higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INTRODUCTORY INFORMATION PROCESSING N4

30 MAY 2019

This marking guideline consists of 29 pages.

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QUESTION 1: TIMED ACCURACY TEST

MARK THE SPEED WITH CARE ACCORDING TO THE ENCLOSED DEPARTMENTAL SCHEDULE.

MARK ACCURACY ERRORS ONLY

1. Indicate accuracy errors with a red slash (/).

2. One or more incorrect characters in a word = 1 error.

3. Do NOT penalise the following errors:

   - Margins
   - Line spacing
   - Hyphenation
   - Alignment
   - Display errors
   - Letter spaces at or between words
   - Capital/small letters
   - Line or paragraph left out and keyed in at another position

4. When the same word is repeatedly keyed in incorrectly (exactly the same error) it is penalised only once per question. Thereafter it is encircled as a repetitive error.

5. Omission of words: Count the first 5 strokes and thereafter every 10 strokes as 1 error each. If the last few strokes at the end are 5 or more, count as another error. If the last few strokes at the end are less than 5 ignore = 5/10/10.

6. If 25/30 wpm is not completed, count back as indicated in the marking guideline.

7. The highest mark obtained is indicated. The highest speed passed is indicated.

8. Indicate the speed obtained with Pass 25 wpm/Pass 30 wpm/Fail, where applicable, in the following way:

   AT THE END OF THE TIMED ACCURACY TEST:

   Pass 25 wpm/Pass 30 wpm/Fail
   Errors
   Mark

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INDICATE ON THE OUTSIDE OF THE FOLDER DIRECTLY NEXT TO THE MARK OBTAINED FOR QUESTION 1:

Pass 25 wpm/Pass 30 wpm/Fail

If the candidate did not hand in QUESTION 1, indicate by drawing a line through the block for the mark, next to QUESTION 1, on the outside of the FOLDER and write Fail at the appropriate positions.

INDICATE ON THE FRONT OF THE FOLDER JUST BELOW THE CIRCLE FOR THE MARKS OBTAINED:

Pass 25 wpm/Pass 30 wpm/Fail

9. Should a candidate fail the examination (less than 40%) and pass the timed accuracy test, the word Fail will replace the Pass 25 wpm/Pass 30 wpm, as a candidate cannot fail the examination paper as a whole and get recognition for the wpm.

10. THE MARK FOR TYPING TECHNIQUE (200) AND THE WORD PROCESSING MARK (100) ARE ADDED TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE).

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MARK SCHEDULE FOR TIMED ACCURACY TEST: 10 MINUTES

POSSIBLE MARKS	20	
NUMBER OF ERRORS	25 WPM	30 WPM
1	19	19
2	18	18
3	17	18
4	16	17
5	15	16
6	14	15
7	13	14
8	12	14
9	11	13
10	10	12
11	9	11
12	8 PASS	10
13	7	10
14	6	9
15	5	8 PASS
16	4	7
17	3	6
18	2	6
19	1	5
20	0	4
21		3
22		2
23		2
24		1
25		0

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SCHEDULE – ACCURACY

ERRORS	QUESTION 2 40 MARKS	QUESTION 3 45 MARKS	QUESTION 4 27 MARKS	QUESTION 5 16 MARKS	QUESTION 6 20 MARKS
0	40	45	27	16	20
1	36	41	23	12	16
2	32	37	19	8	12
3	28	33	15	4	8
4	24	29	11	0	4
5	20	25	7		0
6	16	21	3		
7	12	17	0		
8	8	13			
9	4	9			
10	0	5			
11		1			
12		0			

SCHEDULE – DISPLAY

ERRORS	QUESTION 2 10 MARKS	QUESTION 3 11 MARKS	QUESTION 4 7 MARKS	QUESTION 5 4 MARKS
0	10	11	7	4
1	8	9	5	2
2	6	7	3	0
3	4	5	1	
4	2	3	0	
5	0	1		
6		0		

NOTE:

ACCURACY = 4 MARKS PER ERROR ARE DEDUCTED
[INDICATE WITH A RED SLASH (/)]

DISPLAY = 2 MARKS PER ERROR ARE DEDUCTED
[INDICATE WITH A BLUE CROSS (X)]

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QUESTION 1

A succession of brutal murders of women and children in South Africa has sparked national outrage and calls for action to end persistent violence.

'We, as the citizens of this country, we must say enough is enough,' said the previous president of South Africa, Jacob Zuma, at a service for three-year-old rape and murder victim Courtney Pieters of Cape Town. 'This cannot be accepted. The police must double their effort. I don't know whether we need to introduce harsher laws or change the laws. This, I think, we must discuss. It's a crisis in the country.'

South Africa has long had high levels of rape and murder, but a rush of crimes in recent weeks has grabbed national attention.

The remains of 22-year-old Karabo Mokoena were buried Friday. Her charred body was found this month at an illegal dump in Johannesburg. Her boyfriend, who police say confessed to killing her, has been arrested. Well-known South African men have stepped up, calling on other men to take a stand.

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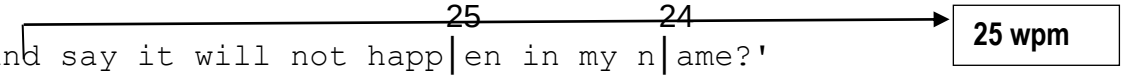
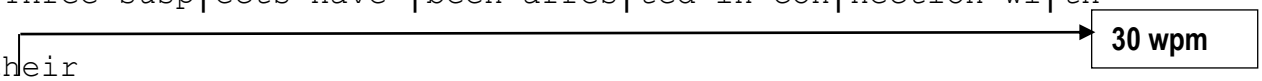
QUESTION 1 (CONTINUED)

```
                                    20          19          18
'When are we going to take our p|osition in| society, |in
       17          16          15          14          13
familie|s and come| to the de|fence of o|ur women a|nd
       12         11         10         9          8          7
childre|n?' said |actor Pat|rick Shai|.  'When |is that? | How
     6          5          4          3          2          1
many| Karabo's |must be d|ead before| you stand| up as a m|an
                          25         24
and say it will not happ|en in my n|ame?'
```




```
 23          22          21          20          19          18
K|arabo's de|ath was fo|llowed by |the grueso|me killing|s of
     17          16          15          14          13
four |other wome|n, also in| Soweto, |the South| Western
12          11          10          9          8          7
|suburb of |Johannesb|urg.  Two| of the wo|men were f|riends.
6          5          4          3          2          1
|Three susp|ects have |been arres|ted in con|nection wi|th
their
```



[20]

QUESTION 2

1 margins 2,54 cm/1", line spacing, alignment 2 p/s, tab stops/indent, hyph No 3 font, uc/lc, letter spaces 4 [EXAMINATION NO] (left) and [QUESTION 2] (right) as header

EXAMINATION NUMBER QUESTION 2

POLICE MINISTER ACCEPTS THE CRITICISM **3 uc 6 u/line 7 move**

╪ 1

"Some cases have been reported, including to the police," the minister said. Not enough action has been taken. Now is the time to amplify and speak to those who passed on and those who are still alive to have a massive campaign on the question of gender-based violence. **4 /** **7 join 4 del [Gauteng ... Wednesday]** **8 in full** **¼ = 10+3=13**

╪ 1 **6 bold, italics**

Cheryl Tshabangu of the ***Pink Ladies Organisation***, a group in South Africa that helps trace missing children and family members, says it is important that education starts young. **8 in full** **5 trs**

½ = 20+5=25

╪ 1 2 indent 3 letter spaces

1. It's high time we taught a boy child what it means to respect a woman.

╪ 1

2. We are living in societies that are broken.

╪ 1

3. What are the women's right? **5 sp**

╪ 1 8 NP **¾ =30+8=38**

4. Most of these boys who end up being abusive are growing up watching the abuse happening at home.

╪ 1 8 NP

5. Other women in South Africa experience violence at the hands of a partner. **8 in full** **5 stet**

9 paragraph numbering

ERRORS	40 MARKS
0	40
1	36
2	32
3	28
4	24
5	20
6	16
7	12
8	8
9	4
10	0

MARKS			
POSSIBLE MARKS	40	10	50
ERRORS			
	RED -4	BLUE -2	TOTAL

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QUESTION 2 (CONTINUED)

ACCURACY = 40 MARKS -4 PER ERROR (MARK WITH RED /)
DISPLAY = 10 MARKS -2 PER ERROR (MARK WITH BLUE X)

Number errors and -2 marks per number

1. Margins incorrect and/or
   Line spacing incorrect and/or
   Alignment incorrect

2. Paper size incorrect and/or
   Tabular stops/Indentation incorrect and/or
   Hyphenation incorrect

3. Font/Font size incorrect and/or
   Capital letters/Small letters incorrect and/or
   Letter spaces incorrect

4. / – not changed to [the] and/or incorrect and/or
   Delete – [Gauteng … Wednesday] not deleted and/or incorrect and/or
   Header [EXAMINATION NUMBER and QUESTION 2] not inserted and/or incorrect

5. Trs – [education starts young.] not transposed and/or incorrect and/or
   Stet – [violence] not retained and/or incorrect and/or
   Sp – [right] incorrect

6. Bold – not changed and/or incorrect and/or
   Underline – not underlined and/or incorrect and/or
   Italics – not changed and/or incorrect

7. Move heading – not moved and/or incorrect

8. In full – [South Africa] and [and] not in full and/or incorrect and/or
   NP – new paragraphs incorrect

9. Paragraph numbers not in numerically order and/or incorrect

[50]

QUESTION 3

1 margins 2,54 cm/1", line spacing, alignment 2 p/s, tab stops/indent, hyph No 3 font, uc/lc, letter spaces 4 [EXAMINATION NO] (left) and [QUESTION 3] (right) as header

EXAMINATION NUMBER QUESTION 3

3 14 pt, uc 6 bold 1 centre

SUPERB MOTORING

2 Tab stop at 10,16 cm/4"

‡ 1
Tel: 042 2804 248 80 Lockhead Street
Fax: 042 8042 499 UITENHAGE **3 uc**
E-mail: superb@icon.co.za 6230

‡ 1
30 May 2019 **4 insert in full** **4 insert horizontal line**
‡ 1
Mr SL Brown
51 Church Avenue **4 display correctly**
ROODEPOORT **3 uc**
1725 ¼ = 9+2=11
‡ 1
Dear Sir **3 uc**
‡ 1
CAR OF THE YEAR **8 NP 3 uc 6 u/line**
‡ 1 **4 del [this]** **4 /** **9 F & R**

I am pleased to give you a preview of the new VW **Polo** which is scheduled to be launched in South Africa this year. I am sure you will be interested to look at this special preview which has become such a talking point throughout the world.

5 trs 8 in full 7 runs on

‡ 1 **7 move 4 / 9 F & R** ½ = 18+4 =22

The VW **Polo** is one of the most affordable cars in South Africa. The VW **Polo** is a low petrol consuming car and comes in a variety of colours. ¾ = 34+8=42

8 in full **5 sp**

8 NP

‡ 1
I am enclosing a detailed package containing all the information you need on this new exiting car!

5 stet

‡
Yours faithfully

DIFFERENT DATES INSERT
DATE IN FULL
30 May 2019/30-May-2019

‡ 1

TP VAUGHAN **3 uc**
MANAGING DIRECTOR

MARKS			
POSSIBLE MARKS	45	11	56
ERRORS			
	RED -4	BLUE -2	TOTAL

‡
Enclosure

ERRORS	45 MARKS
0	45
1	41
2	37
3	33
4	29
5	25
6	21
7	17
8	13
9	9
10	5
11	1
12	0

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QUESTION 3 (CONTINUED)

ACCURACY = 45 MARKS -4 PER ERROR (MARK WITH RED /) **DISPLAY = 11 MARKS -2 PER ERROR (MARK WITH BLUE X)**
Number errors and -2 marks per number
1. Margins incorrect and/or Line spacing incorrect and/or Alignment incorrect
2. Paper size incorrect and/or Tabular stops/Indentation incorrect and/or Hyphenation incorrect
3. Font/Font size incorrect and/or Capital letters/Small letters incorrect and/or Letter spaces incorrect
4. / – not changed to [the] and/or incorrect and/or Insert – horizontal line not inserted and/or [recipient's address] not displayed correctly and/or Delete – [this] not deleted and/or incorrect and/or Header [EXAMINATION NUMBER and QUESTION 3] not inserted and/or incorrect
5. Trs – [to be] not transposed and/or incorrect and/or Stet – [information] not retained and/or incorrect and/or Sp – [variety] incorrect
6. Bold – not changed and/or incorrect and/or Underline – not underlined and/or incorrect
7. Move – not moved and/or incorrect and/or Runs on incorrect
8. In full – [South Africa] not in full and/or incorrect and/or NP – new paragraph incorrect
9. Find and replace [Vivo] with [Polo] in bold and 16 pt and/or incorrect

[56]

QUESTION 4

1 margins 1,27 cm/0,5", line spacing, alignment 2 p/s (A5), tab stops/indent, hyph No 3 font, uc/lc, letter spaces 4 [EXAMINATION NO] (left) and [QUESTION 4] (right) as header

EXAMINATION NUMBER QUESTION 4

BOGGLE YOUR BRAIN

3 18 pt, uc 1 centre 6 bold

‡ 1

N S F A S B U R S A R I E S

7 sp caps 6 bold

‡ 1

WE OFFER BURSARIES TO FULL-TIME STUDENTS FOR REPORT 191 IN:

3 uc 6 italics

‡ 1 ¼ = 7+2=9

- Business Management
- Human Resource Management
- Public Management
- Financial Management
- Management Assistant

9 bullets

4 del [Computer Science]

‡ 1

7 move

3 uc 6 bold, italics

SUPPORTING DOCUMENTS REQUIRED TO APPLY FOR A BURSARY ARE: ½ = 14+3=17

8 NP

- Certified copy of your ID
- Certified copy of ID of your guardian
- Results or latest academic record transcript
- Recent payslip of guardian if employed

8 Insert NL 9 bullets

5 sp

‡ 1 4 / ¾ = 21+5=26

BURSARIES COVER THE FOLLOWING:

3 uc 6 bold, italics

‡ 1

Institution fee and registration
Residence fee
Book allowance

5 trs 8 in full

‡ 1

1 align right 6 bold 3 uc

WE'LL KEEP YOU INFORMED ABOUT YOUR FUTURE

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QUESTION 4 (CONTINUED)

ACCURACY = 27 MARKS -4 PER ERROR (MARK WITH RED /) **DISPLAY = 7 MARKS -2 PER ERROR (MARK WITH BLUE X)**
Number errors and -2 marks per number
1. Margins (1,27 cm/0,5") incorrect and/or Line spacing incorrect and/or Alignment incorrect
2. Paper size (A5 portrait) incorrect and/or Tabular stops/Indentation incorrect and/or Hyphenation incorrect
3. Font/Font size incorrect and/or Capital letters/Small letters incorrect and/or Letter spaces incorrect
4. / – not changed to [the] and/or incorrect and/or Delete – [Computer Science] not deleted and/or incorrect and/or Header [EXAMINATION NUMBER and QUESTION 4] not inserted and/or incorrect
5. Trs – [Institution fee] not transposed and/or incorrect and/or Sp – [employed] incorrect
6. Bold – not changed and/or incorrect and/or Italics – not changed and/or incorrect
7. Move – not moved and/or incorrect and/or Spaced capital letters incorrect
8. In full – [and] not in full and/or incorrect and/or [and NP – new line and new paragraph incorrect
9. Numbers not replaced with bullets and/or incorrect

ERRORS	27 MARKS
0	27
1	23
2	19
3	15
4	11
5	7
6	3
7	0

MARKS			
POSSIBLE MARKS	27	7	34
ERRORS			
	RED -4	BLUE -2	TOTAL

[34]

QUESTION 5

1 margins (2,54 cm/1"), line spacing, alignment 2 p/s, tab stops/indent, hyph No
3 font, uc/lc, letter spaces 4 [EXAMINATION NO] (left) and [QUESTION 5] (right) as header

EXAMINATION NUMBER QUESTION 5

7 move, sp caps 6 bold, u/line 1 centre

M O T I V E I N V E S T I G A T E D

‡ 1 **6 bold, italics** **8 in words** **5 sp** **4 /**

Johannesburg – Three men have been arrested for the murders of three women whose bodies were discovered in and around Naledi, Soweto, Gauteng police said on Wednesday. ¼ = 4+1=5

‡ 1 **4 two columns**

1. It was concerning that there appeared to be a trend of women being murdered in the township. **5 trs**

‡ 1 **8 in words** **4 /** ½ = 8+2=10

2. Two men were arrested on Tuesday and another was arrested on Wednesday.

8 in full **5 stet**

3. They were expected to appear at the Protea Magistrate's Court on Thursday. ¾ = 12+3=15

8 in full

4. It is believed more suspects were involved and police are still following further leads.

2 indent 3 2 letter spaces
9 paragraph numbers

4 del [inform]

ERRORS	16 MARKS
0	16
1	12
2	8
3	4
4	0

MARKS			
POSSIBLE MARKS	16	4	20
ERRORS			
	RED -4	BLUE -2	TOTAL

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QUESTION 5 (CONTINUED)

ACCURACY = 16 MARKS -4 PER ERROR (MARK WITH RED /) **DISPLAY = 4 MARKS -2 PER ERROR (MARK WITH BLUE X)**
Number errors and -2 marks per number
1. Margins incorrect and/or Line spacing incorrect and/or Alignment incorrect
2. Paper size incorrect and/or Tabular stops/Indentation incorrect and/or Hyphenation incorrect
3. Font/Font size incorrect and/or Capital letters/Small letters incorrect and/or Letter spaces incorrect
4. / – not changed to [the] and/or incorrect and/or Delete – [inform] not deleted and/or incorrect and/or Two columns not inserted and/or incorrect and/or Header [EXAMINATION NUMBER and QUESTION 5] not inserted and/or incorrect
5. Trs – [that there] not transposed and/or incorrect and/or Sp – [arrested] incorrect
6. Bold – not changed and/or incorrect and/or Italics – not changed and/or incorrect and/or Underline – not underlined and/or incorrect
7. Move – not moved and/or incorrect and/or Spaced capital letters incorrect
8. In words/in full – [three] and [two] not in words and/or [and] not in full and/or incorrect
9. Bullets not replaced with paragraph numbers and/or incorrect

[20]

QUESTION 6

EXAMINATION NUMBER QUESTION 6

Kuphikisana kuyintfo levamile emphilweni yemuntfu. Umfuntfu uye akhulume atiphikise ayedvwa. Loku kwenteka engcondvweni.
¼ ½

Labanye abakuboni futsi abakuva Lokutiphikisa kungahamba kuhambe kuze kuphumele ngaphandle, avakale asakhuluma yedwa "angeke ngikwente loko, angifuni nekumbona." ¾

ERRORS	20 MARKS
0	20
1	16
2	12
3	8
4	4
5	0

MARKS			
POSSIBLE MARKS	20	0	20
ERRORS			
	RED -4		TOTAL

DO NOT PENALISE FOR THE FOLLOWING ERRORS (ENCIRCLE ONLY)

Upper case/lower case
Hyphenation incorrect
Alignment incorrect
Letter spaces incorrect
Line spacing incorrect
New paragraphs incorrect

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QUESTION 6 (CONTINUED)

ACCURACY = 20 MARKS -4 PER ERROR (MARK WITH RED /)
DISPLAY = 0 MARKS

1. Do NOT penalise the following errors:

   - Margins
   - Line spacing
   - Hyphenation
   - Alignment
   - Display errors
   - Letter spaces at or between words
   - Capital/small letters
   - Line or paragraph left out and keyed in at another position

2. When the same word is repeatedly keyed in incorrectly (exactly the same error) it is penalised only once per question. Thereafter it is encircled as a repetitive error.

3. Omission of words: Count the first 5 strokes and thereafter every 10 strokes as 1 error each. If the last few strokes at the end are 5 or more, count as another error. If the last few strokes at the end are less than 5 ignore = 5/10/10.

[20]

TOTAL SECTION A: 200

SECTION B (WORD PROCESSING)

1. SECTION B totals 100 marks. Part A of each question is 80% accuracy and 20% display. Part B is 80% processing and 20% accuracy.

2. Part A of each question has to be keyed in correctly except for QUESTION 7A which has been already keyed in and saved by the lecturer.

3. Part B of each question has to be processed according to the instructions.

4. Deduct ONE mark per error – accuracy as well as display and processing.

   ACCURACY ERRORS = All keying-in errors
   DISPLAY ERRORS = Display errors
   PROCESSING ERRORS = All processing instructions

5. Questions not completed (only part A) will be marked accordingly. In part B each processing not done will be penalised.

   If only ¼ of a question is completed, only ¼ of the original mark will be used for the marking of the question. If only ½ of a question is completed, only ½ of the original mark will be used. If only ¾ of a question is completed, only ¾ of the original mark will be used.

   NOTE: If the marks for a question are 16 for accuracy and 4 for display and only ½ of the question was completed, mark as follows:

   ½ OUT OF 16 = 8 MARKS
   ½ OUT OF 4 = 2 MARKS

   The question will be marked out of 10 marks:

   6 1 = 7 = 7
   8 2 = 10 = 20
   2 1 errors

MARKS-PUNTE	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
ERRORS-FOUTE 1	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0
2	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0	
3	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0		
4	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0			
5	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0				
6	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0					
7	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0						
8	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0							
9	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0								
10	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0									
11	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0										
12	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0											
13	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0												
14	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0													
15	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0														
16	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0															
17	13	12	11	10	9	8	7	6	5	4	3	2	1	0																
18	12	11	10	9	8	7	6	5	4	3	2	1	0																	
19	11	10	9	8	7	6	5	4	3	2	1	0																		
20	10	9	8	7	6	5	4	3	2	1	0																			
21	9	8	7	6	5	4	3	2	1	0																				
22	8	7	6	5	4	3	2	1	0																					
23	7	6	5	4	3	2	1	0																						
24	6	5	4	3	2	1	0																							
25	5	4	3	2	1	0																								
26	4	3	2	1	0																									
27	3	2	1	0																										
28	2	1	0																											
29	1	0																												

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QUESTION 7B

1 margins (2,54 cm/1"), line spacing, alignment 2 p/s, tab stops/indent, hyph No
3 font, uc/lc, letter spaces 4 [EXAMINATION NO] (left) and [QUESTION 7B] (right) as header

EXAMINATION NUMBER **5 move, insert +1A, 16 pt, uc, bold, centre 6 in full** QUESTION 7B

BRUTAL MURDER IN SOUTH AFRICA **6 in full**

‡ **1**
Two of the victims are suspected to have been friends from KwaZulu Natal and they might have been attacked by the same people before their bodies were dumped in different locations, he said.

‡ **1** **7 trs**
A third body, which was found burnt, had not yet been identified. However, police were following a lead which suggested that the women may have been reported missing in another part of Soweto, he said. **6 in full**

8 paragraph numbers with 2 letter spaces 2 indent

1. A fourth body was discovered in the same area on Sunday. The woman had rocks covering her face and her jeans and underwear had been pulled to her ankles.

‡ **1**

2. A man who discovered the woman's body told News24 that he discovered her body on Sunday morning while cutting the grass in the veld, and alerted community members who later informed police. **6 in full**

‡ **1** **9 uc, bold** **6 in full, in words**

3. She was believed to be **LERATO MOLOI**, a lesbian from the area. Two men accused of her kidnapping, rape and murder appeared in the *Protea Magistrate's Court on Wednesday*. **10 italics**

‡ **1** **6 in words**
According to Timeslive, one of the accused told the court that they knew that what they had done was 'a bad thing.' They were expected back in court later this month. **11 insert +1A**

Another day, another Hate Crime. Saddened by the shocking news of the brutal murder of Lerato Tambai Moloi, 27 from Soweto. Hash tag StopKillingUs pic.twitter.com/zulMk4vpKw **12 insert +1A**

FeatherAwardsSA (@FeatherSA) May 15, 2017 **13 insert +1A, bold, italics**

De Lange said Gauteng police would work around the clock to make sure that the perpetrators were brought to book.

'It does not matter where they are hiding, criminals should not be allowed to do as they wish and to have a field day in terrorising our communities. They must be isolated by all members of the community', she said. **6 in full**

14 page break

19 page number bottom centred

20 insert footer +1A 21 8 pt, bold, right-align

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QUESTION 7B (CONTINUED)

EXAMINATION NUMBER QUESTION 7B

6 in words

News of the deaths of the three women comes more than two weeks after the burnt body of 22-year-old part-time student **KARABO MOKOENA** was discovered in a veld in Lyndhurst. Her former boyfriend **SANDILE KAGISO MANTSOE** was arrested and charged with her

15 bold, uc

6 in full

South Africans have taken to social media to express their anger, using the hash tag Men Are Trash.

16 insert +1A

6 in words

Dlamini could not immediately confirm the identities of the three women, however, according to posts on social media the two women believed to be friends were **BONGEKA PHUNGULA** and **POPI QWABE,** who were both from Durban.

17 bold, uc

6 in full

18 del [The … township.]

Friends of the pair have posted pictures of them condemning their deaths and calling for crime against women to be dealt with harshly.

6 in full

MARKS			
POSSIBLE MARKS	20	5	25
ERRORS			
	RED -1	BLUE -1	TOTAL

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QUESTION 7B (CONTINUED)

ACCURACY = 5 MARKS –1 PER ERROR (MARK WITH RED /) - ONLY MARK ERRORS ON TEXT PROCESSED
PROCESSING = 20 MARKS -1 PER ERROR (MARK WITH BLUE X)
1. Margins incorrect and/or line spacing incorrect and/or alignment incorrect
2. Paper size incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect
3. Font/Font size incorrect and/or capital letters/small letters incorrect and/or letter spaces incorrect
4. [EXAMINATION NUMBER] (left) and [QUESTION 7B] (right) not inserted as header and/or incorrect
5. [Brutal murder in South Africa] not moved and inserted in 16 pt, capital letters, bold and centred and/or incorrect plus 1 accuracy error
6. [South Africa], [KwaZulu Natal] and [and] not in full and/or [one], [two] and [three] not in words and/or incorrect
7. [A third body, … he said.] and [Two of the victims … he said.] not transposed and/or incorrect
8. Paragraph numbers not inserted with 2 letter spaces and/or incorrect
9. [Lerato Moloi] not changed to capital letters and bold and/or incorrect
10. [Protea Magistrate's Court on Wednesday] not changed to italics and/or incorrect
11. [They were … this month.] not inserted and/or incorrect plus 1 accuracy error
12. [Hash tag … com/zulMk4vpKw] not inserted and/or incorrect plus 1 accuracy error
13. [FeatherAwardsSA … 2017] not inserted in bold and italics and/or incorrect plus 1 accuracy error
14. Page break not inserted and/or incorrect
15. [Karabo Mokoena] and [Sandile Kagiso Mantsoe] not changed to capital letters and bold and/or incorrect
16. [using … Trash.] not inserted and/or incorrect plus 1 accuracy error
17. [Bongeka Phungula] and [Popi Qwabe] not changed to capital letters and bold and/or incorrect
18. [The question … township.] not deleted and/or incorrect
19. Page numbers not inserted bottom centred on all pages and/or incorrect
20. [Stop killing women, enough is enough!!!] not inserted as footer and/or incorrect plus 1 accuracy error
21. Footer not in 8 pt, bold and right-aligned and/or incorrect

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QUESTION 8A

EXAMINATION NUMBER QUESTION 8A

At a comitee staff meeting the following was decided:
Every staff member would contribute R50 per year towards tea, coffee, sugar & milk. Every staff member would pay a compulsory contribution of R20 per year to the giftfund. This gift fund would be used for gifts when a staff member leaves the company or at retirement. A voluntary amount of R50 per month year would be contributed to the staff social club. The social club would, from time to time, organise functions for the members. All payments would be due in the first week of Feb of each year.

¼ = 3+1=4
½ = 6+2=8
¾ = 9+2=11

CONTRIBUTION TO THE STAFF FUND

MARKS			
POSSIBLE MARKS	12	3	15
ERRORS			
	RED -1	BLUE -1	TOTAL

DISPLAY

1. Margins (2,54 cm/1"), line spacing, alignment incorrect
2. Paper size, tab stops/indentation, hyphenation incorrect
3. Font/font size, capital letters/small letters, letter spaces incorrect
4. [R50] not in figures and/or [Contribution … fund] not in bold and/or incorrect
5. [EXAMINATION NUMBER] and [QUESTION 8A] not inserted as header and/or incorrect

(15)

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QUESTION 8B

1 margins (2,54 cm/1"), line spacing, alignment 2 p/s, tab stops/indent, hyph Yes
3 font, uc/lc, letter spaces 4 [EXAMINATION NO] (left) and [QUESTION 8B] (right) as header

EXAMINATION NUMBER QUESTION 8B

M E M O R A N D U M **5 insert +1A, sp caps, bold** **6 insert horizontal lines**

TO: STAFF MEMBERS **7 insert +1A, uc**
‡ **1**
FROM: CHAIRMAN STAFF COMMITTEE **8 insert +1A, uc**
‡ **1**
DATE: 30 MAY 2019 **9 insert +1A, uc, in full**

---

‡ **1**
SUBJECT: CONTRIBUTION TO THE STAFF FUND **10 insert [Subject:] +1A uc, bold, move, italics, u/line**
‡ **1**
At a staff committee meeting the following was decided: **11 trs sp**
‡ **1**
Every staff member will contribute R50 per year towards tea, coffee, sugar and milk. **12 in full**
‡ **1** **13 stet**
Every staff member will pay a compulsory contribution of R20 per year to the gift fund. **3 #**
14 NP
This gift fund will be used for gifts when a staff member leaves the company or at retirement.
‡ **1** **15 del [month]**
A voluntary amount of R50 per year will be contributed to the staff social club. The social club will, from time to time, organise functions for the members. All payments will be due in the first week of February of each year. **16 in full**

17 Find and replace [would] with [will]

MARKS			
POSSIBLE MARKS	4	17	21
ERRORS			
	RED -1	BLUE -1	TOTAL

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QUESTION 8B (CONTINUED)

ACCURACY = 4 MARKS –1 PER ERROR (MARK WITH RED /)
PROCESSING = 17 MARKS–1 PER ERROR (MARK WITH BLUE X)

1. Margins incorrect and/or line spacing incorrect and/or alignment incorrect
2. Paper size incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect
3. Font/Font size incorrect and/or capital letters/small letters incorrect and/or letter spaces incorrect
4. [EXAMINATION NUMBER] (left) and [QUESTION 8B] (right) not inserted as header and/or incorrect
5. [Memorandum] not inserted in spaced capital letters and bold and/or incorrect plus 1 accuracy error
6. Horizontal lines not inserted and/or incorrect
7. [To: Staff members] not inserted in capital letters plus 1 accuracy error
8. [From: Chairman Staff Committee] not inserted in capital letters and/or incorrect plus 1 accuracy error
9. [Date: 30 May 2019] not inserted in capital letters and/or not in full and/or incorrect plus 1 accuracy error
10. [Subject:] not inserted in capital letters and bold plus 1 accuracy error and/or [Subject: … staff fund] not moved, underlined and italics and/or incorrect
11. [staff committee] not transposed and/or [committee] spelling not corrected and/or incorrect
12. [and] not in full and/or incorrect
13. [R20] not retained and/or incorrect
14. New paragraph not inserted and/or incorrect
15. [month] not deleted and/or incorrect
16. [February] not in full and/or incorrect
17. [would] not replaced with [will] and/or incorrect

(21)
[36]

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QUESTION 9A

EXAMINATION NUMBER QUESTION 9A

i- magic ikwenzela izimanga

3 uc

Awukho ukhilimu ongawethamba njengeMagic. Ayikho indlela ¼=4+1=5 yokuvikelaisikhumba negcina ubuhle bakho bemvelo njengeMAGIC. 3 uc

I- Magic isiza ngokunika isikhumba esehle ngoba yehlisa ½=8+2+10 amafutha abanga ukucwebezela kwesikhumba, ilwe nokonakala kwaso ibuye isivikele okushiseni kwelanga ngoba *ineFactor* 4 italics sixteen. ¾=11+3=14

Ayithakiwe ngezithako **EZLYINGOZI**, kodwa inezithako zemvelo ezivikela 3 uc 4 bold

MARKS			
POSSIBLE MARKS	15	4	19
ERRORS			
	RED -1	BLUE -1	TOTAL

DISPLAY

1. Margins (2,54 cm/1"), line spacing, alignment incorrect
2. Paper size, tab stops/indentation, hyphenation incorrect
3. Font/font size, capital letters/small letters, letter spaces incorrect
4. Italics and/or bold incorrect
5. [EXAMINATION NUMBER] and [QUESTION 9A] not inserted as header and/or incorrect

(19)

QUESTION 9B

1 margins (1,27 cm/0,5"), line spacing, alignment 2 p/s, tab stops/indent, hyph No
3 font, uc/lc, letter spaces 4 [EXAMINATION NO] (left) and [QUESTION 9B] (right) as header

EXAMINATION NUMBER QUESTION 9B

I-GENTLE MAGIC IKWENZELA IZIMANGA **5 insert [Gentle] +1A, uc, bold**

Awukho ukhilimu ongawethamba njengeMagic.
6 NP

Ayikho indlela yokuvikela isikhumba negcina ubuhle bakho bemvelo njengeMagic. **7 lc** **8 insert +1A**
6 NP

I-Gentle Magic isiza ngokunika isikhumba esehle ngoba yehlisa amafutha abanga ukucwebezela kwesikhumba, ilwe nokonakala kwaso ibuye isivikele okushiseni kwelanga ngoba ine Factor 16. **9 del italics 3 one letter space** **10 in figures**
6 NP

Ayithakiwe ngezithako ezlyingozi, kodwa inezithako zemvelo ezivikela isikhumba. **11 del uc, bold**

12 insert +1A

13 Page break

15 Copy page one to page two

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QUESTION 9B (CONTINUED)

EXAMINATION NUMBER QUESTION 9B

16 centre page vertically

17 left- and right-hand margin 3,81 cm/1,5"

I-GENTLE MAGIC IKWENZELA IZIMANGA 18 centre

19 right-align Awukho ukhilimu ongawethamba njengeMagic.

19 right-align Ayikho indlela yokuvikela isikhumba negcina ubuhle bakho bemvelo njengeMagic.

I-Gentle Magic isiza ngokunika isikhumba esehle ngoba yehlisa amafutha abanga ukucwebezela kwesikhumba, ilwe nokonakala kwaso ibuye isivikele okushiseni kwelanga ngoba ine Factor 16. 18 centre

Ayithakiwe ngezithako ezlyingozi, kodwa inezithako zemvelo ezivikela isikhumba.

20 left-align on 1,27 cm/0,5"

MARKS			
POSSIBLE MARKS	4	16	20
ERRORS			
	RED -1	BLUE -1	TOTAL

Phambili nge Magic Phambili

QUESTION 9B (CONTINUED)

ACCURACY = 4 MARKS –1 PER ERROR (MARK WITH RED /)
PROCESSING = 16 MARKS –1 PER ERROR (MARK WITH BLUE X)
1. Margins incorrect and/or line spacing incorrect and/or alignment incorrect
2. Paper size incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect
3. Font/Font size incorrect and/or capital letters/small letters incorrect and/or letter spaces incorrect
4. [EXAMINATION NUMBER] (left) and [QUESTION 9B] (right) not inserted as header and/or incorrect
5. [Gentle] not inserted plus 1 accuracy error and/or [i-Gentle Magic Ikwenzela Izimanga] not changed to capital letters and bold and/or incorrect
6. New paragraphs not inserted and/or incorrect
7. [Magic] not changed to small letters and/or incorrect
8. [Gentle] not inserted and/or incorrect plus 1 accuracy error
9. [ine Factor] italics not deleted and/or incorrect
10. [16] not in figures and/or incorrect
11. [ezlyingozi] capital letters and bold not deleted and/or incorrect
12. [isikhumba] not inserted and/or incorrect plus 1 accuracy error
13. Page break not inserted and/or incorrect
14. [Phambili nge Magic Phambili] not inserted as a footer in Arial 8 pt, bold and right-aligned and/or incorrect
15. Page one not copied to page two and/or incorrect
16. Page 2 not centred vertically and/or incorrect
17. Left- and right-hand margin not changed at [I-Gentle … Factor 16.] to 3,81 cm/1,5" and/or incorrect
18. [I-Gentle … Izimanga] and/or [I-Gentle … Factor 16.] not centred and/or incorrect
19. [Awukho … njengeMagic.] and [Ayikho indlela … njengeMagic.] not right-aligned and/or incorrect
20. Last paragraph not left-aligned and/or margins not 1,27 cm/0,5" and/or incorrect

(20)
[39]

TOTAL SECTION B: 100
GRAND TOTAL: 300

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