higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

INFORMATION PROCESSING N5

26 MAY 2016

This marking guideline consists of 31 pages.

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TYPING TECHNIQUE

SECTION A

GUIDELINES FOR MARKING

REMEMBER, THE CANDIDATE CANNOT FAIL BECAUSE HE/SHE COULD NOT COMPLETE OR PASS THE TIMED ACCURACY TEST.

1. The total of the question paper is 200 marks. 80% is accuracy and 20% display (QUESTION 2–5).

2. **ACCURACY ERRORS** must be indicated with a **RED /. REPETITIVE** accuracy errors must be indicated with a **RED CIRCLE.**
   –**4 MARKS PER ERROR**

3. **DISPLAY ERRORS** must be indicated with a **BLUE X. REPETITIVE** display errors must be indicated with a **BLUE CIRCLE**.
   –**2 MARKS PER ERROR**

   ACCURACY ERRORS = All keying-in errors
   DISPLAY ERRORS = Display errors and proofreading marks

4. **METHOD OF MARKING**

40	10	50	POSSIBLE MARK
2e	4e		NUMBER OF ERRORS
32	2		TOTAL MARK FOR QUESTION
(2 x 4 = 8)	(4 x 2 = 8)	34	Always put accuracy first
RED	BLUE	TOTAL	

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5. INCOMPLETE QUESTIONS

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.

EXAMPLE:

TOTAL MARK = 50 ACCURACY = 40 DISPLAY = 10
½ COMPLETE:

40	10	50	POSSIBLE MARK
20	5	25	½ COMPLETED
2e	4e		NUMBER OF ERRORS
12	0		
(2 x 4 = 8)	(4 x 2 = 5 max)	12	Always put accuracy first
RED	BLUE	TOTAL	

6. PROCESSING OF MARKS

Next to QUESTION NUMBERS 1–6:	Marks for all questions (SECTION A)
Next to QUESTION NUMBERS 7–9:	Marks for all questions (SECTION B)
Front page, top: Raw mark =	 Mark out of 300 (bottom)
% =	Raw mark processed to % in circle (top)
=	Raw mark divided by 3
Rounded =	.5, .6, .7, .8, .9 Becomes full mark, e.g. 66.5 = 67% Write initials and surname below circle

QUESTION 1: MARKING SCHEDULE – TIMED ACCURACY TEST

WPM	45	50		WPM	45	50
ERRORS	MARKS	MARKS		ERRORS	MARKS	MARKS
1	19	19		28	5	7
2	19	19		29	5	6
3	18	19		30	4	6
4	18	18		31	4	5
5	17	18		32	3	5
6	17	17		33	3	4
7	16	17		34	2	4
8	16	16		35	1	3
9	15	16		36	1	3
10	15	15		37	0	2
11	14	15		38		2
12	14	14		39		1
13	14	14		40		1
14	13	13		41		0
15	13	13				
16	12	12				
17	11	12				
18	10	11				
19	10	11				
20	9	10				
21	9	10				
22	8	9				
23	8	9				
24	7	8				
25	7	8				
26	6	8				
27	6	7				

QUESTION 1: TIMED ACCURACY TEST **MARKS: 20**

NOTE: RED / = ACCURACY ERRORS

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 THE ENCLOSED DEPARTMENTAL SCHEDULE.

MARK ACCURACY ERRORS ONLY.

Indicate accuracy errors with a red slash (/).

One or more incorrect characters in a word – 1 error.

Do not penalise incorrect margins.

Do not penalise incorrect line spacing.

Do not penalise incorrect hyphenation.

Do not penalise incorrect capital letters/small letters.

Do not penalise incorrect letter spaces.

Do not penalise incorrect justification.

Do not penalise any display errors.

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

When exactly the same word is repeatedly keyed in incorrectly, it is penalised ONCE only per question. Thereafter it is encircled as a repetitive error.

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QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

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.

If 45 wpm is not completed, count back as indicated in the marking guideline.

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

Indicate the speed obtained with Pass 45 wpm/Pass 50 wpm/Fail where applicable in the following way:

INDICATE AT THE END OF THE SPEED TEST:

Pass 45 wpm/Pass 50 wpm/Fail; Errors; Mark

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

Pass 45 wpm/Pass 50 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 front 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 45 wpm/Pass 50 wpm/Fail

Should a candidate fail the examination (less than 40 %) and pass the accuracy test, the word Fail replaces the Pass 45 wpm/Pass 50 wpm as a candidate cannot fail the question paper as a whole and get recognition for the wpm.

THE MARK FOR TYPING TECHNIQUE (200) IS ADDED TO THE AUDIO TRANSCRIPTION MARK (100) TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE).

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QUESTION 1: TIMED ACCURACY TEST

No safari in South Africa is complete without viewing the magnificent Big Five. These are the must-see animals which all safari holidays should include. The tour operator will be able to advise you on the best safari tours in the country so that you are sure to spot these animals during your vacation. Apart from the Big Five there are also the famous Ugly and Little Five you must see during your holiday.

The famous Big Five consists of the lion, leopard, elephant, rhino and buffalo. You can request a guided tour at the game lodge where you decide to stay and the ranger will use his/her skills to track and sight the Big Five for you. If you are enjoying a self-drive tour all you have to do is be patient. Make sure you stop at water holes and have a good look around. The big cats often prefer to be close to their prey so you may even sight one of them near a herd of antelope.

Lions prefer the savannah areas and it may take some time before you spot them lying in a grassy patch or you may be lucky enough to have them wander along the road. Do not forget to keep looking up into the trees whilst enjoying a drive – you might just be fortunate enough to spot a leopard. Elephants and buffalo are also magnificent creatures and you may just see them at a waterhole or grazing calmly next to the

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QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

road.

Apart from the Big Five there are many other animals you may also have the privilege of spotting during your holiday. These include the zebra, antelope, giraffe and cheetah. The list is virtually endless. One must also not forget about the smaller animals, some of which have fondly been classified into the Little Five.

The smallest of the Little Five is the tiny ant lion. This small creature can easily be spotted by the small, cylindrical holes it creates in dry, soft sand. The antlion lies and waits in the middle of its sandy cone for an unsuspecting insect to fall into the hole after which it quickly grasps its prey.

The buffalo weaver is a noisy character and you can easily spot a nest in the fork of a tree. The nests are known to appear somewhat unkempt and untidy and may be very large. You will probably hear a buffalo weaver before you spot its nest.

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QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

45 wpm

If you are extremely lucky you may spot the small elephant shrew. These shy creatures have long snouts similar to the trunk of an elephant. They feed mostly on insects and are rarely seen. The rhinoceros beetle is a large beetle with two large horns on its head. These horns are used for fighting with other beet

50 wpm

[20]

QUESTION 1: TIMED ACCURACY TEST 45 WPM (CONTINUED)

The antlion lies and waits in the middle of its sandy cone for an unsuspecting insect to fall into the hole after which it quickly grasps its prey.

The buffalo weaver is a noisy character and you can easily spot a nest in the fork of a tree. The nests are known to appear somewhat unkempt and untidy and may be very large. You will probably hear a buffalo weaver before you spot its nest.

If you are extremely lucky you may spot the small elephant → 45 wpm

[20]

20	-	20

QUESTION 1: TIMED ACCURACY TEST 50 WPM (CONTINUED)

The buffalo weaver is a noisy character and you can easily spot a nest in the fork of a tree. The nests are known to appear somewhat unkempt and untidy and may be very large. You will probably hear a buffalo weaver before you spot its nest.

If you are extremely lucky you may spot the small elephant shrew. These shy creatures have long snouts similar to the trunk of an elephant. They feed mostly on insects and are rarely seen. The rhinoceros beetle is a large beetle with two large horns on its head. These horns are used for fighting with other beetles. 50 wpm

[20]

20	-	20

TYPING TECHNIQUE

ACCURACY SCHEDULE – QUESTIONS 2–6					
–4 MARKS DEDUCTED PER ERROR – ACCURACY – RED					
MARKS	**23**	**40**	**16**	**36**	**20**
RED ERRORS	**Q2**	**Q3**	**Q4**	**Q5**	**Q6**
0	**23**	**40**	**16**	**36**	**20**
1	**19**	**36**	**12**	**32**	**16**
2	**15**	**32**	**8**	**28**	**12**
3	**11**	**28**	**4**	**24**	**8**
4	**7**	**24**	**0**	**20**	**4**
5	**3**	**20**		**16**	**0**
6	**0**	**16**		**12**	
7		**12**		**8**	
8		**8**		**4**	
9		**4**		**0**	
10		**0**			

TYPING TECHNIQUE

DISPLAY SCHEDULE – QUESTIONS 2–5				
–2 MARKS DEDUCTED PER ERROR – DISPLAY – BLUE				
MARKS	**22**	**10**	**4**	**9**
BLUE ERRORS	**Q2**	**Q3**	**Q4**	**Q5**
0	**22**	**10**	**4**	**9**
1	**20**	**8**	**2**	**7**
2	**18**	**6**	**0**	**5**
3	**16**	**4**		**3**
4	**14**	**2**		**1**
5	**12**	**0**		**0**
6	**10**			
7	**8**			
8	**6**			
9	**4**			
10	**2**			
11	**0**			

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QUESTION 2: TABULAR STATEMENT MARKS: 45

23 MARKS – ACCURACY –4 marks per error

Every keying-in error

22 MARKS – DISPLAY –2 marks per error

1. Margins (equal) incorrect and/or
   Justification (left, centre, right, full) incorrect and/or
   Line spacing (as indicated) incorrect

2. Paper size (A4 landscape) incorrect and/or
   Tabular stops/indentation incorrect and/or
   Hyphenation incorrect

3. Font/font size (Arial 12 pt) incorrect and/or
   Capital letters/small letters incorrect and/or
   Letter spaces incorrect

4. / – not changed to [the] and/or incorrect and/or
   Del – not deleted and/or incorrect and/or
   Insert – incorrect

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

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

7. Move – not moved and/or incorrect and/or
   Sp caps – spaced capital letters incorrect and/or
   Join together – not joined together and/or
   Examination and question number not inserted as header and/or incorrect

8. [& NP – new line and new paragraph incorrect and/or
   Runs on – incorrect and/or
   In full – not in full/in words and/or incorrect

9. Main headings incorrect and/or
   Column headings incorrect and/or
   Columns incorrect

10. Vertical lines omitted and/or incorrect

11. Horizontal lines omitted and/or incorrect

12. Figures incorrect and/or
    Units, tens not underneath one another and/or
    Numbers wrapped

13. Footnote incorrect

¼	6	5	11
½	12	11	23
¾	17	17	34
	23	22	45