higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

BSN640(E)(N11)H
NOVEMBER EXAMINATION

NATIONAL CERTIFICATE

INFORMATION PROCESSING N5

(6020275)

11 November 2014 (Y-Paper)
13:00–6:00

THE QUESTION PAPER MUST BE HANDED TO CANDIDATES 30 MINUTES BEFORE THE COMMENCEMENT OF THE EXAMINATION.

This question paper consists of 21 pages and 2 letterheads.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
INFORMATION PROCESSING N5
TIME: 3 HOURS
MARKS: 300

EXAMINATION PAPER	TIME	MARKS
TYPING TECHNIQUE - SECTION A	2 hours	200
AUDIO TRANSCRIPTION - SECTION B	1 hour	100
TOTAL	3 hours	300

INSTRUCTIONS TO CANDIDATES

30 MINUTES ARE ALLOWED TO READ THE INSTRUCTIONS

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE ANSWERING THE PAPER - INVIGILATORS WILL EXPLAIN IF NECESSARY.

TYPING TECHNIQUE: SECTION A

1. Candidates who are not ready and on time for the TIMED ACCURACY TEST will only be allowed to enter the EXAMINATION VENUE after the expiration of the TEN MINUTES allowed for the TIMED ACCURACY TEST (QUESTION 1).

2. Candidates are allowed to read through QUESTION 1, the TIMED ACCURACY TEST, 3 MINUTES before the commencement of the EXAMINATION.

3. The TIMED ACCURACY TEST (QUESTION 1) must be keyed in at the BEGINNING of the EXAMINATION.

4. After the expiration of the TEN MINUTES allowed for the TIMED ACCURACY TEST (QUESTION 1) your test will be collected and signed by the invigilator. It will be retained until the completion of the EXAMINATION whereafter, in your presence, it will be put in your EXAMINATION FOLDER.

5. Answer ALL the questions. Procedure for QUESTIONS 2, 3, 4, 5 and 6: Key in, save and print.

6. Only ONE letterhead per candidate for QUESTION 3 (letterhead attached).

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AUDIO TRANSCRIPTION: SECTION B

You receive the following:

1. Information regarding the questions.
2. Notes regarding the questions.
3. Only ONE letterhead per candidate for QUESTION 7 (letterhead attached).
4. Audio cassette or audio software.

NOTE:

1. If you make use of an audio cassette, rewind the cassette before commencing with the transcription.
2. Complete the information required for NOTES ON THE EXAMINATION QUESTIONS.

PRINTING: EXAMINATION PAPER (SECTION A AND SECTION B)

1. Each answer must be printed on a separate A4 paper. Use only ONE side of the paper.
2. If a LETTERHEAD is provided and the printer(s) cannot accommodate the letterhead, you may use A4 paper. Hand in the printout on A4 paper, together with the letterhead so that the positioning of the text on the paper in accordance with the data on the letterhead can be determined.

GENERAL: EXAMINATION PAPER – SECTION A AND SECTION B

1. You may use a computer ruler, dictionary, ASCII-codes and the template.

   NO NOTES OR ANY NONPERMISSIBLE MATERIAL MAY BE HIDDEN IN OR TRANSCRIBED INTO THESE ARTICLES.
2. Use only COURIER NEW 12 except if otherwise indicated in the QUESTION PAPER.
3. Work fast in order to complete the question paper in time.
4. Save your work at regular intervals to prevent loss of keyed-in data during a power failure. Only the duration of the power failure will be allowed additionally – no extra time will be allowed for loss of work.
5. In the event of a computer or printer defect, the invigilator will make the necessary arrangements for you to continue with the EXAMINATION and the ACTUAL TIME LOST will be allowed additionally.

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6. Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each question. **NO QUESTIONS WITHOUT EXAMINATION NUMBERS WILL BE MARKED.**

7. At the end of the examination session, hand in the following:

7.1 EXAMINATION FOLDER with printouts to be marked in the same order as the questions in the QUESTION PAPER.

7.2 Disk (floppy/stiffy) – properly marked with your EXAMINATION NUMBER. If work is saved on hard drive/network, the invigilator(s) must copy work to a compact disk/memory stick and then it must be deleted immediately from the hard drive/network. Students' answers must be kept for at least 6 months.

7.3 The rewound cassette.

7.4 All other printouts. NO printouts may be taken out of the examination room or put into bins.

8. Any attempt to obtain information or to give information to another candidate is a violation of the examination rules and will be treated in a very serious light. If you are found guilty of such a violation, serious steps will be taken against you.

WAIT FOR THE INSTRUCTION FROM THE

INVIGILATOR BEFORE YOU TURN THE PAGE

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TYPING TECHNIQUE

SECTION A

DO NOT TURN THE PAGE BEFORE THE INVIGILATOR INSTRUCTS YOU TO DO SO.

		TIME	MARKS
QUESTION 1:	TIMED ACCURACY TEST	10 minutes	20
QUESTION 2:	TABULAR STATEMENT	25 minutes	40
QUESTION 3:	REPORT	27½ minutes	45
QUESTION 4:	INVITATION	20 minutes	30
QUESTION 5:	PROGRAMME	27½ minutes	45
QUESTION 6:	AFRICAN LANGUAGE	10 minutes	20
TOTAL		120 minutes	200

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QUESTION 1: TIMED ACCURACY TEST

TIME: 10 minutes **MARKS: 20**

MARGINS: **LEFT: 2.54 cm/1"** **RIGHT: 2.54 cm/1"** **LINE SPACING: 1.5 (1½) or 2** **SPEED: 45 wpm (minimum requirement)**	**PAPER: A4 portrait** **HYPHENATION: No** **JUSTIFICATION: Left** **FONT: Courier New 12 (CN12)**
1. The TIMED ACCURACY TEST below must be keyed in ONCE only. **2. The passage allows for speeds of 45 and 50 words per minute.** **3. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header.** **4. Save and print the document as Q1.** **5. Your test must be collected and signed by the invigilator at the beginning of the EXAMINATION. ALL pages need to be signed.**	

It is not easy to be young and in the labour market today. In the midst of economic and political flux, the youth face a lot of uncertainty about their future. Global unemployment is reaching crisis levels at 12.6%.

Currently 70% of Africans are under the age of 30. By 2040, 50% of the world's youth will be African, most of whom will be women and girls. With nearly half of the youth population in Africa currently unemployed or inactive and 72% living on less than $2 per day, communities are finding it more urgent than ever to enable new avenues and solutions for the creation of quality jobs that make way for youth livelihoods and productivity. How these communities address this challenge could shape the future of the world in unprecedented ways.

There is this myth that if you simply invest in education, you

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QUESTION 1: TIMED ACCURACY TEST **(CONTINUED)**

will turn the economy around, but schooling is not enough. You have to arrive with the right mentality - what is the right thinking and attitude that will promote entrepreneurship and job creation? That is where it starts.

Our current employment challenges call for a transformation of the traditional rote-memorisation education, to help young people meet the challenges of our fast-paced times. To do that, youth have to cultivate and exercise the skills of the future that helps them create solutions for complex problems. In turn they bring value to the labour market and create a demand for their skills. These skills for the future are: leadership (courage and confidence as initiators), problem-solving (creativity and critical thinking), teamwork and the fundamental skill of empathy. Empathy allows for a worldview rooted in understanding the perspectives and circumstances of others.

Traditional forms of employment are being replaced due to the rapid market and opportunity shifts. Traditional forms of employment are disappearing, especially in the agricultural and mining sectors. While industries are being swallowed by the internet giants,

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QUESTION 1: TIMED ACCURACY TEST **(CONTINUED)**

vast changes are also afoot within Africa. Traditional jobs are being replaced within increasingly urban, mobile and consumer-based economies, which leapfrog with 21st century technology. Youth need to be prepared to redefine jobs based on shifting opportunities and continue to adapt to bridge the skills-opportunity gap.

45 wpm

The informal sector is a source of unsustainable opportunity. In many countries across Africa, the largest burden of employment falls on informal streams. In Kenya, 77%

50 wpm

[20]

QUESTION 2: TABULAR STATEMENT

TIME: 25 minutes **MARKS: 40**

MARGINS: Equal margins **LINE SPACING: As indicated** **FONT: Courier New 12 (CN12)**	**PAPER: A4 landscape** **HYPHENATION: No** **JUSTIFICATION: Left** **(Except where indicated otherwise)**

1. **Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header.**
2. **Take all proofreading signs into consideration.**
3. **Insert a table.**
4. **Proofread, save and print the document as Q2.**
5. **Put the printout in your FOLDER.**

‡

Candidate: Centre ALL column headings horizontally and vertically runs on

	Adults 25-50 uc, bold		
	Training	Ter- Itiary	Both Itraining Iand Itertiary
% in words, bold	9.74	7.20	2.37
‡			
~~Male~~			
~~Female~~ stet	0.40	0.52	0.50
Age	35.03	35.91	35.82
African	0.69	0.53	0.44
Colloured sp	0.11	0.06	0.07
Indian	0.03	0.05	0.05
White	0.17	0.36	0.44
‡			
Education bold	10.38	14.07	14.14
‡			
Matric	0.48	1.00	1.00
Economically active	0.94	0.95	0.94
Employed	0.74	0.90	0.89
Self-employed	0.15	0.11	0.15
Unemployed	0.26	0.10	0.11
Observations uc, bold bold	26 058	19 258	6 348

‡

Trends In Training in South Africa[1] move, uc, bold, u/line, centre

QUESTION 2: TABULAR STATEMENT (CONTINUED)

runs on

	Youth 25-29 uc, bold			
Neither [training [nor [tertiary	Training	Ter- [tiary	Both [training [and [tertiary	Neither [training [nor [tertiary
80.70	9.98	6.22	2.12	81.67
0.54	0.41	0.55	0.55	0.53
35.67	27.09	27.11	27.12	26.92
0.80	0.74	0.61	0.54	0.84
0.10	0.11	0.06	0.07	0.09
0.03	0.03	0.06	0.05	0.02
0.07	0.13	0.27	0.34	0.05
8.20	13.87	11.05	trs 13.88	9.48
0.25	0.59	1.00	1.00	0.34
0.85	0.95	0.93	0.93	0.87
0.60	0.66	0.78	0.77	0.46
0.15	0.11	0.07	0.10	0.12
0.40	0.34	0.22	0.23	0.54
bold 215 990	6 358	3 963	1 353	52 031

1# Sample includes all / respondents# sp caps

with information on whether they completed any

~~school~~ tertiary ʌ and training. del ʌ education

[40]

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QUESTION 3: REPORT

TIME: 27½ minutes **MARKS: 45**

MARGINS: **LEFT: 2.54 cm/1"** **RIGHT: 2.54 cm/1"** **LINE SPACING: Single (1)** **(Except where indicated otherwise)**	**PAPER: Letterhead** **(Only ONE per candidate)** **HYPHENATION: Yes** **JUSTIFICATION: Left** **FONT: Courier New 12 (CN12)** **(Except where indicated otherwise)**

1. **Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header.**
2. **Take all proofreading signs into consideration.**
3. **Key in as indicated.**
4. **Proofread, save and print the document as Q3.**
5. **Put the printout in your FOLDER.**

‡

Report By The Youth Development Association 16 pt, uc, bold, right align

‡

Candidate:

1. Replace bullets with Arabic figures (2.1-2.4) with two letter spaces.
2. Indent paragraphs below headings.
3. All main paragraph headings that are underlined must be in capital letters and double underlined.
4. All subparagraph headings that are underlined must be in italics.
5. Use the page numbering function and number ONLY page 2 at the top, right-aligned.

1. #Back ground [Less than forty years ago, thousands NP in figures of young South Africans were able to collectively contribute to / course of South African history and continue to be hailed as inspirational.

‡

2. Challenges

‡

- Lack of access to higher education [40% of matriculants ital NP have little or #

  no acess to ʌ education. sp ʌ tertiary

‡

- Need to overhaul South Africa's education system [The lack of NP Mathematics and Science competency in South African pupils compared to their African counterparts.

‡

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QUESTION 3: REPORT **(CONTINUED)**

• Negative and positive trends of society [Images of ~~youth~~ school NP del
pupils drinking, drug abuse and exploits of sexual activity become viral on
~~mobile~~
~~cell~~ phones. stet
‡

move

Insert page break

3. Conclusion [Considering 40% of / population falls within / NP
youth category, SA needs to take on / challenges with battle-like in full
precision.

• Leadership [Leadership is not just about technical knowledge NP
and competence, but is about practicing good judgement, courage, trs, u/line
empathy and passion. u/line

Dr V Matshabela Chairperson display correctly, bold

16 November 2014 descending order

[45]

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QUESTION 4: INVITATION

TIME: 20 minutes **MARKS: 30**

MARGINS: **LEFT: 2.54 cm/1"** **RIGHT: 2.54 cm/1"** **LINE SPACING: Single (1)** **(Except where indicated otherwise)**	**PAPER: A4 landscape** **HYPHENATION: Yes** **JUSTIFICATION: Left** **FONT: Comic Sans MS 12 pt**

1. **Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header.**
2. **Take all proofreading signs into consideration.**
3. **Key in as indicated.**
4. **Proofread, save and print the document as Q4.**
5. **Put the printout in your FOLDER.**

Candidate:

1. Create two columns – distance between columns must be 2.54 cm/1".
2. Insert information as indicated and centre vertically.
3. Insert any bullet and indent the content.

Column 1

The aims of / Organisation are u/line

ǂ

➢ to engage ~~students~~ youth in dialogues on various platforms, del
including physically and electronically, from # which to promote conversations on issues that are pertinent to youth leadership and development;

ǂ

➢ to encourage, nurture and further develop / ability of young ~~students~~ ~~people~~ to engage critically with their social context; and stet

ǂ

➢ to generate dialogue | meaningful through which personal and trs historical ʌ are acknowledged. ʌ perspectives

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QUESTION 4: INVITATION (CONTINUED)

Column 2

Candidate:
1. Column 2 – centre vertically and content horizontally except the table.
2. Insert a table as indicated below.
3. Shade column 1.
4. Change content that is underlined in the table to capital letters and bold.

Date:	10 Nov 2014 in full
Time:	09:00
Venue:	Kiewiets kroon Pretoria uc
Tel.:	(012) 579 1320

The Youth Development Association bold

cordialy invites you sp

to attend a workshop

by Dr Vusi Matshabela bold, italics

Challenges facing
the youth! } sp caps, bold

move

[30]

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QUESTION 5: PROGRAMME

TIME: 27½ minutes **MARKS: 45**

MARGINS: **LEFT: 2.54 cm/1"** **RIGHT: 2.54 cm/1"** **LINE SPACING: Single (1)** **(Except where indicated otherwise)**	**PAPER: A4 portrait** **HYPHENATION: No** **JUSTIFICATION: As indicated** **FONT: Arial 12 pt** **(Except where indicated otherwise)**

1. **Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header.**
2. **Take all proofreading signs into consideration.**
3. **Key in as indicated.**
4. **Proofread, save and print the document as Q5.**
5. **Put the printout in your FOLDER.**

Candidate:

1. Insert tables where indicated and shade tables.

2. The times must be in bold.

3. Set tabular stops on 3.81 cm/1.5" and 11.43 cm/4.5" from the margin.

4. Use the display as indicated in the example below:

09:00-09:15	tab	Welcome	tab	Dr L Manamela
	tab		tab	Chairperson

Youth Development Association Of South Africa 16 pt, uc, bold, centre

Programme 14 pt, sp caps, bold, centre

Programme Director: Mr Charles Mnisi 14 pt, uc, bold, centre

08:00-09:00	tab	Registration		
		‡		
09:00-09:15	tab	Opening & Welcome in full	tab, u/line	Dr V Matshabela
	tab		tab	Chairperson

‡

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QUESTION 5: PROGRAMME (CONTINUED)

09:15-10:00 tab Current youth achievements in tab leadership — tab, u/line Mr M Braun, tab Member of YDA of SA

‡

10:00-11:00 tab Youth entrepreneurship and / launch tab of a business plan competition sp — tab, u/line Prof M Fredericks, tab University of ~~Pretoria~~ stet ~~Natal~~

‡

11:00-11:30 tab Tea/Coffee

‡

11:30-12:00 tab Youth wage subsidy as a means of tab addressing youth unemployment — tab, u/line Dr R Nkosi, tab Member of YDA of SA

‡

12:00-13:00 tab Youth development enrichment tab projects and work shops — tab, u/line Ms V Mahlangu, tab Member of YDA of SA

‡

15:30-16:00 tab Youth's challenge to combat HIV/AIDS tab — tab, u/line Mr T Daniels, tab Member of YDA of SA

13:00-14:00 tab Lunch

‡

14:00-15:30 tab Presentation double u/line — tab, u/line Prof E Rodericks, tab tab University of Natal

tab Creation of ʌ spaces where youth ʌ safe
tab from different cultures social can trs
tab interact as # ital
equals and exchange
tab individual views and experiences

‡

move

‡

16:00 tab Closure — tab, u/line Dr V Matshabela
tab tab Chairperson

‡

National Anthem 14 pt, uc, bold, centre

[45]

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QUESTION 6: AFRICAN LANGUAGE

TIME: 10 minutes **MARKS: 20**

MARGINS: LEFT: 2.54 cm (1") RIGHT: 2.54 cm (1") LINE SPACING: Double (2)	PAPER: A4 portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 (CN12)

1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header.
2. Key in the following text exactly as it is.
3. Do not divide the words at the end of a line, but key in the whole word on the next line.
4. Proofread, save and print the document as Q6.
5. Put the printout in your FOLDER.

Omunye umshovi osemncane othembisayo oseqenjini le-llanga Mondi Giba Gorge nguMichael Luswazi (18), oselokhu abakhona kusukela luqalwa lolu hlelo. Usanda kuphuma unombolo 7 emncintiswaneni kazwelonke kanti ungumshovi esigabeni sama-elite.

Kulo nyaka uphokophelele ukuphuma unombolo 3 emncintiswaneni kazwelonke kangangoba uziqeqesha kanzima ejimini kanti njalo ngoLwesibili uziqeqesha eGiba Gorge ukuze akhuphule izinga.

UMichael uqale ukushova

[20]

TOTAL SECTION A: 200

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AUDIO TRANSCRIPTION

SECTION B

YOU HAVE TO WORK FAST AND ACCURATELY

	TIME	MARKS
QUESTION 7: CIRCULAR LETTER	21 minutes	35
QUESTION 8: AGENDA	9 minutes	15
QUESTION 9: MINUTES	30 minutes	50
TOTAL	60 minutes	100

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AUDIO TRANSCRIPTION PAPER

INFORMATION REGARDING THE EXAMINATION QUESTIONS

You are a personal assistant. Your manager handed you a cassette with recorded tasks which you have to complete in an hour while he/she is away.

1. Your first task **(QUESTION 7)** is to key in and print the **CIRCULAR LETTER** on the attached letterhead.

   WORDS:

   guardians; HIV/AIDS; pandemic; caregivers; HI-virus; embrace; compassion; government's; crucial; eradicate.

2. Your second task **(QUESTION 8)** is to key in and print the **AGENDA**.

   WORDS:

   disabilities; trafficking; psyche; adjournment.

3. Your third task **(QUESTION 9)** is to key in and print the **MINUTES**.

   WORDS:

   Matshabela; alterations; competency; counterparts; barrier-free; mandatory; devastating; prostitution; pornography; servitude; exposure; adjourned.

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NOTES REGARDING THE EXAMINATION QUESTIONS

QUESTION 7: CIRCULAR LETTER MARKS: 35

MARGINS: LEFT: 2.54 cm/1" RIGHT: 2.54 cm/1" LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: Letterhead (ONLY one per candidate) HYPHENATION: Yes JUSTIFICATION: Left FONT: Courier New 12 (CN12)

1. Insert your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a footer.
2. The letter must fit on the letterhead.
3. The starting point on the counter/index is .....
4. The reading time is ±17½ minutes.
5. Proofread, save and print the document as Q7.
6. Put the printout in your FOLDER.

[35]

QUESTION 8: AGENDA MARKS: 15

MARGINS: LEFT: 1.27 cm/0.5" RIGHT: 1.27 cm/0.5" LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A5 portrait HYPHENATION: Yes JUSTIFICATION: Left FONT: Courier New 12 (CN12)

1. Insert your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a footer.
2. The starting point on the counter/index is .....
3. The reading time is ±7½ minutes.
4. Proofread, save and print the document as Q8.
5. Put the printout in your FOLDER.

[15]

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QUESTION 9: MINUTES

MARKS: 50

MARGINS: LEFT: 2.54 cm/1" RIGHT: 2.54 cm/1" LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 landscape HYPHENATION: No JUSTIFICATION: Left FONT: Arial 10 pt (Except where indicated otherwise)

1. Insert your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a footer.
2. The starting point on the counter/index is .....
3. The reading time is ±25 minutes.
4. Proofread, save and print the document as Q9.
5. Put the printout in your FOLDER.

Here follows an example of the table for the minutes:

ITEM	DISCUSSION
1. Welcome	Mr Mamaleka welcomed everybody.

NOTE: Line spacing options before and after table lines must be 0.6 pt.

[50]

TOTAL SECTION B: 100
GRAND TOTAL: 300

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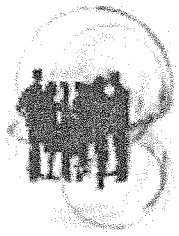
QUESTION 3



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QUESTION 7

YOUTH DEVELOPMENT ASSOCIATION



PO Box 92834 8000
Tel (021) 867 1234

217 Mandela Street
CAPE TOWN
8001

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higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

NOVEMBER EXAMINATION

INFORMATION PROCESSING N5

11 NOVEMBER 2014

This marking guideline consists of 33 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 dividend 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: 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 incorrect 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 memorandum.

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 COVER 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 cover and writing Fail at the appropriate positions.)

INDICATE ON THE FRONT OF THE COVER 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 will replace the Pass 45 wpm/Pass 50 wpm, as a candidate cannot fail the question paper as a whole and get recognition for the wpm.

THIS 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

It is not easy to be young and in the labour market today. In the midst of economic and political flux, the youth face a lot of uncertainty about their future. Global unemployment is reaching crisis levels at 12.6%.

Currently 70% of Africans are under the age of 30. By 2040, 50% of the world's youth will be African, most of whom will be women and girls. With nearly half of the youth population in Africa currently unemployed or inactive and 72% living on less than $2 per day, communities are finding it more urgent than ever to enable new avenues and solutions for the creation of quality jobs that make way for youth livelihoods and productivity. How these communities address this challenge could shape the future of the world in unprecedented ways.

There is this myth that if you simply invest in education, you will turn the economy around, but schooling is not enough. You have to arrive with the right mentality - what is the right thinking and attitude that will promote entrepreneurship and job creation? That is where it starts.

Our current employment challenges call for a transformation of the traditional rote-memorisation education, to help young people meet the challenges of our fast-paced times. To do

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QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

that, youth have to cultivate and exercise the skills of the future that helps them create solutions for complex problems. In turn they bring value to the labour market and create a demand for their skills. These skills for the future are: leadership (courage and confidence as initiators), problem-solving (creativity and critical thinking), teamwork and the fundamental skill of empathy. Empathy allows for a worldview rooted in understanding the perspectives and circumstances of others.

Traditional forms of employment are being replaced due to the rapid market and opportunity shifts. Traditional forms of employment are disappearing, especially in the agricultural and mining sectors. While industries are being swallowed by the internet giants, vast changes are also afoot within Africa. Traditional jobs are being replaced within increasingly urban, mobile and consumer-based economies, which leapfrog with 21st century technology. Youth need to be prepared to redefine jobs based on shifting opportunities → 45 wpm and continue to adapt to bridge the skills-opportunity gap.

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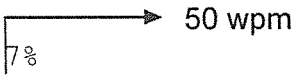
QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

The informal sector is a source of unsustainable opportunity.

In many countries across Africa, the largest burden of

employment, falls on informal streams. In Kenya, 77%



QUESTION 1: TIMED ACCURACY TEST 45 WPM (CONTINUED)

Traditional forms of employment are being replaced due to the

rapid market and opportunity shifts. Traditional forms of

37 36

employment are disappearing, esp|ecially in| the

35 34 33 32 31

agric|ultural an|d mining s|ectors. |While indu|stries are

30 29 28 27 26 25

|being swa|llowed by |the intern|et giants,| vast chan|ges are

24 23 22 21 20

al|so afoot w|ithin Afr|ica. Tra|ditional j|obs are be|ing

19 18 17 16 15 14

replac|ed within |increasing|ly urban, |mobile and| consumer-|

13 12 11 10 9

based econ|omies, whi|ch leapfro|g with 21^{s}|^{t} century

8 7 6 5 4

|technology|. Youth |need to be| prepared |to redefin|e jobs

3 2 1

bas|ed on shif|ting → 45 wpm

[20]

20 - 20

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QUESTION 1: TIMED ACCURACY TEST 50 WPM (CONTINUED)

While industries are being swallowed by the internet giants,

vast changes are also afoot within Africa. Traditional jobs
41 40
are being replaced within increasin|gly urban,| mobile an|d
39 38 37 36 35
consumer|-based eco|nomies, wh|ich leapfr|og with 21|st
34 33 32 31 30
century| technolog|y. Youth| need to b|e prepared| to
29 28 27 26 25
redefi|ne jobs ba|sed on shi|fting oppo|rtunities |and
24 23 22 21 20 19
contin|ue to adap|t to bridg|e the skil|ls-opportu|nity gap.

18 17 16 15 14
|The info|rmal secto|r is a sou|rce of uns|ustainable|
13 12 11 10 9
opportuni|ty. In m|any countr|ies across| Africa, |the
8 7 6 5 4 3
larges|t burden o|f employme|nt, falls |on informa|l streams.
2 1
|In Ken|ya, 7|7%

50 wpm

[20]

20 - 20

TYPING TECHNIQUE				
ACCURACY SCHEDULE – QUESTION 2–6				
-4 MARKS DEDUCTED PER ERROR – ACCURACY – RED				
MARKS	20	36	24	20
RED ERRORS	Q2	Q3 & 5	Q4	Q6
0	20	36	24	20
1	16	32	20	16
2	12	28	16	12
3	8	24	12	8
4	4	20	8	4
5	0	16	4	0
6		12	0	
7		8		
8		4		
9		0		

TYPING TECHNIQUE			
DISPLAY SCHEDULE – QUESTION 2–5			
-2 MARKS DEDUCTED PER ERROR – DISPLAY – BLUE			
MARKS	20	9	6
BLUE ERRORS	Q2	Q3 & 5	Q4
0	20	9	6
1	18	7	4
2	16	5	2
3	14	3	0
4	12	1	
5	10	0	
6	8		
7	6		
8	4		
9	2		
10	0		

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QUESTION 2: TABULAR STATEMENT MARKS: 40

20 MARKS – ACCURACY -4 marks per error

Every keying-in error

20 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 (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

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

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QUESTION 2

1 equal margins, just, line spacing 2 paper size (landscape), tab stop, indent, hyphen 3 font, uc/lc, letter spaces 7 exam & question no not as header
9 main/column headings, columns incorrect 10 vertical lines 11 horizontal lines 12 figures, units incorrect, figures wrapped
7 move 3 uc 6 bold, underline 1 centre 13 footnote

TRENDS IN TRAINING IN SOUTH AFRICA[1]

‡

3 uc 6 bold 1 centre
1 centre column headings horizontally and vertically 8 NL
¼ = 5 + 5 = 10

	ADULTS 25-50				YOUTH 25-29			
	Training	Ter-tiary	Both training and tertiary	Neither training nor tertiary	Training	Ter-tiary	Both training and tertiary	Neither training nor tertiary
Percentage 8 in words 6 bold	9.74	7.20	2.37	80.70	9.98	6.22	2.12	81.67
‡								
Female 5 stet	0.40	0.52	0.50	0.54	0.41	0.55	0.55	0.53
Age	35.03	35.91	35.82	35.67	27.09	27.11	27.12	26.92
African	0.69	0.53	0.44	0.80	0.74	0.61	0.54	0.84
Coloured 5 sp ½ = 10 + 10 = 20	0.11	0.06	0.07	0.10	0.11	0.06	0.07	0.09
Indian	0.03	0.05	0.05	0.03	0.03	0.06	0.05	0.02
White	0.17	0.36	0.44	0.07	0.13	0.27	0.34	0.05
‡								
Education 6 bold	10.38	14.07	14.14	8.20	5 trs 11.05	13.87	13.88	9.48
‡								
Matric	0.48	1.00	1.00	0.25	0.59	1.00	1.00	0.34
Economically active	0.94	0.95	0.94	0.85	0.95	0.93	0.93	0.87
Employed ¾ = 15+15 = 30	0.74	0.90	0.89	0.60	0.66	0.78	0.77	0.46
Self-employed 7 join	0.15	0.11	0.15	0.15	0.11	0.07	0.10	0.12
Unemployed	0.26	0.10	0.11	0.40	0.34	0.22	0.23	0.54
OBSERVATIONS 3 uc 6 bold	**26 058**	**19 258**	**6 348**	**215 990**	**6 358**	**3 963**	**1 353**	**52 031**

8 runs on

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

(Can use footnote sign or 2 enters after table with a normal 1)
13 footnote 7 sp caps 3 3 letter spaces

[1] S A M P L E includes all the respondents with information on whether they completed any tertiary education and training. 4 insert 4 / 8 runs on 3 1 letter space 4 del school **[40]**

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QUESTION 3: REPORT MARKS: 45

36 MARKS – ACCURACY -4 marks per error

Every keying-in error

9 MARKS – DISPLAY -2 marks per error

1. Margins incorrect (2.54 cm/1" left and right) and/or
   Justification (left, right) incorrect and/or
   Line spacing (as indicated) incorrect

2. Letterhead not used, letterhead does not fit or letterhead not attached 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
   Date not inserted in descending order and/or incorrect and/or
   Page break not inserted 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 and/or
   Double underline - not changed and/or incorrect

7. Moved – not moved and/or incorrect and/or
   Join together – not joined together and/or
   Examination and question number not inserted as header

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

9. Bullets not replaced with Arabic figures (2.1-2.4) and/or incorrect and/or
   Page numbers not inserted top, right-aligned and/or incorrect

¼	9	2	11
½	18	5	23
¾	27	7	34
	36	9	45

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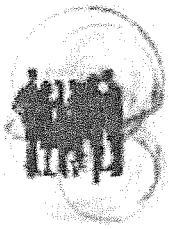
QUESTION 3

1 margins (2.54 cm left and right), just, line spacing 2 paper size (letterhead), tab stop, indent, hyphen 3 font, uc/lc, letter spaces
7 exam & question no not as header



3 16 pt, uc 6 bold 1 right-align

REPORT BY THE YOUTH DEVELOPMENT ASSOCIATION

2 indent 3 letter spaces 7 join

1. BACKGROUND 3 uc 6 double underline
8 NP 8 in figures

Less than 40 years ago, thousands of young South Africans were able to collectively contribute to the course of 4 / South African history and continue to be hailed as inspirational.

¼ = 9 + 2 = 11

2. CHALLENGES 3 uc 6 double underline
9 bullets not replaced with 2.1-2.4 3 2 letter spaces after numbers

2.1 *Lack of access to higher education* 6 ital
8 NP 8 runs on 3 1 letter space 4 insert

40% of matriculants have little or no access to tertiary education. 5 sp

2.2 *Need to overhaul South Africa's education system* 6 ital
8 NP

The lack of Mathematics and Science competency in South African pupils compared to their African counterparts.

½ = 18 + 5 = 23

2.3 *Negative and positive trends of society* 6 ital
8 NP 4 del youth

Images of school pupils drinking, drug abuse and exploits of sexual activity become viral on cell phones. 5 stet

7 move

2.4 *Leadership* 6 ital

¾ = 27 + 7 = 34

Leadership is not just about technical knowledge and competence, but is about courage, practicing good judgement, empathy and passion. 5 trs 6 underline

4 page break

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2

9 page number, right-aligned

3. CONCLUSION 3 uc 6 double underline
8 NP 4 / 4 /
Considering 40% of the population falls within the youth category, South Africa needs to take on the challenges with battle-like precision. 8 in full 4 /

Dr V Matshabela 3 uc/lc
CHAIRPERSON 3 uc 6 bold

2014-11-16 4 insert descending order

1.	Margins incorrect (2.54 cm/1" left and right) and/or Justification (left, right) incorrect and/or Line spacing (as indicated) incorrect	6.	Bold – not changed and or incorrect and/or Italics – not changed and/or incorrect and/or Underline – not changed and/or incorrect and/or Double underline - not changed and/or incorrect
2.	Letterhead not used, letterhead does not fit or letterhead not attached and/or Tabular stops/indentation incorrect and/or Hyphenation incorrect	7.	Moved – not moved and/or incorrect and/or Join together – not joined together and/or Examination and question number not inserted as header
3.	Font/font size (Courier New 12) incorrect and/or Capital letters/small letters incorrect and/or Letter spaces incorrect	8.	[& NP – new line and new paragraph incorrect and/or Runs on – incorrect and/or In full – not in full/words and/or incorrect and/or In figures – not in figures and/or 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 incorrect and/or Page break not inserted and/or incorrect	9.	Bullets not replaced with Arabic figures (2.1-2.4) and/or incorrect and/or Page numbers not inserted top, right-aligned and/or incorrect
5.	Trs – not transposed and/or incorrect and/or Stet – not retained and/or incorrect and/or Sp – spelling incorrect		

¼	9	2	11
½	18	5	23
¾	27	7	34
	36	9	45

[45]

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QUESTION 4: INVITATION MARKS: 30

24 MARKS – ACCURACY - 4 marks per error

Every keying-in error

6 MARKS – DISPLAY - 2 marks per error

1. Margins (2.54 cm/1" left and right) incorrect and/or
   Justification (left, centre) incorrect and/or
   Line spacing (as indicated) incorrect

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

3. Font/font size (Comic Sans MS 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. Moved – 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

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

9. Any bullets not inserted and/or incorrect

10. Columns not created with a distance of 2.54 cm/1" and/or incorrect and/or
    Table not created and/or incorrect and/or
    Column 1 in table not shaded and/or incorrect

¼	6	2	8
½	12	3	15
¾	18	5	23
	24	6	30

QUESTION 4

1 margins (2.54 cm left and right), just, line spacing
2 paper size (landscape), tab stop, indent, hyphen
3 font (Comic Sans MS 12), uc/lc, letter spaces 7 exam & question no not as header

1 centre vertically 10 columns & distance 2.54 cm/1"

4 /

The aims of the Organisation are 6 u/line

9 any bullets 2 indent 4 del students 8 runs on 3 1 l/space

- to engage youth in dialogues on various platforms, including physically and electronically, from which to promote conversations on issues that ¼ = 6 + 2 = 8 are pertinent to youth leadership and development;

4 /

- to encourage, nurture and further develop the ability of young people to engage critically with their social context; and 5 stet

5 trs

- to generate meaningful dialogue through which personal and historical perspectives are ½ = 12 + 3 = 15 acknowledged. 4 insert

The Youth Development Association

6 bold

cordially invites you

5 sp

to attend a workshop

by *Dr Vusi Matshabela*

6 bold, italics ¾ = 18 + 5 = 23

7 sp caps 6 bold

C H A L L E N G E S F A C I N G

T H E Y O U T H !

10 table, column 1 shaded

DATE: 3 uc 6 bold	10 November 2014 8 in full
TIME: 3 uc 6 bold	09:00
VENUE: 3 uc 6 bold	Kiewietskroon 7 join PRETORIA 3 uc
TEL.: 3 uc 6 bold	(012) 579 1320

[30]

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QUESTION 5: PROGRAMME MARKS: 45

36 MARKS – ACCURACY -4 marks per error

Every keying-in error

9 MARKS – DISPLAY -2 marks per error

1. Margins incorrect (2.54 cm/1" left and right) and/or
   Justification (left, centre, right-aligned) incorrect and/or
   Line spacing (as indicated) incorrect

2. Paper size (A4 portrait) 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. Moved – 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

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

9. Table/frame not created and/or incorrect and/or
   Table not shaded and/or incorrect

¼	9	2	11
½	18	5	23
¾	27	7	34
	36	9	45

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QUESTION 5

1 margins (left and right 2.54 cm), just, line spacing 2 paper size (portrait), tab stop, indent, hyphen 3 font (Arial 12), uc/lc, letter spaces 7 exam & question no not as header

YOUTH DEVELOPMENT ASSOCIATION OF SOUTH AFRICA

3 16 pt, uc 6 bold 1 centre

3 14 pt 6 bold 1 centre 7 sp caps

PROGRAMME

9 table, shade, frame 3 14 pt, uc 6 bold 1 centre

PROGRAMME DIRECTOR: MR CHARLES MNISI

2 tab stops 3.81 cm + 11.43 cm

6 bold	8 NL	
08:00-09:00	Registration	
	8 in full	
09:00-09:15	Opening and Welcome 6 u/line	Dr V Matshabela Chairperson
09:15-10:00	Current youth achievements in leadership 6 u/line	Mr M Braun ¼ = 9 + 2 = 11 Member of YDA of SA
	4 /	
10:00-11:00	Youth entrepreneurship and the launch of a business plan competition 5 sp 5 stet	Prof M Fredericks 6 u/line University of Pretoria
11:00-11:30	Tea/Coffee	
11:30-12:00	Youth wage subsidy as a means of addressing youth unemployment 6 u/line	Dr R Nkosi Member of YDA of SA
12:00-13:00	Youth development enrichment projects and workshops 6 u/line 7 join	½ = 18 + 5 = 23 Ms V Mahlangu Member of YDA of SA
13:00-14:00	Lunch	
14:00-15:30	Presentation 6 double u/line 6 u/line	Prof E Rodericks University of Natal
	Creation of safe spaces where youth from different social cultures can interact as equals and exchange individual views and experiences 6 ital 4 insert 5 trs ¾ = 27 + 7 = 34 8 runs on 3 1 letter space	
7 move		
15:30-16:00	Youth's challenge to combat HIV/AIDS	Mr T Daniels 6 u/line Member of YDA of SA
16:00	Closure 6 u/line	Dr V Matshabela Chairperson

‡

NATIONAL ANTHEM

9 table, shade, frame 3 14 pt, uc 6 bold 1 centre

[45]

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QUESTION 6: AFRICAN LANGUAGE

MARKS: 20

20 MARKS – ACCURACY -4 marks per error

Every keying-in error

0 MARKS – DISPLAY – no 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 justification.

Do not penalise any incorrect 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

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QUESTION 6: AFRICAN LANGUAGE

Omunye umshovi osemncane othembisayo oseqenjini le-llanga Mondi Giba Gorge nguMichael Luswazi (18), oselokhu abakhona kusukela luqalwa lolu hlelo. Usanda kuphuma unombolo 7 emncintiswaneni kazwelonke kanti ungumshovi esigabeni sama-elite. ¼ = 5 ½ = 10

Kulo nyaka uphokophelele ukuphuma unombolo 3 emncintiswaneni kazwelonke kangangoba uziqeqesha kanzima ejimini kanti njalo ngoLwesibili uziqeqesha eGiba Gorge ukuze akhuphule izinga. ¾ = 15

UMichael uqale ukushova

¼	5	0	5
½	10	0	10
¾	15	0	15
	20	0	20

[20]

TOTAL SECTION A: 200

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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 MARKS 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. THIS 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 – QUESTION 7–9						
-1 MARK DEDUCTED PER ERROR ACCURACY – RED DISPLAY – BLUE						
MARKS:	ACCURACY			DICTATION INSTRUCTIONS		
	28	12	40	7	3	10
QUESTION: ERRORS:	Q7	Q8	Q9	Q7	Q8	Q9
0	28	12	40	7	3	10
1	27	11	39	6	2	9
2	26	10	38	5	1	8
3	25	9	37	4	0	7
4	24	8	36	3		6
5	23	7	35	2		5
6	22	6	34	1		4
7	21	5	33	0		3
8	20	4	32			2
9	19	3	31			1
10	18	2	30			0
11	17	1	29			
12	16		28			
13	15		27			
14	14		26			
15	13		25			
16	12		24			
17	11		23			
18	10		22			
19	9		21			
20	8		20			
21	7		19			
22	6		18			
23	5		17			
24	4		16			
25	3		15			
26	2		14			
27	1		13			
28	0		12			
29			11			
30			10			
31			9			
32			8			
33			7			
34			6			
35			5			
36			4			
37			3			
38			2			
39			1			
40			0			

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QUESTION 7: CIRCULAR LETTER MARKS: 35

28 MARKS – ACCURACY -1 mark per error

Every keying-in error

7 MARKS – DISPLAY -1 mark per error

1. Margins (2.54 cm/1" left and right) incorrect and/or
   Justification (right-aligned) incorrect and/or
   Line spacing (as indicated) incorrect

2. Letterhead not used, letterhead does not fit or letterhead not attached and/or
   Letter not on one page 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. Insert date in descending order and/or incorrect and/or
   Insertion of salutation and conclusion incorrect

5. I spell incorrect – guardians, HIV/AIDS, pandemic, caregivers, HI-virus, embrace, compassion, government's, crucial, eradicate

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

7. Examination and question number not inserted as footer and/or incorrect

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

9. Bullets not inserted and/or incorrect

¼	7	2	9
½	14	4	18
¾	21	5	26
	28	7	35

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QUESTION 7

1 margins (left and right 2.54 cm), just, line spacing 2 letterhead, one page, tab stop, indent, hyphen 3 font, uc/lc, letter spaces

YOUTH DEVELOPMENT ASSOCIATION



PO Box 92834 8000
Tel (021) 867 1234

217 Mandela Street
CAPE TOWN
8001

---

‡

4 date descending 2014-11-11

‡ 1 line spacing 1 right aligned

TO: PARENTS/GUARDIANS 2 tab 3 uc 4 insert 5 sp
YOUTH 2 tab 3 uc 4 insert

8 NP

South Africa is one of the countries worst affected by the HIV/AIDS pandemic. 3 u/c 5 sp 6 ital

8 NP

WHAT CAN CAREGIVERS DO? 6 bold 5 sp

8 NP

Guidelines to become involved in your community 6 underline ¼ = 7 + 2 = 9

9 bullets 2 indent 5 sp

- Increase your knowledge of HIV/AIDS such as the way the 3 uc HI-virus is spread, how to protect oneself against becoming infected and treatments available for the infected. 5 sp
- Adjust your attitude by spreading the ½ = 14 + 4 = 18 correct information in your immediate circle of influence such as friends and family members.
- Embrace compassion and acceptance towards people living with HIV. 5 sp 3 uc

5 sp 3 uc ¾ = 21 + 5 = 26

The government's plan to develop and implement HIV prevention programmes that target the youth is crucial to South Africa's present and future economy. 5 sp

Today's youth has one of the biggest challenges - to minimise or eradicate HIV for a healthy generation.

5 sp 3 uc

‡
‡

CHAIRPERSON 3 uc 6 bold 4 insert

EXAMINATION NUMBER 7 exam & question no not as footer 1 left- & right-hand margin QUESTION 7

[35]

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QUESTION 8: AGENDA

MARKS: 15

12 MARKS – ACCURACY -1 mark per error
Every keying-in error
3 MARKS – DISPLAY -1 mark per error

1. Margins incorrect (1.27 cm/0.5" left and right) and/or
   Justification (centre) incorrect and/or
   Line spacing incorrect

2. Paper size (A5 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 – disabilities, trafficking, psyche, adjournment

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

7. Examination and question number not inserted as footer and/or incorrect and/or
   Spaced capital letters incorrect

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

9. Arabic figures not used for numbering and/or incorrect and/or
   Page not numbered top, centred and/or incorrect and/or
   Date wrapped

10. Outside border not around Notice to members and Agenda and/or incorrect
    (Accept paragraph border as well)

¼	3	1	4
½	6	2	8
¾	9	2	11
	12	3	15

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QUESTION 8

1 margins (left and right 1.27 cm), just, line spacing 2 paper size (A5 portrait), tab stop, indent, hyphen
3 font, uc/lc, letter spaces

3 uc 6 bold 10 outside border

NOTICE TO MEMBERS

Notice is hereby given of a special meeting of members that will be held at 217 Mandela Street, Cape Town on Wednesday, 12 November 2014 at 19:00. 9 date wrapped ¼ = 3 + 1 = 4

7 sp caps 6 ital 1 centre 10 outside border

A G E N D A

9 Arabic figures 2 indent 3 letter spaces 8 NP/NL

1. Welcome and Opening ½ = 6 + 2 = 8

2. Apologies

3. Adoption of Agenda

4. New matters 6 underline

4.1 Education
4.2 Unemployment
4.3 Youth with disabilities 5 sp ¾ = 9 + 2 = 11
4.4 Drug abuse
4.5 Human trafficking 5 sp
4.6 Psyche of modern youth 5 sp

4 page break

EXAMINATION NUMBER 7 exam & question no not as footer QUESTION 8
1 left- & right-hand margin

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2
9 page no, centred

5. Adjournment 5 sp
‡
‡

SECRETARY 6 double underline
‡
11 November 2014

¼	3	1	4
½	6	2	8
¾	9	2	11
	12	3	15

[15]

EXAMINATION NUMBER 7 exam & question no not as footer QUESTION 8

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QUESTION 9: MINUTES MARKS: 50

40 MARKS – ACCURACY -1 mark per error
Every keying-in error
10 MARKS – DISPLAY -1 mark per error

1. Margins incorrect (2.54 cm/1" left and right) and/or
   Justification (centre) incorrect 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 (Arial 10 pt) incorrect and/or
   Capital letters/small letters incorrect and/or
   Letter spaces incorrect

4. Table not inserted and/or incorrect

5. I spell incorrect – Matshabela, alterations, competency, counterparts, barrier-free, mandatory, devastating, prostitution, pornography, servitude, exposure, adjourned

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

7. Examination and question number not inserted as footer and/or incorrect

8. [& NP – new line and new paragraph incorrect and/or
   Content not in second column and/or incorrect

9. Arabic figures not used for numbering and/or incorrect

10. Column 1 and 2, row 1 not shaded and/or incorrect

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

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QUESTION 9

1 margins (left and right 2.54 cm), just (centre), line spacing 2 paper size (A4 landscape), tab stop, indent, hyphen 3 font (Arial 10 pt), uc/lc, letter spaces 4 table

YOUTH DEVELOPMENT ASSOCIATION

6 bold ‡ 1 line spacing

Minutes of a special meeting of members held at 217 Mandela Street, Cape Town on Wednesday, 12 November 2014 at 19:00.

2 tab stop 3 u/c 6 u/line 1 centre 10 column 1 and 2 - shading ‡ 1 line spacing 3 u/c 6 u/line 1 centre

ITEM		DISCUSSION
1.	Welcome and Opening	Dr V Matshabela, the chairperson, welcomed everybody present. 5 sp
2.	Apologies	None ¼ = 10 + 3 = 13
3.	Adoption of Agenda	The agenda was adopted without alterations. 5 sp
4.	New Matters 6 u/line	
4.1	Education	Lack of Mathematics and Science competency in South African pupils compared to their African counterparts. 5 sp
4.2	Unemployment	72% of unemployed South Africans are under the age of 34. ½ = 20 + 5 = 25
4.3	Youth with disabilities	Creation of a barrier-free and equal opportunity society for youth with disabilities. 5 sp
4.4	Drug abuse	It should be mandatory in schools that children from a young age are taught the harmful and devastating effects of drug abuse and how it can destroy a family. 5 sp
4.5	Human trafficking	Victims are mostly women, girls and boys trafficked for variety of purposes, including prostitution, ¾ = 30 + 8 = 38 pornography, domestic servitude, forced labour, begging criminal activity and removal of body parts. 5 sp
4.6	Psyche of modern youth	Lack of exposure and being challenged to walk a tough path between success and failure. 5 sp
5.	Adjournment	The meeting adjourned at 22:00. 5 sp

‡ 9 Arabic figures 8 NP/NL, content column 2

‡

3 u/c 6 italics 2 tab stops

CHAIRPERSON *SECRETARY* *DATE*

EXAMINATION NUMBER 7 exam & question no not as footer 1 left- & right-hand margin QUESTION 9

[50]

TOTAL SECTION B: 100
GRAND TOTAL: 300

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QUESTION 9

1 margins (left and right 2.54 cm), just (centre), line spacing 2 paper size (A4 landscape), tab stop, indent, hyphen 3 font (Arial 10 pt), uc/lc, letter spaces 4 table

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