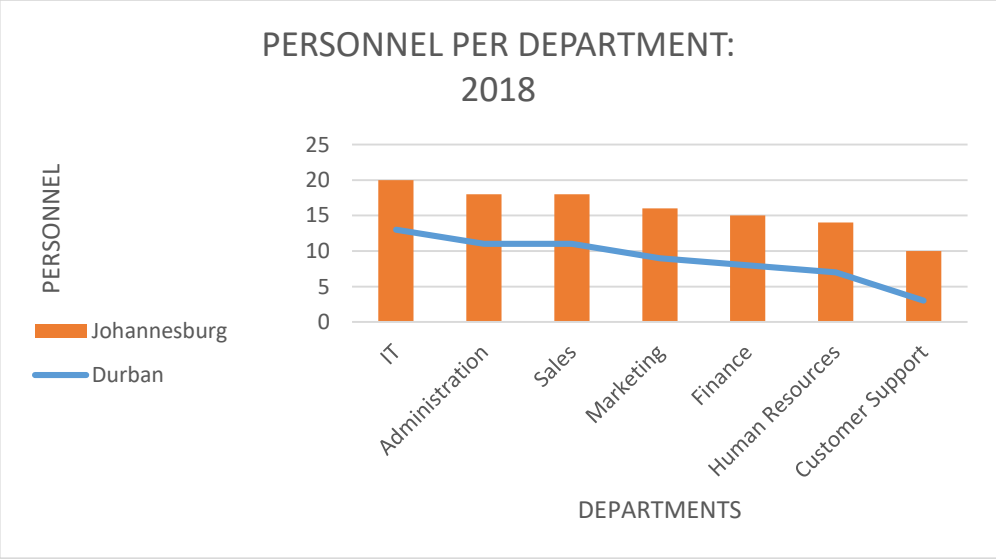
EXAMINATION NUMBER (COMPUTER NUMBER) QUESTION 9

PERSONNEL PER DEPARTMENT 1. EXAMINATION NUMBER (COMPUTER NUMBER) and QUESTION 9 header

Department	**Cape Town**	**Durban**	**Johannesburg**
IT	15	13	20
Administration	13	11	18
Sales	13	11	18
Marketing	11	9	16
Finance	10	8	15
Human Resources	9	7	14
Customer Support	5	3	10

2. Sort on Johannesburg data in descending order
3. Corresponding data sorted
4. Chart as inserted as object in sheet and no overlapping of data

5. Mixed/Combo chart
6. Selection - Johannesburg column
   Durban - line chart



7. Correct chart title - 2 lines

8. Legend - left
9. Legend - information display
   Branches not series 1, 2

10. Vertical axis title

11. Horizontal axis title

12. X-axis information correct (Departments not 1, 2, 3)

13. Fit on one page, landscape without row and column headings

14. Other (uc/lc, etc.)

A	**M**	**T**
3	**12**	**15**

QUESTION 9
ACCURACY: 3
1. Chart title: [PERSONNEL PER DEPARTMENT: 2018] and [EXAMINATION NUMBER] and [QUESTION NUMBER]
2. X-axis title: [DEPARTMENTS]
3. Y-axis title: [PERSONNEL]

A	M	T
3	12	15

QUESTION 9: MANIPULATION: 12
- ✓1. Insert [EXAMINATION NUMBER (COMPUTER NO)] and [QUESTION 9] in header
- ✓2. Sort on Johannesburg - descending order
- ✓3. Corresponding data sorted correctly
- ✓4. Chart inserted as an object in data sheet. Below the data - No overlapping
- ✓5. Chart type: Combo/Mixed chart
- ✓6. Correct data selection: Johannesburg column chart; Durban line chart
- ✓7. Correct chart titles in 2 rows
- ✓8. Legend displayed - left
- ✓9. Data selection correct in legend. Display the branches Johannesburg and Durban (not series 1, 2, 3)
- ✓10. Y-axis title: [PERSONNEL]
- ✓11. X-axis title: [DEPARTMENTS]
- ✓12. X-axis data selection correct (Departments - not 1, 2, 3)
- ✓13. Data and chart printed on one page landscape without row and column headings
- ✓14. Any other manipulation errors, e.g. uc/lc; letter spaces, etc.

[15]

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EXAM NUMBER (COMPUTER NUMBER) QUESTION 10A

✓ (1) Exam no (left) ✓ (1) QUESTION 10A (right) both in header



✓ (6) λ correct picture
✓ (7) Picture style: Drop Shadow Rectangle
✓ (8) Size: 2.54 cm x 2.54 cm

HR Solutions

Success through people …

✓ (2) Merge and centre A1:I1
✓ (3) Light grey shading
✓ (4) Bookman Old Style 48 pt
✓ (5) Text wrap and Arial Rounded MT Bold 14 pt

Employee salaries

✓ (9) Arial Rounded MT Bold 18 pt

Date: 28/02/2018 ✓ (10) dd/mm/yyyy and Hire date ✓ (11) Insert [Date:] and headings

Name	Occupation	Salary notch	Tax rate	Tax	Annual salary	Hire date	Years of service	Bonus
			✓ (13) ✓ (14)	✓ (15) ✓ (16)	✓ (17) ✓ (18)	✓ (19) λ	✓ (20) ✓ (21)	✓ (22) ✓ (23)
Arries, JK	Admin clerk	R 130 000,00	18%	R 23 400,00	R 106 600,00	01/12/2000	17,2	R 15 000,00
Dini, DE	CFO	R 520 000,00	36%	R 187 200,00	R 332 800,00	01/11/2002	15,3	R 15 000,00
Ezaus, C	COO	R 520 000,00	36%	R 187 200,00	R 332 800,00	01/10/2004	13,4	R 1 000,00
Jones, I	Personal assistant	R 190 000,00	26%	R 49 400,00	R 140 600,00	01/09/2006	11,5	R 1 000,00
Moshabi, F	Accountant	R 325 000,00	31%	R 100 750,00	R 224 250,00	01/08/2008	9,6	R 500,00
Nene, AB	CEO	R 650 000,00	39%	R 253 500,00	R 396 500,00	01/07/2010	7,7	R 500,00
Sitzer, GH	HR officer	R 280 000,00	26%	R 72 800,00	R 207 200,00	01/06/2012	5,7	R 500,00
Smith, L	Office manager	R 140 000,00	18%	R 25 200,00	R 114 800,00	01/05/2014	3,8	R 0,00
Zeze, MN	Call centre operator	R 105 000,00	18%	R 18 900,00	R 86 100,00	01/04/2016	1,9	R 0,00

✓ (12) B, ↔

✓ (24) Copy formulae

Taxable income	Tax rate
R 0	18%
R 189 881	26%
R 296 541	31%
R 410 461	36%
R 555 601	39%
R 708 311	41%
R 1 500 001	45%

Years of service	0	5	10	15	20
Bonus	R 0	R 500	R 1 000	R 15 000	R 20 000

✓(25) R, 2 decimals
✓(26) %, 0 decimal (Tax rate)
✓(27) Number, 1 decimal (Years of service)

✓(28) Horizontal borders
✓(29) Vertical borders

A	M	T
7	28	35

✓(30) Uc/lc
✓(31) Font: Arial 10 pt/Letter spaces
✓(32) Correct cells/Open rows
✓(33) Column width and row height
✓(34) 1 Page, landscape
✓(35) Any other manipulation errors

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QUESTION 10A
TOTAL: 35

ACCURACY:	**7**
Any keying in error in all text entered EXAM NO or QUESTION 10A	

MANIPULATION: 28	
1	[Examination number] and [Computer number] left-aligned and [QUESTION 10A] right-aligned and/or incorrect (both in header)
2	Merge and centre row 1: Column A-I
3	Light grey shading to the merged cells
4	Main heading inserted in row 1, Font - Bookman Old 48 pt
5	Apply text wrap correctly in row 1. Second line in row 1: Font Arial Rounded MT Bold 14 pt
6	Insert picture: HR Logo in correct position
7	Picture style: Drop Shadow Rectangle
8	Picture: Size - 2.54 cm/1" x 2.54 cm/1"
9	[Employee salaries] inserted in font Arial Rounded MT Bold 18 pt
10	Correct date format dd/mm/yyyy
11	[Date:], [Tax rate], [Tax], [Annual salary], [Hire date], [Years of service] and [Bonus] inserted
12	All column headings: Bold and centre
13	Correct answer for [Tax rate] (1st value)
14	Answer copied down correctly for the rest of the column. All values correct
15	Correct answer for [Tax] (1st value)
16	Answer copied down correctly for the rest of the column. All values correct
17	Correct answer for [Annual salary] (1st value)
18	Answer copied down correctly for the rest of the column. All values correct
19	[Hire date] - values inserted and correctly formatted
20	Correct answer for [Years of service] (1st value)
21	Answer copied down correctly for the rest of the column. All values correct
22	Correct answer for [Bonus] (1st value)
23	Answer copied down correctly for the rest of the column. All values correct
24	Copy formulae - no empty spaces. Accept incorrect answers
25	[Salary notch]; [Tax]; [Annual salary] and [Bonus] displayed as currency with 2 decimals
26	[Tax rate] displayed as % with 0 decimals
27	[Years of service] displayed as a number with 1 decimal
28	All horizontal borders
29	All vertical borders
30	Uc/lc
31	Font: Arial 10 pt/Letter spaces
32	Correct cells/Open rows
33	Column widths and row heights correct
34	1 Page, landscape
35	Any other manipulation error

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(35)

EXAMINATION NUMBER (COMPUTER NUMBER)

QUESTION 10B

✓ **(1) Change question number to 10B**

✓ **(3) Hide columns A-C**

✓ **(2) Row and column headings**

HR Solutions

Success through people …

Tax rate	Tax	Annual salary	Hire date	Years of service	Bonus
✓(4) ✓(5) ✓(6) ✓(7)	✓(8)	✓(9)		✓(10) ✓(11)	✓(12) ✓(13) ✓(14) ✓(15)
=VLOOKUP(C9;TAX;2)	=C9*D9	=C9-E9	36861	=(B5-G9)/365,25	=HLOOKUP(H9;BONUS;2)
=VLOOKUP(C10;TAX;2)	=C10*D10	=C10-E10	37561	=(B5-G10)/365,25	=HLOOKUP(H10;BONUS;2)
=VLOOKUP(C11;TAX;2)	=C11*D11	=C11-E11	38261	=(B5-G11)/365,25	=HLOOKUP(H11;BONUS;2)
=VLOOKUP(C12;TAX;2)	=C12*D12	=C12-E12	38961	=(B5-G12)/365,25	=HLOOKUP(H12;BONUS;2)
=VLOOKUP(C13;TAX;2)	=C13*D13	=C13-E13	39661	=(B5-G13)/365,25	=HLOOKUP(H13;BONUS;2)
=VLOOKUP(C14;TAX;2)	=C14*D14	=C14-E14	40360	=(B5-G14)/365,25	=HLOOKUP(H14;BONUS;2)
=VLOOKUP(C15;TAX;2)	=C15*D15	=C15-E15	41061	=(B5-G15)/365,25	=HLOOKUP(H15;BONUS;2)
=VLOOKUP(C16;TAX;2)	=C16*D16	=C16-E16	41760	=(B5-G16)/365,25	=HLOOKUP(H16;BONUS;2)
=VLOOKUP(C17;TAX;2)	=C17*D17	=C17-E17	42461	=(B5-G17)/365,25	=HLOOKUP(H17;BONUS;2)

OR =YEARFRAC(G9,B5)

✓**(16) Formulae copied**

✓ **(18) Correct cells**
✓ **(19) Column width**
✓ **(20) 1 Page; Landscape**

No formulae displayed - Loose marks 4-16 and 18-19

✓**(17) Hide reference tables**

M	T
17	17

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QUESTION 10B **MANIPULATION: 17**	
1	Change Question 10A to 10B
2	Print with row and column headings
3	Hide columns A-C
4, 5, 6, 7	Correct formulae - 1 mark for each section used - loose mark 7 once Range name: do not penalise for accuracy and uc/lc
8	Correct formulae
9	Correct formulae
10, 11	Correct formulae OR =YEARFRAC(G9,B5). Use absolute cell reference
12, 13, 14, 15	Correct formulae - 1 mark for each section used - loose mark 7 once Range name: do not penalise for accuracy and uc/lc
16	Formulae copied. No formulae displayed - loose marks 4-16 and 18-19
17	Hide reference tables
18	Correct cells used
19	Column widths
20	One page, landscape

(17)
[52]

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EXAMINATION NUMBER (COMPUTER NUMBER) QUESTION 11A
✓ **(1) Examination number (left)** ✓ **(1) Question number (right) (both in header)**

HR Solutions

✓**(2) Bookman Old Style 48 pt**

WEEKLY SALARY CALCULATION ✓ **(3) Arial 14 pt, bold**

EMPLOYEE:	ZEZE, MN	CURRENT DATE:	09-11-2018
		NORMAL TIME RATE: R	45,00
APPOINTMENT DATE:	02-12-2000	OVERTIME RATE: R	67,50

	NORMAL TIME		QUANTITY	OVERTIME		QUANTITY	
WEEKDAY	**IN**	**OUT**	**NORMAL TIME**	**IN**	**OUT**	**OVER-TIME**	
MONDAY	8:00	16:00	8,0	18:00	20:00	2,0	✓**(7)**
TUESDAY	8:30	17:00	8,5			0,0	
WEDNESDAY	9:00	16:30	7,5			0,0	
THURSDAY	8:00	16:00	8,0			0,0	
FRIDAY	8:00	16:00	8,0			0,0	
SATURDAY			0,0			0,0	
SUNDAY			0,0	8:00	16:00	8,0	✓**(8) Copy formulae**
			✓**(6)**				
TOTAL HOURS:			40,0 ✓**(10)**			10,0	✓**(11)**
NORMAL TIME SALARY:			R 1 800,00 ✓**(12)**				
OVERTIME SALARY:			R 675,00 ✓**(13)**				
BONUS:			R 500,00 ✓**(14)**				
TOTAL WEEKLY SALARY:			R 2 975,00 ✓**(15)**				

✓**(4) Merge cells**
✓**(5) Column headings: bold and centre**
✓**(9) Bold**

✓**(16) Correct date format: dd-mm-yyyy**
✓**(17) Correct time format: hh:mm**
✓**(18) Number, 1 decimal (Quantity Normal and -Overtime, Total hours)**
✓**(19) Currency with 2 decimals**
✓**(20) All horizontal borders**
✓**(21) All vertical borders**
✓**(22) Font: Arial 10 pt**
✓**(23) Uc/lc**
✓**(24) Letter spaces**
✓**(25) Open rows/correct cells**
✓**(26) Column width/row heights**
✓**(27) 1 Page, landscape**
✓**(28) Other**

A	M	T
8	22	30

(30)

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QUESTION 11A
TOTAL: 30

ACCURACY: 8
Any keying in error in all text EXAMINATION NUMBER and QUESTION NUMBER

MANIPULATION: 22	
1	[EXAMINATION NUMBER] and [COMPUTER NUMBER] left-aligned and [QUESTION 11A] right-aligned and/or incorrect (both in header)
2	Main heading inserted in row 1, Bookman Old 48 pt
3	Subheading Arial 14 pt
4	Column headings: Cells merged correctly: (A9:A10), (B9:C9), (D9:D10), (E9:F9), (G9:G10)
5	All column headings bold and centred
6	Correct answer: [QUANTITY NORMAL TIME]
7	Correct answer: [QUANTITY OVERTIME]
8	Formula copied down correctly for [QUANTITY NORMAL TIME] and [QUANTITY OVERTIME]. All results correct
9	Text inserted in bold
10	Correct answer for [TOTAL HOURS] – NORMAL TIME
11	Correct answer for [TOTAL HOURS] – OVERTIME
12	Correct answer for [NORMAL TIME SALARY]
13	Correct answer for [OVERTIME SALARY]
14	Correct answer for [BONUS]
15	Correct answer for [TOTAL WEEKLY SALARY]
16	Correct date format dd-mm-yyyy
17	Correct time format hh:mm
18	[QUANTITY NORMAL TIME], [QUANTITY OVERTIME] and [TOTAL HOURS] displayed as number with 1 decimal
19	[NORMAL TIME RATE], [OVERTIME RATE], [NORMAL TIME SALARY], [OVERTIME SALARY], [BONUS] and [TOTAL WEEKLY SALARY] displayed as currency with 2 decimals
20	All horizontal borders
21	All vertical borders
22	Font Arial 10 pt
23	Uc/lc
24	Letter spaces
25	Correct cells/Open rows
26	Column width/Row heights
27	1 Page, landscape
28	Any other manipulation errors

(30)

EXAMINATION NUMBER (COMPUTER NUMBER) QUESTION 11B

✓ **(1) Change to 11B**

	A	D	G	H
1	✓**(3) Hide column B, C** ✓**(2) Display row and column headings** ✓**(4) Hide column E, F** # HR Solutions			
2	**WEEKLY SALARY CALCULATION**			
3				
4	EMPLOYEE:		=TODAY() ✓ **(5)**	
5				
6			45	
7	APPOINTMENT DATE:		67,5	
8				
9				
10	**WEEKDAY**	**QUANTITY NORMAL TIME**	**QUANTITY OVER-TIME**	
11	MONDAY	=(C11-B11)*24 ✓ **(6)**	=(F11-E11)*24	✓ **(7)**
12	TUESDAY	=(C12-B12)*24	=(F12-E12)*24	
13	WEDNESDAY	=(C13-B13)*24	=(F13-E13)*24	
14	THURSDAY	=(C14-B14)*24	=(F14-E14)*24	✓ **(8) Formulae copied**
15	FRIDAY	=(C15-B15)*24	=(F15-E15)*24	
16	SATURDAY	=(C16-B16)*24	=(F16-E16)*24	
17	SUNDAY	=(C17-B17)*24	=(F17-E17)*24	
18				
19	**TOTAL HOURS:**	=SUM(D11:D17) ✓ **(9)**	=SUM(G11:G17)	✓ **(10)**
20				
21	**NORMAL TIME SALARY:**	=D19*G6	✓ **(11)**	
22	**OVERTIME SALARY:**	=G19*G7	✓ **(12)**	
23		✓ **(13)** ✓**(14)** ✓**(15)** ✓**(16)**		**OR**
24	**BONUS:**	=IF(G19>=10;500;0)		
25	**TOTAL WEEKLY SALARY:**	=SUM(D21:D22;D24)	✓ **(17)**	
26				
27		or =SUM(D21:D24)		
28			✓ **(18) Correct cells used**	
29			✓ **(19) Column width**	
30			✓ **(20) 1 Page, portrait**	
31				
32			**No formulae displayed - Loose marks 5-19**	
33				
34				
35			**M**	**T**
36			**17**	**17**
37				
38				

QUESTION 11B **MANIPULATION: 17**	
1	Change Question 11A to 11B
2	Print with row and column headings
3	Hide column B and C
4	Hide column E and F
5	Use =TODAY() OR =NOW()
6	Correct formulae
7	Correct formulae
8	Formulae copied. No formulae displayed - Loose marks 5-19
9	Correct function
10	Correct function
11	Correct formulae
12	Correct formulae
13, 14, 15, 16	Correct formulae - 1 mark for each section used
17	Correct function
18	Correct cells used
19	Column widths
20	One page, portrait

(17)
[47]

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EXAMINATION NUMBER (COMPUTER NUMBER) QUESTION 12A
✓ **(1) Examination number (left)** ✓ **(1) Question number (right) (both in header)**

HR Solutions ✓ **(2) Arial 18 pt, bold**

Employee Financial Planning



✓ **(3) Insert Shape: Right Arrow**

Savings for Pension: ✓ **(4) Bold, italics**		
Annual salary	R 145 000,00	
Employee contribution	7,50%	
Employer contribution	8,50%	
Total yearly contribution	R 23 200,00	✓ **(5)**
Interest rate (annual)	8,25%	
Years contributing	40	
Future Value ✓ (4)	R 6 419 951,73	✓ **(6)**

Vehicle Loan Payments: ✓ (4)		
Vehicle price	R 250 000,00	
Interest rate (annual)	12,25%	
Payment term (years)	5	
Monthly Payment ✓ (4)	R 5 592,75	✓ **(7)**

Investment Goal: ✓ (4)		
Interest rate (annual)	8,00%	
Years	20	
Monthly payment	R 500,00	
Present Value ✓ (4)	R 59 777,15	✓ **(8)**

✓**(9) R, 2 decimals**
✓**(10) %, 2 decimals (Interest rate)**

✓**(11) Borders**

✓**(12) Uc/lc**
✓**(13) Letter spaces**
✓**(14) Correct cells/Open rows**
✓**(15) Column width and row heights**
✓**(16) 1 Page, portrait**
✓**(17) Other**

A	M	T
7	11	18

(18)

QUESTION 12A
TOTAL: 18

ACCURACY:	**7**
Any error in all text keyed in EXAM NO or QUESTION 12A	

MANIPULATION: 11	
1	[Examination number] and [Computer number] left-aligned and [QUESTION 12A] right-aligned and/or incorrect (both in header)
2	Main heading inserted in row 1, Arial 18 pt, bold
3	Insert Shape - Right Arrow. Do not mark the length or width as long as it fits in the row and on the page
4	[Savings for Pension:], [Future Value], [Vehicle Loan Payments:], [Monthly Payment] and [Present Value] in bold and italics
5	Correct answer for [Total yearly contribution]
6	Correct answer for [Future Value]
7	Correct answer for [Monthly Payment]
8	Correct answer for [Present Value]
9	[Annual Salary], [Total yearly contribution]; [Future Value]; [Vehicle price], [Monthly Payment], [Present Value] displayed as currency with 2 decimals
10	[Employee contribution]; [Employer contribution]; [Interest rate (annual)] as percentage with 2 decimals
11	Borders correct
12	Uc/lc
13	Letter spaces correct
14	Correct cells/Open rows
15	Column widths and row heights correct
16	Printed on 1 page, portrait
17	Any other manipulation error

(18)

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EXAMINATION NUMBER (COMPUTER NUMBER) QUESTION 12B

✓ **(1) Change to 12B**

	A	B	C
1	**HR Solutions**	✓ (2) Display row and column headings	
2	Employee Financial Planning		
3			
4	***Savings for Pension:***		
5	Annual salary	145000	
6	Employee contribution	0,075	
7	Employer contribution	0,085	
8	Total yearly contribution	=(B5*B6)+(B5*B7)	✓ (3) OR =B5*(B6+B7)
9	Interest rate (annual)	0,0825	
10	Years contributing	40	
11		✓ (4) ✓ (5) ✓ (6) ✓ (7)	
12	***Future Value***	=FV(B9;B10;-B8)	
13			
14			
15	***Vehicle Loan Payments:***		
16	Vehicle price	250000	
17	Interest rate (annual)	0,1225	
18	Payment term (years)	5	
19		✓ (8) ✓ (9) ✓ (10) ✓ (11)	
20	***Monthly Payment***	=PMT(B17/12;B18*12;-B16)	✓(16) Correct cells used
21			✓(17) Column width
22			✓(18) Display gridlines
23	***Investment Goal:***		✓(19) Print centred on page
24	Interest rate (annual)	0,08	✓(20) 1 Page, portrait
25	Years	20	NO formulae displayed -
26	Monthly payment	500	Loose marks 3-17
27		✓ (12) ✓ (13) ✓ (14) ✓ (15)	
28	***Present Value***	=PV(B24/12;B25*12;-B26)	
29			
30			
31			
32			

A	M	T
7	11	18

QUESTION 12B
TOTAL: 18

MANIPULATION: 18	
1	Change Question 12A to 12B
2	Print with row and column headings
3	Correct formulae
4, 5, 6, 7	Correct formulae FV – 1 mark for each section
8, 9, 10, 11	Correct formulae PMT – 1 mark for each section
12, 13, 14, 15	Correct formulae PV – 1 mark for each section
16	Correct cells used
17	Column widths
18	Gridlines
19	Centre horizontally and vertically
20	One page, portrait
	No formulae displayed – Loose marks 3-17

(18)
[36]

TOTAL SECTION C: 150
GRAND TOTAL: 200

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