higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

NOVEMBER EXAMINATION

INTRODUCTORY INFORMATION PROCESSING N4

11 NOVEMBER 2016

This marking guideline consists of 37 pages.

Copyright reserved

QUESTION 1: TIMED ACCURACY TEST 20 MARKS

BE SURE TO MARK THE SPEED WITH CARE AS IT MAKES A DIFFERENCE TO THE RESULTS. REMEMBER THAT ONLY ACCURACY IS MARKED.

MARK ACCORDING TO 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 incorrect margins.

4. Do not penalise incorrect line spacing.

5. Do not penalise incorrect hyphenation.

6. Do not penalise incorrect justification.

7. Do not penalise incorrect display errors.

8. Do not penalise incorrect letter spaces in or between words.

9. Do not penalise incorrect capital/small letters.

10. Do not penalise if a whole line or paragraph has been left out and keyed in at another position.

11. 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.

12. 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

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

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

Copyright reserved

15. INDICATE THE SPEED OBTAINED with Pass 25 wpm/Pass 30 wpm/Fail, where applicable, in the following way:

    INDICATE AT THE END OF THE SPEED TEST:

    Pass 25 wpm/Pass 30 wpm/Fail
    Errors
    Mark

    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 writing 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

16. Should a candidate fail the examination (less than 40%) and pass the 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.

17. 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). THIS MARK MUST BE SENT TO THE DIR: NEA.

Copyright reserved

MARK SCHEDULE FOR QUESTION 1 (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

Copyright reserved

SCHEDULE – ACCURACY

ERRORS	QUESTION 2 41 MARKS	QUESTION 3 46 MARKS	QUESTION 4 21 MARKS	QUESTION 5 21 MARKS	QUESTION 6 20 MARKS
1	37	42	17	17	16
2	33	38	13	13	12
3	29	34	9	9	8
4	25	30	5	5	4
5	21	26	1	1	0
6	17	22	0	0	
7	13	18			
8	9	14			
9	5	10			
10	1	6			
11	0	2			
12		0			

SCHEDULE – DISPLAY

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

Copyright reserved

QUESTION 1

Soil is cultivated to combat weeds, pests and diseases, to incorporate crop residues and chemicals and to create a favourable seedbed for seedling emergence and growth. Soil is sometimes cultivated to control wind erosion.

Mouldboard and disc ploughs are used to achieve one or more of the abovementioned objectives in conventional cultivation systems. The soil is pulverised and inverted and crop residues are mixed with the soil in the plough layer through the ploughing action. The soil surface is usually left with little, if any, residue. Secondary shallower tillage actions are often done with tine or disc implements to achieve one or more of the abovementioned objectives.

Conventional cultivation systems have however some important disadvantages. Due to the disturbance of the soil its quality deteriorates as reflected by the decline in the organic carbon content. The soil structure is also destroyed or deteriorates, the erosion susceptibility increases and the life cycle of some micro-organisms is disrupted. In many instances water runoff and the consequential erosion are

```
              20          19
enhanced by t|he soil cu|ltivation.
18
|
       17          16          15          14          13
Soil cu|ltivation |and its fu|el and mec|hanisation |
```

QUESTION 1 (CONTINUED)

```
          12          11          10          9           8
requireme|nts are a |major port|ion of the| costs ass|ociated
   7          6
wi|th crop pr|oduction.
5
|
         4           3           2           1      25          24   25 wpm
On many |soil textu|re classes|, convent|i|onal |ploughin|g
         23          22          21          20          19
usually |results in| compactio|n in the |subsoil wh|ich
      18          17          16          15          14
limits| root grow|th.  Sand|ier and we|tter soils| usually
  13          12          11          10          9           8
c|ompact fas|ter under |plough and| disc cult|ivation ac|tions
     7           6           5           4           3           2
than| drier and| more clay|ey soils. | In such |cases, dee|per
       1                                                          30 wpm
and mo|re costly
```

[20]

QUESTION 2

1 margin 3.75 cm/2.5 cm, l/s, just 2 p/s, tab stops, indent, hyph N 3 font, uc/lc, let/sp

7 move 6 B 3 caps

WEED CONTROL IN NO-TILL SYSTEMS

1

2 tab 3 let/sp

1. NO-TILL 3 caps

8[6 u/line

Weed control is still one of the largest challenges in no-till systems.

2. TIPS FOR SUCCESSFUL WEED CONTROL 3 caps

¼=10+3=13

2.1 Timely control weed

6 italics

2.1.1 *Herbicides* are applied onto leaves or to the soil.

[~~soil~~] 5 stet

2.2 Distribute crop residue uniformly over the field.

½=21+5=26

2.2.1 This is necessary for uniform herbicide application.5 sp

5 trs

3. There is several problems7associated with stubble concentrated rows.

¾=30+8=38

3.1 Labels of soil-active herbicides state that these herbicides must be applied on a fine and even seed bed.

4 [~~the~~]

9 any bullet and # 7

- Foliar-active herbicides can also be intercepted by the residue without coming in contact with emerging weeds.

4

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

QUESTION 2
1. Margins, line spacing, justification
2. Paper size, tab stop, indentation, hyphenation
3. Font, uc/lc, letter spaces
4. Inserted, deleted
5. Stet, trs, sp
6. Bold, underlined, italics
7. Runs on, moved, the
8. [& NP
9. [3.1.1] not replaced with bullet and ONE letter space

MARKS			
POSSIBLE MARKS	41	10	51
TOTAL			
	RED –4	BLUE –2	TOTAL

QUESTION 2 **51 MARKS**

ACCURACY = 41 MARKS –4 PER ERROR (MARK WITH RED /)

DISPLAY = 10 MARKS –2 PER ERROR (MARK WITH BLUE X)
Number errors and –2 per number

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

2. Paper size incorrect and/or
   Tab stop/Indentation incorrect and/or
   Hyphenation incorrect

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

4. Insert [contact] – incorrect and/or
   Delete – [the] not deleted and/or incorrect

5. Stet – not retained and/or incorrect and/or
   Trs – not transposed and/or incorrect and/or
   Sp – [necessary] spelling 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. Runs on – not combined with 1 letter space and/or incorrect and/or
   Move – [**WEED ... SYSTEMS**] not moved and/or incorrect and/or
   / – word [the] not inserted and/or incorrect

8. [& NP – new paragraph or new line incorrect

9. [3.1.1] not replaced with any bullet and ONE letter space and/or incorrect

[51]

QUESTION 3

1 letterhead on 1 page, margins 2.5 cm, l/s, just 2 p/s, indent, hyph No 3 font, uc/lc, let/sp

JAS-GRAIN CROP INSTITUTE

Tel 018 058 9876
e-mail: jasgrain@institute.co.za

20 Kruger Street
LEEUDORINGSTAD
2640

1

4+1
11 November 2016

4+3 ǂ
Mr TV Magobe
404 Ramotse Street
JOUBERTON 3 caps
2572

ǂ
Sir

ǂ 3 uc 6 underline 1 centre
CONSERVATION AGRICULTURE

5 stet [objective] ǂ
The aim of conservation agriculture7is to maximise soil quality and to minimise soil erosion and the impact on the environment.↓
2 tab 3 let/sp ǂ 7 [the] 5 sp ¼=11+3=14

1. ǂ**Conservation agriculture** 6 bold
8[
It consists of the application of certain crop production principles namely:

ǂ
1.1 minimum soil disturbance,
½=23+6=29 ǂ
1.2 the creation and maintenance of a semi- or permanent mulch of plant residue,
7 move ǂ
1.3 crop rotation and
5 trs ǂ
1.4 controlled traffic on compact prone soils.

8 ǂ
In conservation agriculture a primary soil cultivation is not done any more and the only cultivation is the planting action.
4+2 4 [really] ǂ ¾=34+9=43

Yours faithfully

1

T van der Merwe
MANAGER 3 uc

ERRORS	46 MARKS
1	42
2	38
3	34
4	30
5	26
6	22
7	18
8	14
9	10
10	6
11	2
12	0

MARKS			
POSSIBLE MARKS	46	11	57
ERRORS			
	RED –4	BLUE –2	TOTAL

QUESTION 3

DIFFERENT DATES ON INSERT, DATE/TIME		
TODAY'S DATE NO INSTRUCTIONS	**INSTRUCTION DATE IN FULL**	**INSTRUCTION DATE IN DESCENDING ORDER**
November 11, 2016 11 November 2016 11November 16 11/11/16 2016-11-11	November 11, 2016 11 November 2016	2016-11-11 2016/11/11 2016.11.11 2016 11 11

QUESTION 3
1. Letterhead, fits on ONE page, margins, line spacing, justification
2. Paper size, tab stops, indentation, hyphenation
3. Font, uc/lc, letter spaces
4. Inserted, deleted
5. Stet, trs, sp
6. Bold, underlined
7. Runs on, moved, the
8. [& NP, combined
9. Bullets not replaced with subparagraph numbers and ╫

QUESTION 3 **57 MARKS**

ACCURACY = 46 MARKS –4 PER ERROR (MARK WITH RED /)

DISPLAY = 11 MARKS –2 PER ERROR (MARK WITH BLUE X)
Number errors and –2 per number

1. Letterhead and not fitted on ONE page and/or
   Margins incorrect and/or
   Line spacing incorrect and/or
   Justification incorrect

2. Paper size incorrect and/or
   Tab 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. Insertion incorrect – letterhead, date, receiver, conclusion incorrect and/or incorrect displayed and/or
   Delete – [really] not deleted and/or incorrect

5. Stet – not retained and/or incorrect and/or
   Trs – not transposed and/or incorrect and/or
   Sp – [environment] spelling incorrect

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

7. Runs on – not combined with 1 letter spaces and/or incorrect and/or
   Move – [1.3 ... and] not moved and/or incorrect and/or
   / – word [the] not inserted and/or incorrect

8. [& NP – new paragraph or new line incorrect and/or
   Combine – not combined and/or incorrect

9. Bullets [•] not replaced with subparagraph numbers and two letter spaces and/or incorrect

[57]

Copyright reserved

QUESTION 4

1 margins left + right 1.25 cm, l/s, just 2 p/s, tab stops 3 font, uc/lc, let/sp
6 u/line 1 centre

Table 1

1

Lime recommendations (ton ha^{1}) according to required change in acid saturation ¼=6+1=7

4 4

4 △SV (%)	2 CEC (cmolc kg^{1})	2 Bührmansdrif* (Zeerust)	2 Sappi* (Germiston)	2 Britten (Christiana) ½=10+3=13
6 bold **10**	1	0.5	0.2	0.5
	2	1.1	0.5	1.1
	3	1.7	0.7	1.7
6 bold **20**	1	1.2	0.2	0.5
	2	2.6	0.5	¾=16+4=20 1.1 5 [1.9] stet
	3	4.0	0.7	1.7

7 move 4 [and]

*#Calcitic limes, other limes are dolomitic.

3 let/sp

QUESTION 4
1. Margins, line spacing, justification
2. Paper size, tab stops
3. Font, uc/lc, letter spaces
4. Inserted, deleted
5. Stet
6. Bold, u/line
7. Moved

ERRORS	**21 MARKS**
1	17
2	13
3	9
4	5
5	1
6	0

MARKS			
POSSIBLE MARKS	21	5	26
TOTAL			
	RED –4	BLUE –2	TOTAL

Copyright reserved

QUESTION 4 **26 MARKS**

ACCURACY = 21 MARKS –4 PER ERROR (MARK WITH RED /)

DISPLAY = 5 MARKS –2 PER ERROR (MARK WITH BLUE X)
Number errors and –2 per number

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

2. Paper size incorrect and/or
   Tab stops incorrect

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

4. Insert – [required], superscript, symbol not inserted and/or incorrect and/or
   Delete – [and] not deleted and/or incorrect

5. Stet – not retained and/or incorrect

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

7. Move – [* Calcitic ... dolomitic.] not moved and/or incorrect

[26]

QUESTION 5

1 margins left + right 2.5 cm, l/s, just 2 p/s, tab stops 3 font, uc/lc, let/sp
1 centre 3 caps 5 u/line

HEALTHY SEED MARKETING

Provides a full spectrum of farming needs6 and offers a wide seed range: ¼=6+1=7

2 indent
Maize

2 indent
Sunflowers

2 indent
Vegetables

2 indent
Wheat

1

5 bold 1 align left ½=10+3=13 1 align right

E-mail: healthyseed@marketing.co.za

1 centre 5 bold

Cell 084 514 2265

PAYMENTS: 3 uc 5 bold

2 Tab stop ¾=16+4=20 4 [and]

Bank account: Jas-grain crop institute
Bank – Leeudoringstad 3 let/sp
Branch code: 02468
Account number: 070 654 987

QUESTION 5	
1.	Margins, line spacing, justification
2.	Paper size, tab stops, indented
3.	Font, uc/lc, letter spaces
4.	Deleted
5.	Bold, underlined
6.	Runs on

ERRORS	**21 MARKS**
1	17
2	13
3	9
4	5
5	1
6	0

MARKS			
POSSIBLE MARKS	21	5	26
TOTAL			
	RED –4	BLUE –2	TOTAL

QUESTION 5 **26 MARKS**

ACCURACY = 21 MARKS –4 PER ERROR (MARK WITH RED /)

DISPLAY = 5 MARKS –2 PER ERROR (MARK WITH BLUE X)
Number errors and –2 per number

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

2. Paper size incorrect and/or
   Tab stops/Indentation incorrect

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

4. Delete – [and] not deleted and/or incorrect

5. Bold – not changed and/or incorrect and/or
   Underline – not underlined and/or incorrect

6. Runs on – not combined with 1 letter space and/or incorrect

[26]

QUESTION 6

UMYOLELO WEMBONGI

Ze uncede ungandililileli,

Ze ulilel' iimin' ezizayo, ---¼=5

Ndihambile, andisekho kweli;

Sala dade, sala dudu, s'thandwa.

½=10
Namphakwana engathi ndinawo,

Bubunyamandini balo mhlaba,

Nabakhaphi ziinkumbulo zawo, ---¾=15

Ezeyelisayo eJordane.

Ndiwelile kwelobom' ulwandle,

MARKS			
POSSIBLE MARKS	20	0	20
ERRORS			
	RED –4		TOTAL

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

QUESTION 6 **20 MARKS**

ACCURACY = 20 MARKS –4 PER ERROR (MARK WITH RED /)

DISPLAY = 0 MARKS

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 incorrect margins.
4. Do not penalise incorrect line spacing.
5. Do not penalise incorrect hyphenation.
6. Do not penalise incorrect justification.
7. Do not penalise incorrect display errors.
8. Do not penalise incorrect letter spaces in or between words.
9. Do not penalise incorrect capital/small letters.
10. Do not penalise if a whole line or paragraph is left out and keyed in at another position.
11. 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.
12. 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

Copyright reserved

SECTION B

1. The total of the section is 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 had to be keyed in and saved by the lecturer **PRIOR** to the examination session.

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

4. **ONE mark** per error deducted – 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. Part B will be penalised for each processing not done.

   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.

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

6. Words incorrectly hyphenated will be penalised as a display error only ONCE per question. Further similar errors will be encircled.

Copyright reserved

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**																												

Copyright reserved

QUESTION 7A

LEAF ANALYSIS

1. POTASSIUM (K)

2. MAGNESIUM (Mg)

   An analysis of leaves below and opposite the uppermost ears during flowering should show between 1.5% and 1.9% K. K deficiencies initially appear as yellow or necrotic leaf edges beginning at the lower leaves followed by a spreading to the upper leaves.

   An analesis of the ground should record at least 40 mg kg^{1}. Mg deficiencies are usually associated with soil acidity and are therefore rectified by dolomitic lime applications.

Optimum extractable P according to Ambic 1 and Bray 1 in the top 150 mm soil for different clay+silt contents, aimed at achieving 90% of the yield target.

Calcium (Ca)

Ca deficiencies have thus far been not observed under field conditions.

SULPHUR (S)

S deficiencies usually occur as a result of the prolonged use of fertilisers containing no S, e.g. clear solutions and high P concentrations.

MICRONUTRIENT ELEMENTS

ZINC (Zn)

Zn is applied the most because it is included in many fertiliser mixtures.

MOLYBDENUM (Mo)

Mo deficiencies seldom occur because seed is treated with Mo and seed producers increase the Mo content of the seed by leaf spraying with Mo.

Copyright reserved

QUESTION 7A (CONTINUED)

BORON (B)

B is subjected to rainfall conditions, but can accumulate to toxic levels in

soils under semi-acid conditions.

MANGANESE (Mn) Most soils contain sufficient Mn, but Mn is unavailable under the first alkaline conditions or when there are high levels of organic matter in the soil.

COPPER (Cu)

Soil threshold values of extractions were reported for grain crops.

NO MARKS ARE ALLOCATED FOR THIS QUESTION.

QUESTION 7B

EXAMINATION NUMBER 21 21 QUESTION 7B
1 = 3.75 + 2.5 cm 2 just 3 hyph Yes 4 l/s 5 let/sp, uc/lc

6 centre, bold
LEAF ANALYSIS

1. POTASSIUM (K)

7 u/line
An analysis of leaves below and opposite the uppermost ears during flowering should show between 1.5% and 1.9% K. K deficiencies initially appear as yellow or necrotic leaf edges beginning at the lower leaves followed by a spreading to the upper leaves. 8 s/s

9 move
2. MAGNESIUM (Mg)

10 sp 11 stet [~~ground~~]
An analysis of the topsoil should record at least 40 mg kg^{-1}. Mg deficiencies are USUALLY associated with soil acidity and are therefore rectified by dolomitic lime applications.

12 uc
Optimum extractable P according to Ambic 1 and Bray 1 in the top 150 mm soil for different clay+silt contents, aimed at achieving 90% of the yield target.

13+1 Clay+silt %	14+1 Ambic 1 Mg kg	15+1 Bray 1 Mg kg
16	20.4	25.6
20	25.5	30.7

16
3. CALCIUM (Ca)

17 18 trs
Ca deficiencies have thus far not been observed under field conditions.

19 page break
20 centre vertically

21 1

QUESTION 7B (CONTINUED)

EXAMINATION NUMBER 21 21 QUESTION 7B

16
4. SULPHUR (S)
17
S deficiencies usually occur as a result of the prolonged use of fertilisers containing no S, e.g. clear solutions and high P concentrations. 3 hyph

22
MICRONUTRIENT ELEMENTS

ZINC (Zn)
23 +1
Zn is the micronutrient that is applied the most because it is included in many fertiliser mixtures.

MOLYBDENUM (Mo)

24 l+14 pt
Mo deficiencies seldom occur because *seed* is treated
24 l+14 pt
with Mo and *seed* producers increase the Mo content of the
seed by leaf spraying with Mo. 25

24 l+14 pt
BORON (B)
26+1
B is subjected to leaching under high rainfall conditions, but can accumulate to toxic levels in 27soils under semi-acid conditions.

MANGANESE (Mn) 28 l+r margins 5.08 cm, justify
29[
Most soils contain sufficient Mn, but Mn is unavailable under the first alkaline conditions or when there are high levels of organic matter in the soil.

COPPER (Cu)
30+2
Soil threshold values of 4 mg Cu kg^{1} for HNO_3 extractions were reported for grain crops.

Copyright reserved

QUESTION 7B (CONTINUED)

Page 1	No	Page 2	No
Accuracy errors	**3**	Accuracy errors	**4**
Manipulation errors	**21**	Manipulation errors	**18**
Total	**24**	Total	**22**
	1		1
	2		2
	3		3
	4		4
	5		5
	6		16
	7		17
	8		18
	9		21
	10		22
	11		23+1
	12		24
	13+1		25
	14+1		26+1
	15+1		27
	16		28
	17		29
	18		30+2
	19		
	20		
	21		

MARKS			
POSSIBLE MARKS	30	7	37
ERRORS			
	BLUE –1	RED –1	TOTAL

QUESTION 7B

ACCURACY = 7
PROCESSING = 30
TOTAL = 37

NOTE: –1 MARK PER ERROR

ACCURACY = RED / – ONLY MARK ERRORS ON TEXT PROCESSED OR ADDITIONAL ERRORS
PROCESSING = BLUE X
REPETITIVE ERRORS = RED OR BLUE CIRCLE

PROCESSING ERRORS

1. Left-hand margin not 3.75 cm/1.5" and/or incorrect and right-hand margin not 2.5 cm/1" and/or incorrect
2. Justification not left and/or incorrect
3. Hyphenation: Yes and/or incorrect
4. Line spacing incorrect
5. Letter spaces, upper case and lower case incorrect
6. [LEAF ANALYSIS] not changed to bold and centred and/or incorrect
7. [below and opposite] not underlined and/or incorrect
8. Paragraph [An ... leaves.] not changed to single line spacing and/or incorrect
9. [2. MAGNESIUM (Mg)] not moved two line spaces after paragraph [An ... leaves.] and/or incorrect
10. Spelling [analysis] incorrect
11. Stet – [topsoil] not retained and/or incorrect
12. [USUALLY] not changed to capital letters and/or incorrect
13. [Clay+silt ... 20] not inserted against left-hand margin and/or incorrect plus ONE accuracy error
14. [Ambic 1 ... 25.5] not inserted and right-aligned on 7.62 cm/3" and/or incorrect plus ONE accuracy error

Copyright reserved

QUESTION 7B (CONTINUED)

15. [Bray 1 ... 30.7] not inserted and left-aligned on 10.6 cm/4" and/or incorrect plus ONE accuracy error

16. [CALSIUM (Ca)] and [SULPHUR (S)] not numbered with Arabic figures and TWO letter spaces, starting with [3.╫] and/or incorrect

17. Paragraphs of [CALSIUM (Ca)] and [SULPHUR (S)] not indented and/or incorrect

18. Words not transposed and/or incorrect

19. Page break not inserted and/or incorrect

20. Page ONE not centred vertically and/or incorrect

21. Pages not numbered at the bottom, centred and/or incorrect and/or [EXAMINATION NUMBER] not left and [QUESTION 7B] right inserted as a header and/or incorrect

22. [MICRONUTRIENT ELEMENTS] not right-aligned and/or incorrect

23. [the micronutrient that is] not inserted and/or incorrect plus ONE accuracy error

24. [seed] not changed to italics and 14 pt throughout the document and/or incorrect

25. [Mo ... Mo.] not changed to double line spacing and/or incorrect

26. [leaching under high] not inserted and/or incorrect plus ONE accuracy error

27. [soils] not one letter space after [in] and/or incorrect

28. Left- and right-hand margin of [MANGANESE ... soil.] not changed to 5.08 cm/2" and not justified and/or incorrect

29. New paragraph not created at [Most ... soil.] and not indented below heading [MANGANESE (Mn)] and/or incorrect

30. [4 mg Cu kg^{1} for HNO_3] not inserted and/or incorrect plus TWO accuracy errors

[37]

Copyright reserved

QUESTION 8A

EXAMINATION NUMBER 4 4 QUESTION 8A

1 margins 1.25 cm/0.5", just, l/s 2 p/s, indent, hyph No 3 font, uc/lc, let/sp
1 centre 3 uc
MEALIE BREAD

1 x 410 g tin sweet corn

2 eggs beaten 5 [well]
4 ℓ
5 mℓ salt ¼=3+1=4 1 d/s

60 g butter

60 mℓ warm milk

350 g selfraising flour

1 align right 3 uc
METHOD

½=6+2=8 4 trs
Put all ingredients in a large bowl and stir.
Brush ¾=9+2=11
Bake at until **lightly** brown for about 45 minutes. 5 bold
Allow bread to cool before slicing and serving. 1 s/s

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

Copyright reserved

QUESTION 8A

ACCURACY = 12 MARKS –1 MARK PER ERROR (MARK WITH RED /)

ACCURACY = 12
DISPLAY = 3
TOTAL = 15

DISPLAY ERRORS = 3 MARKS –1 **MARK PER ERROR (MARK WITH BLUE X)**
Number errors and –1 mark per number

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

2. Paper size incorrect and/or
   Tab 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] not left and [QUESTION 8A] not right inserted as a header and/or incorrect and/or
   Symbol [ℓ] not inserted and/or incorrect and/or
   Trs – not transposed and/or incorrect

5. [well] not deleted and/or incorrect and/or
   Bold – not bold and/or incorrect

(15)

QUESTION 8B

EXAMINATION NUMBER 4 4 QUESTION 8B

1 l/s 2 margins 2.5 cm/1" 3 let/sp, uc/lc

5 bold, underline
MEALIE BREAD

6 uc +1
INGREDIENTS

1 x 410 g tin sweet corn
5 mℓ salt
60 mℓ milk
11 delete [warm]
7
2 eggs beaten
8
60 g butter
10
350 g selfraising flour
9

12 sp caps, centre
M E T H O D

13 1. and 14 bold
1. Put **all** ingredients in a large bowl and stir.
2. Brush bread tin with butter and pour in the dough. 15+2
3. Bake at 180 °C until **lightly** brown for about 45 minutes. 16+1
4. Allow bread to cool before slicing and serving.

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

Copyright reserved

QUESTION 8B

ACCURACY = 4
PROCESSING = 16
TOTAL = 20

NOTE: –1 MARK PER ERROR

ACCURACY = RED / – ONLY MARK ERRORS ON TEXT PROCESSED OR ADDITIONAL ERRORS
PROCESSING = BLUE X
REPETITIVE ERRORS = RED OR BLUE CIRCLE

PROCESSING ERRORS

1. Line spacing incorrect
2. Left- and right-hand margin not changed to 2.5 cm/1" and/or incorrect
3. Letter spaces, upper case and lower case incorrect
4. [QUESTION 8A] in the header not changed to [QUESTION 8B] and/or incorrect
5. [MEALIE BREAD] not bold and underlined and/or incorrect
6. [INGREDIENTS] not inserted in capital letters and/or incorrect plus ONE accuracy error
7. [2 ... beaten] not moved to the same line as [1 ... corn] on 8 cm/3.2" and/or incorrect
8. [60 ... butter] not moved to the same line as [5 ... salt] on 8 cm/3.2" and/or incorrect
9. QUESTION 8B not centred vertically and/or incorrect
10. [350 ... flour] not moved to the same line as [60 ... milk] on 8 cm/3.2" and/or incorrect
11. [warm] not deleted and/or incorrect
12. [M E T H O D] not changed to spaced capital letters and centred and/or incorrect
13. [1.–4.] not inserted with TWO letter spaces and/or incorrect
14. [all] not changed to bold and/or incorrect

Copyright reserved

QUESTION 8B (CONTINUED)

15. [bread ... dough.] not inserted and/or incorrect plus TWO accuracy errors

16. [180 °C] not inserted and/or incorrect plus ONE accuracy error

(20)
[35]

QUESTION 9A

EXAMINATION NUMBER 4 4 QUESTION 9A
1 margins, L 3.75 cm + R 2.5 cm, just, l/s 2 p/s, tabs, hyph 3 font, uc/lc, let/sp
3 uc 4 bold
UKUFUNDA NENGANE YAKHO

3 uc ¼=3+1=4
Funda futhi! Uma IZINGANE zakho zikucela ukuthi uphinde ufunde indaba ... uyiphinda-phinde, kwenze lokho!

1

½=6+2=8
HO BALA MMOHO LE BANA 3 uc 4 u/line

3 uc ¾=9+2=11
E bale hape! Haeba BANA ba hao ba o kopa hore o bale pale hape ... o be o e phete hape le hape, etsa jwalo!

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

QUESTION 9A

ACCURACY = 12 MARKS –1 MARK PER ERROR (MARK WITH RED /)

ACCURACY = 12
DISPLAY = 3
TOTAL = 15

DISPLAY ERRORS = 3 MARKS –1 MARK PER ERROR (MARK WITH BLUE X)
Number errors and –1 mark per number

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

2. Paper size incorrect and/or
   Tab 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. Bold – not changed and/or incorrect and/or
   Underline – not underlined and/or incorrect and/or
   [EXAMINATION NUMBER] and [QUESTION 9A] not inserted as a header and/or incorrect

(15)

QUESTION 9B

EXAMINATION NUMBER 4 4 QUESTION 9B
1 let/sp, uc/lc 2 l/s 3 left-hand margin 2.5 cm
UKUFUNDA NENGANE YAKHO 5 remove bold

Funda futhi!
6 NP
Uma IZINGANE zakho zikucela ukuthi uphinde ufunde indaba ... uyiphinda-phinde, kwenze lokho!

Ho bala mmoho le bana 7 lc

E bale hape!
6 NP
Haeba BANA ba hao ba o kopa hore o bale pale hape ... o be o e phete hape le hape, etsa jwalo!

8 insert page break
9 copy

Page 1	Number	Page 2	Number
Accuracy	**0**	Accuracy	**0**
Processing errors	**10**	Processing errors	**10**
Total	**10**	Total	**10**
	1		1
	2		2
	3		4
	4		8
	5		9
	6		10
	7		11
	8		12
	9		13
	10		14

10 1

QUESTION 9B (CONTINUED)

EXAMINATION NUMBER 4 4 QUESTION 9B

8 page break 9 copy

11 l+r 7.5 cm margins
UKUFUNDA NENGANE YAKHO

12 l+r margins 4 cm, right-align
Funda futhi!

Uma IZINGANE zakho zikucela ukuthi uphinde ufunde indaba ... uyiphinda-phinde, kwenze lokho!

13 l+r margins 8 cm
Ho bala mmoho le bana

14 l+r 2.5 cm, left
E bale hape!

Haeba BANA ba hao ba o kopa hore o bale pale hape ... o be o e phete hape le hape, etsa jwalo!

MARKS			
POSSIBLE MARKS	13	0	13
ERRORS			
	BLUE –1	RED –1	TOTAL

10 2

QUESTION 9B

ACCURACY = 0
PROCESSING = 13
TOTAL = 13

NOTE: –1 MARK PER ERROR

ACCURACY = RED / – ONLY MARK ERRORS ON TEXT PROCESSED OR ADDITIONAL ERRORS
PROCESSING = BLUE X
REPETITIVE ERRORS = RED OR BLUE CIRCLE

PROCESSING ERRORS

1. Letter spaces, upper case and lower case incorrect
2. Line spacing incorrect
3. Left-hand margin not changed to 2.5 cm/1" and/or incorrect
4. [QUESTION 9A] in header not changed to [QUESTION 9B] and/or incorrect
5. [**UKUFUNDA ... YAKHO**] bold not removed and/or incorrect
6. New paragraphs not created at [Uma ... lokho!] and [Haeba ... jwalo!] and/or incorrect
7. [Ho … bana] not changed to small letters and/or incorrect
8. Page break not inserted and/or incorrect
9. [UKUFUDA ... jwalo!] not copied to page 2 and/or incorrect
10. Pages not numbered bottom, centred and/or incorrect
11. [UKUFUNDA ... YAKHO] left- and right-hand margin not changed to 7.5 cm/3" and/or incorrect
12. [Funda ... lokho!] not right-aligned and left- and right-hand margin not changed to 4 cm/1.6" and/or incorrect
13. [Ho ... bana] left- and right-hand margin not changed to 8 cm/3.2" and/or incorrect
14. [E bale ... jwalo!] not centred and left- and right-hand margin not changed to 2.5 cm/1" and/or incorrect

(13)
[25]

TOTAL SECTION B: 100
GRAND TOTAL: 300

Copyright reserved