higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INFORMATION PROCESSING N5

18 May 2021

This marking guideline consists of 34 pages.

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SECTION A: TYPING TECHNIQUE

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 (QUESTIONS 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 signs

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

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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				

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QUESTION 1 (CONTINUED)

NOTE: RED / = ACCURACY ERRORS

BE SURE TO MARK THE TIMED ACCURACY TEST 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 alignment.

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 (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 TIMED ACCURACY 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

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 timed 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 (CONTINUED)

Love is a complex set of emotions, behaviours, and beliefs associated with strong feelings of affection, protectiveness, warmth, and respect for another person. For example, a person might say he or she loves his or her dog, loves freedom, or loves good neighbourhoods. When we are loved, we tend to feel it intuitively in our guts. But how does it work? Is there an extrasensory perception in the heart that is able to read the feelings in another person's heart?

In fact, it's really not that ethereal or supernatural. On the contrary, it's pretty practical and down-to-earth.

Our hearts take cues from our senses. Everything we see, hear, taste, touch or smell teaches us about our universe. We don't need to contemplate or ask questions. Our sensory organs report to our brains, and our brains interpret the data and send the report to our hearts. So, if we see a loving smile, hear loving words, or feel a loving touch, the brain processes this information and concludes: "Hey, we are being loved right now!"

In short, when we are loved, there is tangible proof. It's not an abstract thought or feeling, it's concrete and evidenced. As King Solomon wrote in his book of Proverbs (27:19), "As

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QUESTION 1 (CONTINUED)

water reflects a man's face back to him, so is the heart of one man to another." This means, when you are treated with love, your heart feels that love.

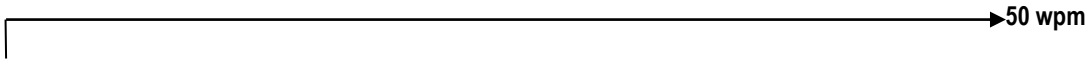
The best answer for true love I can come up with is the one love, the one heart, the one understanding of the one spark inside us all. To know and treat another as they are you, and why not? We are all reflections of one another. No exceptions. But the awareness of the truth is coming back to the light. Remember, it's way bigger than just one single human's beliefs. What actually makes good sense? The old law of man is getting very weak, time to move up as a collective. It's just a choice we can make to rise above the material and selfishness of our past experience. It's definitely a new age!

Love is a desire. It's the engine that keeps everything going. Without that humans would not last long. There would be nothing to live for. No reason to survive. I wish it was unconditional, but it's not. It's romantic, yes, but romance is deception. It's part of the play of life. It's the reason children are born. On the most tangible level it's just a

45 wpm

QUESTION 1 (CONTINUED)

chemical that feeds the mechanical. What's interesting is that it's not loving or seemingly loving. It's actually very cruel. Love



QUESTION 1 (CONTINUED)

```
            37          36          35          34          33
It's just a |choice we |can make t|o rise abo|ve the mat|erial
    32          31          30          29          28          27
and |selfishnes|s of our p|ast experi|ence. It'|s definite|ly
       26
a new a|ge!


   25          24          23          22          21          20
Lov|e is a des|ire. It's| the engin|e that kee|ps everyth|ing
      19          18          17          16          15
going.| Without |that human|s would no|t last lon|g. There
14          13          12          11          10          9
|would be n|othing to |live for. |No reason| to surviv|e. I
    8           7           6           5           4           3
wish| it was un|conditiona|l, but it'|s not. It|'s romanti|c,
       2           1
yes, bu|t romance |is deception.
```

45 wpm

QUESTION 1 (CONTINUED)

Love is a desire. It's the engine that keeps everything going.
41 40 39
Without that humans would not| last long|. There w|ould be
38 37 36 35 34 33
no|thing to l|ive for. |No reason |to survive|. I wish |it was
32 31 30 29 28 27
unc|onditional|, but it's| not. It'|s romantic|, yes, but|
26 25 24 23 22
romance i|s deceptio|n. It's p|art of the| play of l|ife.
21 20 19 18 17 16
It's| the reaso|n children| are born.| On the m|ost tangib|le
15 14 13 12 11
level i|t's just a |chemical |that feeds| the mecha|nical.
10 9 8 7 6 5
Wh|at's inter|esting is |that it's |not loving| or seemin|gly
4 3 2 1
loving|. It's ac|tually ver|y cruel. |Love |

50 wpm

[20]

TYPING TECHNIQUE

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

TYPING TECHNIQUE

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

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QUESTION 2

ACCURACY – 20 MARKS –4 marks per error

Every keying-in error

DISPLAY – 20 MARKS –2 marks per error

1. Margins (1,27 cm/0,5") incorrect and/or
   Alignment (left, centre, right, justify) 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 (Courier New 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 and/or
   [Examination number] left and [QUESTION 2] right not inserted as header and/or 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. Sp caps – spaced capital letters incorrect and/or
   Move – not moved and/or incorrect and/or
   Join – not joined and/or incorrect

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

9. Main headings incorrect and/or
   Column headings incorrect and/or
   Columns incorrect and/or
   Columns not merged and/or incorrect and/or
   Row not shaded and/or 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

13. Footnote incorrect

¼	5	5	10
½	10	10	20
¾	15	15	30
	20	20	40

QUESTION 2 (CONTINUED)

EXAMINATION NUMBER QUESTION 2

1 margins (1,27 cm/0,5"), alignment, line spacing 2 A4 landscape, tab stops/indent, hyphenation No 3 font/font size, uc/lc, letter spaces 4 [Examination number] left and [QUESTION 2] right as header 9 main headings, column headings, columns, merged, shaded 10 vertical lines 11 horizontal lines 12 figures 13 footnote

7 move 1 centre 3 uc 6 bold, u/line

REPORT ON MURDERS CAUSED BY RELATIONSHIPS

7 sp caps **5 sp**

T A B L E 1 : Statistically based on gender equality **6 ital**

1 centre column headings horizontally and vertically 3 uc 8 NL **8 in full** **8 runs on** **4 insert** **8 NL** **4 the** **8 NL** **¼**

TOWNS	MURDER VICTIMS IN SOUTH AFRICA BY AGE AND SEX (2017/2018)			TOTAL NUMBER AROUND THE DIFFERENT TOWNS			NATIONAL PERCENTAGE MURDERS CAUSED BY RELATIONSHIPS			
Durban **7 join**	Men	16421	2013	2017	2018	2019	2017	2018	2019	
Vanderbijlpark	Women	3000	2014	5300	1200	1410	5,87%	2,6%	42%	½
Soweto	Boys	1500	2015	2400	1000	1689	3,5%	3,8%	75%	
Limpopo	Girls	294	2016	5350	2900	1260	1,2%	5,6%	43%	
Qwaqwa	Infants	691	2017	4450	2056	1590	6,5%	86%	56%	¾
Welkom	Mature people	378	2018	6150	809	1517	87,5%	8,9%	80%	
Katlehong	Transgender	700	2019	1045	569	256	13,9%	6%	90%	

5 trs **4 del [some]**

Between 960 000 and 3 000 000 incidents of domestic violence are reported each year, while many other incidents go unreported. **5 stet**

[40]

¼	5	5	10
½	10	10	20
¾	15	15	30
	20	20	40

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QUESTION 3

ACCURACY – 40 MARKS –4 marks per error

Every keying-in error

DISPLAY – 10 MARKS –2 marks per error

1. Margins incorrect (2,54 cm/1" left and right) and/or
   Alignment (left, centre, right, justify) and/or
   Line spacing incorrect

2. Letterhead not retrieved and/or incorrect and/or
   Tabular stops/indentation incorrect and/or
   Hyphenation incorrect

3. Font/font size (Courier New 12 pt and Bahnscript 16 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 and/or
   Date not inserted in descending order and/or recipient incorrect and/or conclusion incorrect and/or
   Page break not inserted and/or incorrect and/or
   Second page not numbered bottom centred and/or incorrect and/or
   [Examination number] left not inserted as a footer and/or 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
   Join - not joined and/or incorrect

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

9. Paragraphs not inserted in numerical order and/or incorrect and/or
   Bullets not replaced with subparagraph numbers and/or incorrect and/or
   Border not inserted around heading and/or incorrect

¼	10	3	13
½	20	5	25
¾	30	8	38
	40	**10**	**50**

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QUESTION 3 (CONTINUED)

1 margins (2,54 cm/1"), alignment, line spacing 2 letterhead, tab stops/indent, hyphenation Yes 3 font/font size, uc/lc, letter spaces 4 [Examination number] left as footer

THE BEKEZELA ORGANISATION

PO Box 5678
JOHANNESBURG
2000

Cell No.: 082 123 4567
E-mail: bekezela@gmail.com



2021-05-18 **4 descending order**

TO ALL VICTIMS **4 display correctly**

9 border 3 uc 6 bold, ital 1 centre

RELATIONSHIP BETWEEN OFFENDER AND VICTIM BY MOTIVE IN HOMICIDE CASES

9 paragraphs in numerical order

1. **GAIN** **1 align left 3 uc 6 bold**

9 subparagraph numbers

1.1 The second most common motive for intimate partner homicides studied, was gain (**23%**). **6 bold**

4 insert **4 the**

1.2 In these cases, the primary reason for the homicide was to acquire some personal and tangible benefit. These victims were killed because they had something the offender wanted, such as money or property.

1.3 In contrast to the jealousy homicides, gain homicides ¼↓ were more often committed or solicited by females. Those that involved females (five out of seven cases) were committed for financial gain – either because the woman wanted an insurance pay-out and assets, or because they thought they were going to be cut out of the will following a divorce. **5 trs** **8 in words**

2. **JEALOUSY** **1 align left 3 uc 6 bold**

2.1 Jealousy homicides involve an offender thinking they are at risk of losing their partner to someone else. Either the offender's lover or their rival may be the target in these homicides. **4 the**

2.2 Jealousy accounted for the largest number of intimate partner homicides that were examined in the study (**40%**).½ These jealousy cases all included husbands who killed their wives. In court documents for these cases, jealous rage or morbid jealousy were often blamed for spurring the murders. **8 runs on** **4 page break** **6 bold**

EXAMINATION NUMBER **4 footer left**

QUESTION 3 (CONTINUED)

3. **LOVE** 1 align left 3 uc 6 bold

3.1 Finally, homicides motivated by love are committed so that the offender can remove a person they love from a situation they believe to be "worse than death". This can manifest in two ways. 5 stet

3.2 Altruistic homicides may involve an offender perceiving ¾ the situation to be so bad that they would rather see the victim die than be alive to experience it. Alternatively, homicides perpetrated by assisting a loved one to commit suicide may also be motivated by love. 6 u/line 5 sp

7 move

The dialogue surrounding homicides in relationships often focuses on a history of domestic violence within the relationship, rather than on the reasons why the offender killed their partner. 4 the 4 del [ways]

7 join

The importance of domestic violence notwithstanding, why does people sometimes kill the ones they love?

1 centre 3 Bahnscript 16 pt

2 Insert a line tabular stop on 7,62 cm/3"

_____

DIRECTOR 4 display correctly

[50]

¼	10	3	13
½	20	5	25
¾	30	8	38
	40	**10**	**50**

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QUESTION 4

ACCURACY – 32 MARKS –4 marks per error

Every keying-in error

DISPLAY – 8 MARKS –2 marks per error

1. Margins incorrect (1,27 cm/0,5" left and right) and/or
   Alignment (left, centre, right, justify) and/or
   Line spacing incorrect

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

3. Font/font size (Courier New 12 pt and Sitka Heading 20 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 and/or
   Paragraph numbers not omitted and/or incorrect and/or
   Page break not inserted and/or incorrect and/or
   Second page not numbered bottom right-aligned and/or incorrect and/or
   Bullets not inserted and/or incorrect and/or
   [Examination number] left and [QUESTION 4] right not inserted as a header and/or 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
   Join - not joined and/or incorrect

8. NP – new paragraphs incorrect and/or
   Runs on – incorrect and/or
   In full – not in full and/or incorrect

9. Columns not inserted and/or incorrect and/or vertical line not inserted between columns and/or incorrect and/or distance between columns not 1,27 cm/0,5" and/or incorrect

¼	8	2	10
½	16	4	20
¾	24	6	30
	32	**8**	**40**

QUESTION 4 (CONTINUED)

1 margins (1,27 cm/0,5"), alignment, line spacing 2 A4 landscape, tab stops/indent, hyphenation Yes 3 font/font size, uc/lc, letter spaces 4 [Examination number] left and [QUESTION 4] right as header

EXAMINATION NUMBER QUESTION 4

1 centre 3 uc, Sitka Heading 20 pt 6 bold

POSITIVE AND NEGATIVE IMPACT OF LOVE

9 2 columns with vertical line, distance between columns 1,27 cm/0,5" 4 paragraph numbers omitted

HEALTH: 3 uc 6 bold

8 NP 8 runs on

Various studies have indicated that loving some-one or having someone to love can help contribute to good health. Each time you express your love to that person, your brain releases serotonin, which is a feel-good hormone. So yes, with more love to go a-round, your health is bound to im-prove in the long run. **6 u/line**

PERSONAL TIES: 3 uc 6 bold

8 NP ¼ 8 in full

Love can help one form close personal bonds with others; as a specie, we happen to be quite so-ciable and often form various relationships in the course of a single life-time. **7 join 4 the 4 del (And ... permanent].**

RELATIONSHIPS: 3 uc 6 bold

8 NP 4 the 4 insert

Love can help cement relationships and this is one of the reasons why most married couples are advised to renew their vows after a certain pe-riod to affirm their love for each other.

DEPRESSION: 3 uc 6 bold

8 NP 4 the ½

Love is a powerful feeling - one that can make you feel as if you were floating on air. In case of unrequited love; it can push you into a deep de-pression. Love, surprisingly, is one of the main causative factors.

STRESS: 3 uc 6 bold

8 NP 5 stet 4 the

Love has also been known to cause stress, espe-cially during the early moments in a relationship. As most couples start a new relationship, they of-ten face stress as each try to adjust to the other person. **4 the**

SUICIDES: 3 uc 6 bold

8 NP 4 the 5 trs

Several young men and women commit suicide because of love; the reasons could vary from unrequited love to being cheated on or betrayed by a loved one. **4 del [This ... sight.] ¾**

4 page break

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QUESTION 4 (CONTINUED)

EXAMINATION NUMBER QUESTION 4

4 bullets **4 the** **4 the**

- Love makes the world go round and it certainly does; love for one other, the love we profess towards our family and our friends – but when it comes to defining this love, we often find it hard to define it in simple terms.

8 NP **4 the** **6 ital** **5 sp**

- But it is a powerful motivator – one that can affect us both *physically and emotionally*. It underscores all the relationships that we form in the course of our natural lives but it comes with its own baggage. This is why we need to take a closer look at some of the positive and negative effects of love. **4 del [This … love.]**

[40]

¼	8	2	10
½	16	4	20
¾	24	6	30
	32	**8**	**40**

4 page number bottom right-aligned
2

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QUESTION 5

ACCURACY – 24 MARKS –4 marks per error

Every keying-in error

DISPLAY – 6 MARKS –2 marks per error

1. Margins incorrect (2,54 cm/1" left and right) and/or
   Alignment (left, centre, right, justify) and/or
   Line spacing incorrect

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

3. Font/font size (Courier New 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 and/or
   Conclusion incorrectly displayed and/or
   [Examination number] left and [QUESTION 5] right not inserted as a header and/or 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
   Double underline – not changed and/or incorrect

7. Move – not moved and/or incorrect and/or
   Join - not joined and/or incorrect

8. NP – new paragraph incorrect and/or
   Runs on – incorrect and/or
   In full – date not in full and/or incorrect

¼	6	2	8
½	12	3	15
¾	18	5	23
	24	**6**	**30**

QUESTION 5 (CONTINUED)

1 margins (2,54 cm/1"), alignment, line spacing 2 A4 portrait, tab stops/indent, hyphenation Yes 3 font/font size, uc/lc, letter spaces 4 [Examination number] left and [QUESTION 5] right as header

EXAMINATION NUMBER QUESTION 5

8 in full **4 the** **3 uc** **4 insert**
Notice is hereby given that the Annual General Meeting of the company will be held at 3839B, Potlako Street, Pimville, on Monday 7 June 2021 at 12:00. Please read the enclosed documentation in preparation of items to be discussed. **8 runs on**

1. OPENING **3 uc 6 double u/line**
8 NP 4 the 7 join
The chairman welcomed everyone and declared the meeting ¼ properly constituted. **5 trs** **4 the**

2. PRESENT **3 uc 6 double u/line**

As per attendance register.

3. MINUTES OF THE PREVIOUS MEETING **3 uc 6 double u/line**

The minutes of the meeting held on 3 April 2021, which have been circulated, were taken as read and then approved and signed.

4. CHAIRMAN'S ANNUAL REPORT AND FINANCIAL STATEMENTS **½ 3 uc 6 double u/line**

The abovementioned report was submitted to the meeting and, as a result of a proposal by Ms K Monisi, unanimously approved together with the financial statements. **4 del [auditors']**

7 move
5. APPOINTMENT OF AUDITORS **3 uc 6 double u/line**

It was unanimously resolved that Ms N Rakomane be appointed as auditor for the next financial year. **4 the**

6. GENERAL **3 uc 6 double u/line** ¾
5 sp **5 stet** **4 the**
Mr Shibambo reported that the welfare association has received a huge number of women and men battered by their spouses, most of them were badly wounded.

7. CLOSURE **3 uc 6 double u/line**

The meeting adjourned at 17:00.

¼	6	2	8
½	12	3	15
¾	18	5	23
	24	**6**	**30**

By order of the board

4 display correctly
MR CANNEY **3 uc/lc** MS MATHUTHU **3 uc/lc**
CHAIRMAN ***SECRETARY*** **6 bold, ital**

18 May 2021 **4 Today's date in full**

[30]

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QUESTION 6

ACCURACY – 20 MARKS –4 marks per error

Every keying-in error

DISPLAY – 0 MARKS

NO MARKS WILL BE DEDUCTED FOR DISPLAY ERRORS

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 alignment.

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.

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.

¼	5	0	5
½	10	0	10
¾	15	0	15
	20	0	20

QUESTION 6 (CONTINUED)

EXAMINATION NUMBER QUESTION 6

Lerato ke ntho e monate e etsahalang pakeng tsa batho ba babedi. Lerato ha le na theko empa fela le itlhokela tsena tse latelang; thlompho, nako, mofuthu le tshehetso.

¼

Lerato le mosa ha lena bokgopo, tseba hore haebe wena o kene leratong le utlwisang bohloko le sisisang pelo le tletseng dikomang le dithetso, ha se lona lerato la mannete. ½

¾

Motho a maratong o mobona ka ho bososela bosiu le motsheare hore ka nnete-nete motho wa rona ho tletse lerato pelong ya hae, ebile ha ana le dipelaelo tse ka mositisang ho rata moratuwa wa hae.

[20]

TOTAL SECTION A: 200

¼	5	0	5
½	10	0	10
¾	15	0	15
	20	0	20

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SECTION B: AUDIO TRANSCRIPTION

GUIDELINES FOR MARKING

1. The total of this section is 100 marks. 80% is accuracy and 20% display (QUESTIONS 7–9).

2. ACCURACY ERRORS must be indicated with a RED /. REPETITIVE accuracy errors must be indicated with a RED CIRCLE.
   –1 MARK PER ERROR

3. DISPLAY ERRORS must be indicated with a BLUE X. REPETITIVE display errors must be indicated with a BLUE CIRCLE.
   –1 MARK PER ERROR

   ACCURACY ERRORS = All keying-in errors
   DISPLAY ERRORS = Dictation instruction errors

4. **METHOD OF MARKING**

16	4	20	POSSIBLE MARK
2e	4e		NUMBER OF ERRORS
2	4		TOTAL MARK FOR QUESTION
(2 x 1 = 2)	(4 x 1 = 4)	14	Always put accuracy first
RED	BLUE	TOTAL	

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 = 20 ACCURACY = 16 DISPLAY = 4

   ½ COMPLETE:

16	4	20	POSSIBLE MARK
8	2	10	½ COMPLETED
2e	4e		NUMBER OF ERRORS
6	0		
(2 x 1 = 2)	(4 x 1 = 2 max)	6	Always put accuracy first
RED	BLUE	TOTAL	

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6. PROCESSING OF MARKS

Penalise and mark as for Typing Technique – only marks per error differ (ONE MARK PER ERROR).

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

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AUDIO TRANSCRIPTION

SCHEDULE – QUESTIONS 7–9						
–1 MARK DEDUCTED PER ERROR ACCURACY – RED DISPLAY – BLUE						
MARKS:	**ACCURACY**			**DICTATION INSTRUCTIONS**		
	20	**24**	**36**	**5**	**6**	**9**
QUESTION: ERRORS:	**Q7**	**Q8**	**Q9**	**Q7**	**Q8**	**Q9**
0	**20**	**24**	**36**	**5**	**6**	**9**
1	**19**	**23**	**35**	**4**	**5**	**8**
2	**18**	**22**	**34**	**3**	**4**	**7**
3	**17**	**21**	**33**	**2**	**3**	**6**
4	**16**	**20**	**32**	**1**	**2**	**5**
5	**15**	**19**	**31**	**0**	**1**	**4**
6	**14**	**18**	**30**		**0**	**3**
7	**13**	**17**	**29**			**2**
8	**12**	**16**	**28**			**1**
9	**11**	**15**	**27**			**0**
10	**10**	**14**	**26**			
11	**9**	**13**	**25**			
12	**8**	**12**	**24**			
13	**7**	**11**	**23**			
14	**6**	**10**	**22**			
15	**5**	**9**	**21**			
16	**4**	**8**	**20**			
17	**3**	**7**	**19**			
18	**2**	**6**	**18**			
19	**1**	**5**	**17**			
20	**0**	**4**	**16**			
21		**3**	**15**			
22		**2**	**14**			
23		**1**	**13**			
24		**0**	**12**			
25			**11**			
26			**10**			
27			**9**			
28			**8**			
29			**7**			
30			**6**			
31			**5**			
32			**4**			
33			**3**			
34			**2**			
35			**1**			
36			**0**			

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QUESTION 7

ACCURACY – 20 MARKS –1 mark per error

Every keying-in error

DISPLAY – 5 MARKS –1 mark per error

1. Margins incorrect (2,54 cm/1" left and right) incorrect and/or
   Alignment (left, centre, right, justify) incorrect and/or
   Line spacing incorrect

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

3. Font/font size (Courier New 12 pt and Colonna 20 pt) incorrect and/or
   Capital letters/small letters incorrect and/or
   Letter spaces incorrect

4. Dates not inserted in full and/or incorrect

5. I spell incorrect – urgent; Counsellors

6. Bold – not changed and/or incorrect

7. Spaced capital letters incorrect and/or
   [Examination number] left and [QUESTION 7] right not inserted as a header and/or incorrect

8. Numbered paragraphs not inserted and/or incorrect and/or
   Bullets not inserted and/or incorrect

¼	5	1	6
½	10	3	13
¾	15	4	19
	20	**5**	**25**

QUESTION 7 (CONTINUED)

1 margins (2,54 cm/1"), alignment, line spacing 2 A4 portrait, tab stops/indent, hyphenation No 3 font/font size, uc/lc, letter spaces 7 [Examination number] left and [QUESTION 7] right as header

EXAMINATION NUMBER QUESTION 7

5 sp **5 sp**
Notice is hereby given of an urgent meeting of Counsellors that will be held at Pretoria, 7710 Nozi Street, White City on Friday, 1 June 2021 at 10:00. **4 in full** **3 uc** ¼

3 Colonna MT 20 pt 7 sp caps 6 bold 1 centre

A G E N D A

1. Welcome

2. Minutes of the previous meeting **8 paragraph numbering**

3. Chairman's annual report and financial statements

4. Appointment of auditors ½

5. Matters to be discussed

¼	5	1	6
½	10	3	13
¾	15	4	19
	20	**5**	**25**

- Openness
- Empathy
- Maturity **8 bullets**
- Commitment
- Honesty
- Compromise ¾

6. Any other business

By order of the board

T Mawela
SECRETARY **3 uc**

18 May 2021 **4 in full**

[25]

QUESTION 8

ACCURACY – 24 MARKS –1 mark per error

Every keying-in error

DISPLAY – 6 MARKS –1 mark per error

1. Margin incorrect (2,54 cm/1" left and right) incorrect and/or
   Alignment (left, centre, right, justify) incorrect and/or
   Line spacing incorrect

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

3. Font/font size (Courier New 12 pt and Bradley Hand ITC 20 pt) incorrect and/or
   Capital letters/small letters incorrect and/or
   Letter spaces incorrect

4. Bullets not inserted and/or incorrect and/or
   Date not in full and/or incorrect and/or
   Not in figures and/or incorrect and/or
   Horizontal lines not inserted and/or incorrect

5. I spell incorrect – Struggling; sticking; toxic; support; independent

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

7. Spaced capital letters incorrect and/or
   [Examination number] left and [QUESTION 8] not inserted as a header and/or incorrect

¼	6	2	8
½	12	3	15
¾	18	5	23
	24	**6**	**30**

QUESTION 8 (CONTINUED)

1 margins (2,54 cm/1"), alignment, line spacing 2 A4 portrait, tab stops/indent, hyphenation No
3 font/font size, uc/lc, letter spaces 7 [Examination number] left and [QUESTION 8] right as header

EXAMINATION NUMBER QUESTION 8

7 sp caps 1 centre 3 Bradley Hand ITC 20 pt 6 bold

MEMORANDUM

4 horizontal lines

TO:	**WOMEN ASSOCIATION**	
FROM:	**HEALTH ORGANISATION**	**3 uc 6 bold**
SUBJECT:	**THE BEKEZELA-BRIGADE**	
DATE:	**18 MAY 2021**	**4 Today's date in full**

1 centre 3 uc 6 u/line ¼

PUT YOURSELF FIRST

5 sp 6 bold, ital

Struggling to leave a marriage or relationship that no longer honours you? Here are 5 baby steps to take: **4 in figures**

4 bullets

- Understand your reasons for sticking it out. Ask yourself this: Why did I stay in a toxic relationship for so long? Get help from a psychologist. **5 sp**

5 sp

- Have a good support system that can assist you with your ½ relationship problems. This can include family, friends and professional help.

- Strive to be independent – emotionally and financially.

- Report the abuse. Most women want to leave, but fear for ¾ their lives.

- With the rising scourge of femicide in South Africa, is it still worth it to 'bekezela' in a relationship or marriage at the expense of your well-being?

[30]

¼	6	2	8
½	12	3	15
¾	18	5	23
	24	**6**	**30**

QUESTION 9

ACCURACY – 36 MARKS –1 mark per error

Every keying-in error

DISPLAY – 9 MARKS –1 mark per error

1. Margins incorrect (2,54 cm/1" left and right) incorrect and/or
   Alignment (left, centre, right, justify) incorrect and/or
   Line spacing incorrect

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

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

4. Page break not inserted and/or incorrect

5. I spell incorrect – exorbitant; misandrist; battered; perseverance; acknowledges; challenges

6. Bold – not changed and/or incorrect and/or
   Italics – not changed and/or incorrect and/or
   Double underline – not changed and/or incorrect

7. [Examination number] left and [QUESTION 9] right not inserted as a header and/or incorrect

8. Spaced capital letters incorrect

9. New paragraphs incorrect

¼	9	2	11
½	18	5	23
¾	27	7	34
	36	**9**	**45**

QUESTION 9 (CONTINUED)

1 margins (2,54 cm/1"), alignment, line spacing 2 A4 portrait, tab stops/indent, hyphenation Yes 3 font/font size, uc/lc, letter spaces 7 [Examination number] left and [QUESTION 9] right as header

EXAMINATION NUMBER QUESTION 9

5 sp

In 2021 and with the exorbitant rate of femicides in South A-
frica, isn't it time to challenge a phrase like 'A woman holds
a knife by its sharp end'?

This implies that the strength of a woman is to endure any
form of emotional and physical abuse. But, did you know that a
woman is murdered every three hours? According to the World
Health Organisation, this is more than five times higher than
the global average. Whether we blame this on social media con-
structs, it seems enduring hardships contribute to the never-
ending cycle of abuse and even *femicide*. **6 ital**

THE DANGER OF UKUBEKEZELA **3 uc 6 double u/line** ¼

Women who are abused tend to be abusive as well, especially
towards their children, and forget to live for themselves.
They also become misandrist, where they despise men. **5 sp**

WHY WE CAN'T BLINDLY PERSEVERE ANYMORE **3 uc 6 double u/line**

The reason is that the chances of being killed by your partner
are high. "You just have to look at the femicide cases that we
have in the country to see where abuse leads to", says Mbuli,
who warns that blindly persevering might lead to battered wo-
man syndrome, which is learned helplessness that causes a wo-
man to believe that she deserves the abuse and that she can't
get away from it. The danger to this is that it often leads to
the victim killing their partner. **5 sp** ½

UKUBEKEZELA VS NOT GIVING UP ON YOUR RELATIONSHIP **3 uc 6 double u/line**

Healthy perseverance acknowledges that there are concerns in
the relationship that are addressed and resolved by both part-
ners. However, one can see when a relationship is not working,
but our innate human nature makes us believe that we can per-
severe and strive, despite the problems that exist in the re-
lationship. The bad side of perseverance in a toxic relation-
ship is that one continues the cycle of assuming a victim po-
sition. It is also not healthy when your relationship or mar-
riage becomes more important than your own life and well-
being, especially when you are mistreated by your partner.

¾ **4 page break**

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QUESTION 9 (CONTINUED)

EXAMINATION NUMBER QUESTION 9

BETTER THE DEVIL YOU KNOW **3 uc 6 double u/line**

Is he really better? The devil you know blinds you to the fact that there are patterns that will never change. Yes, you may know the devil, but if the devil is not ready to work on the challenges in the relationship, chances are you will be alone in the quest of the change you want to bring. What you are familiar with may not necessarily be good for you. **5 sp**

8 sp caps 6 bold

R E P O R T B Y W O M E N O R G A N I S A T I O N

¼	9	2	11
½	18	5	23
¾	27	7	34
	36	**9**	**45**

[45]

TOTAL SECTION B: 100
GRAND TOTAL: 300

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