



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE
INFORMATION PROCESSING N6

6 JUNE 2018

This marking guideline consists of 48 pages.

TYPING TECHNIQUE

SECTION A

TYPING TECHNIQUE: SECTION A (200)

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

1. THE MARK FOR TYPING TECHNIQUE (200) IS ADDED TO THE WORD PROCESSING MARK (100) TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE). THIS MARK MUST BE SENT TO THE CD: NATIONAL EXAMINATIONS AND ASSESSMENT.
2. ACCURACY ERRORS must be indicated with a RED /. REPETITIVE accuracy errors must be indicated with a RED CIRCLE.
3. DISPLAY ERRORS must be indicated with a BLUE X. REPETITIVE display errors must be indicated with a BLUE CIRCLE.

QUESTION 1: MARKING SCHEDULE – TIMED ACCURACY TEST

WPM	50	55		WPM	50	55
ERRORS				ERRORS		
1	19	19		28	7	8
2	19	19		29	6	7
3	19	19		30	6	7
4	18	18		31	5	6
5	18	18		32	5	6
6	17	17		33	4	6
7	17	17		34	4	5
8	16	17		35	3	5
9	16	16		36	3	4
10	15	16		37	2	4
11	15	15		38	2	3
12	14	15		39	1	3
13	14	14		40	1	3
14	13	14		41	0	2
15	13	13		42		2
16	12	13		43		1
17	12	13		44		1
18	11	12		45		0
19	11	12				
20	10	11				
21	10	11				
22	9	10				
23	9	10				
24	8	10				
25	8	9				
26	8	9				
27	7	8				

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/small letters.

Do not penalise incorrect letter spaces.

Do not penalise incorrect justification.

Do not penalise any display errors.

Do not penalise if a whole line or paragraph has been 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.

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

The highest mark obtained must be indicated. The highest speed passed must be indicated.

Indicate the speed obtained with Pass 50 wpm/Pass 55 wpm/Fail where applicable in the following way:

INDICATE AT THE END OF THE SPEED TEST:

Pass 50 wpm/Pass 55 wpm/Fail; Errors; Mark

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

Pass 50 wpm/Pass 55 wpm/Fail

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

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

Pass 50 wpm/Pass 55 wpm/Fail

Should a candidate fail the examination (less than 40 %) and pass the accuracy test, the word Fail replaces the Pass 50 wpm/Pass 55 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 WORD PROCESSING MARK (100) TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE). THIS MARK MUST BE SENT TO THE NATIONAL DEPARTMENT.

QUESTION 1: TIMED ACCURACY TEST

In an article 'Corruption and Governance Challenges' the Public Protector commented that corruption and good governance sit at the opposite ends of the spectrum. While good governance represents the ideal for governments, corporations and nations globally, corruption is a scourge that decent people, organisations and governments seek to eradicate.

In the simplest of terms corruption involves the abuse of power for private gain. The Public Protector further stated that it should be a concern to everybody that in post-independence Africa, certainly in South Africa, the accumulation of riches (in most cases very sudden) is venerated even in the absence of visible means of accumulating the riches.

South Africa has battled with corruption since the days of apartheid. Post-apartheid South Africa is a more open society and more opportunities have been created for detecting, exposing and prosecuting corruption. South Africa's approach to corruption is multipronged.

The main pillars according to the Public Protector are the law, anti-corruption agencies and public mobilisation. This

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

study has attempted to attend to the challenges of managing misconduct relating to fraud and corruption that appear to weaken our democracy. Fraud and corruption is a complex phenomenon that requires managers and supervisors to possess a specialist technical knowledge in order to be effective in punishing those who are involved in this type of misconduct.

The tendency currently is that managers and supervisors place suspected corrupt employees on a prolonged precautionary suspension for a period that is not supported by law. This of course weakens the employers' case as they tend to rely on the outcome of the proceedings in the criminal procedure before they institute disciplinary action against such culprits. Workers could be criminally prosecuted for this type of misconduct in terms of the provisions of the Prevention and Combating of the Corrupt Activities Act.

Employers always enjoy the right to have workers who have committed acts of fraud or corruption criminally prosecuted, but that must go concurrently with the institution of the disciplinary proceedings in terms of the collective agreement, if there is any. This study shows that the act of misconduct relating to fraud and corruption is a complex phenomenon that

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

poses a threat to global security.

This study also takes a closer view of the provisions of international instruments and institutions such as the United Nations and the International Labour Organisation. It further does a detailed analysis of the provisions in other foreign jurisdictions like Canada. This is consistent with the provisions of the Bill of Rights as

50 wpm

55 wpm

20	-	20
----	---	----

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

Employers always enjoy the right to have workers who have
 committed acts of fraud or corruption criminally prosecuted,
 but that must go concurrently with the institution of the
 disciplinary proceedings in terms of the collective
 agreement, if there is any. This study shows that the
 act of misconduct relating to fraud and corruption is a
 complex phenomenon that poses a threat to global

security.

10

This study also takes a close view of the provisions of
 international instruments and institutions

→50 wpm

20	-	20

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

45 44

This study shows that the act of misconduct relating to
 43 42 41 40 39 38
 fraud and corruption is a complex phenomenon that poses
 37 36
 a threat to global security.

35
 |
 34 33 32 31 30
 This study also takes a close view of the provisions of
 29 28 27 26 25 24
 international instruments and institutions such as the
 23 22 21 20 19
 United Nations and the International Labour
 18 17 16 15 14
 Organisation. It further does a detailed analysis of
 13 12 11 10 9
 the provisions in other foreign jurisdictions like
 8 7 6 5 4 3
 Canada. This is consistent with the provisions of the
 2 1
 Bill of Rights as

→ 55 wpm

20	-	20

[20]

TYPING TECHNIQUE

ACCURACY SCHEDULE: QUESTIONS 2–6					
-3 MARKS DEDUCTED PER ERROR – ACCURACY: RED					
MARKS	20	32	28	36	20
RED ERRORS	Q2	Q3	Q4	Q5	Q6
0	20	32	28	36	20
1	17	29	25	33	17
2	14	26	22	30	14
3	11	23	19	27	11
4	8	20	16	24	8
5	5	17	13	21	5
6	2	14	10	18	2
7	0	11	7	15	0
8		8	4	12	
9		5	1	9	
10		2	0	6	
11		0		3	
12				0	

TYPING TECHNIQUE

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

QUESTION 2: TABULAR STATEMENT**MARKS: 40****20 MARKS – ACCURACY –3 marks per error**

– Every keying-in error

20 MARKS – DISPLAY –2 marks per error

1. Margins (equal) incorrect and/or
Justification (left, centred, right, justified) incorrect and/or
Line spacing (as indicated) incorrect
2. Paper size (A4 landscape) incorrect and/or
Tabular stops/Indentation incorrect and/or
Hyphenation incorrect
3. Font/Font size (Arial 10 and 18 pt) incorrect and/or
Capital letters/Small letters incorrect and/or
Letter spaces incorrect
4. 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
Double 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

QUESTION 2: TABULAR STATEMENT (CONTINUED)

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. Main headings incorrect and/or
Column headings incorrect and/or
Columns incorrect and/or columns not shaded and/or incorrect and/or
Bullets not inserted and/or incorrect
10. Vertical lines omitted and/or incorrect
11. Horizontal lines omitted and/or incorrect
12. Footnote incorrect

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QUESTION 2

1 marg, just, l/s 2 A4L, tab/indent, hyph 3 font, uc/lc, letter spaces 9 headings, columns, columns shaded, bullets 10 vertical lines 11 horizontal lines 12 footnote
3 18 pt, uc 6 bold 1 centre

GLOBAL FRAUD REPORT – 2015/2016

1 centre column headings horizontally and vertically 3 uc 6 bold 6 italics 6 double u/line 8 NL 9 bullets 9 shade 7 sp caps 5 trs 8 runs on

COUNTRY	REPORT CARD				
	2015-2016	2013-2014	Areas of frequent loss	Increase in exposure	Biggest drivers of increased exposure
	<i>Prevalence</i> Companies affected by fraud	<i>Loss</i> Average percentage of revenue lost to fraud			
China	73%	67%	<ul style="list-style-type: none"> Theft of physical assets (23%) Corruption and bribery (18%) Information theft, loss or attack (16%) 	91%	<ul style="list-style-type: none"> High staff turnover (24%) Entry into new riskier markets (18%)
Europe	74%	73%	<ul style="list-style-type: none"> Theft of physical assets (27%) Vendor, supplier or procurement fraud (18%) Information theft, loss or attack (16%) 	75%	<ul style="list-style-type: none"> High staff turnover (39%) Increased outsourcing and offshoring (19%)
Sub-Saharan Africa	84%	77% ½	<ul style="list-style-type: none"> Theft of physical assets (24%) Vendor, supplier or procurement fraud¹ (22%) Corruption and bribery (14%) Misappropriation of company funds (14%) 	86%	<ul style="list-style-type: none"> High staff turnover (35%) Entry into new markets (22%) Increased outsourcing and offshoring (22%)
United States	79%	81% ¾	<ul style="list-style-type: none"> Theft of physical assets (22%) Vendor, supplier or procurement fraud (19%) Information theft, loss or attack (17%) 	79%	<ul style="list-style-type: none"> High staff turnover (34%) Increased outsourcing and offshoring (15%) Increased collaboration between firms (15%)

7 move 1 centre column 1, 2, 3, 5 vertically 5 sp 1 right-align percentages 6 percentages in bold

1 Fraud levels remain so high that a more holistic approach is needed. 12 footnote. Can also use footnote sign

¼

½

¾

5	5	10	40
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10	10	20	40
----	----	----	----

15	15	30	40
----	----	----	----

Errors	Marks
0	20
1	17
2	14
3	11
4	8
5	5
6	2
7	0

20	20	40
----	----	----

[40]

QUESTION 3: FLOW CHART**MARKS: 40****32 MARKS – ACCURACY –3 marks per error**

– Every keying-in error

8 MARKS – DISPLAY –2 marks per error

1. Margins (2.54 cm/1" left and right) incorrect and/or
Justification (left, centred, right, justified) incorrect and/or
Line spacing (as indicated) incorrect
2. Paper size (A4 portrait) incorrect and/or
Tabular stops/Indentation incorrect and/or
Hyphenation incorrect
3. Font/Font size (Batang 18 pt, Arial 8 pt, 12 pt and 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
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
Double 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

QUESTION 3: FLOW CHART (CONTINUED)

- 8. [& NP – new line and new paragraph incorrect and/or
Runs on – incorrect and/or
In full – not in full and/or incorrect
- 9. SmartArt, Hierarchy not used and/or incorrect and/or
SmartArt, Radial Venn not used and/or incorrect and/or
SmartArt, Radial Cycle not used and/or incorrect
- 10. Text not shadowed and/or incorrect
- 11. Vertical lines omitted and/or incorrect
- 12. Horizontal lines omitted and/or incorrect

Errors	Marks
0	32
1	29
2	26
3	23
4	20
5	17
6	14
7	11
8	8
9	5
10	2
11	0

1/4

8	2	10	40
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1/2

16	4	20	40
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3/4

24	6	30	40
----	---	----	----

32	8	40
----	---	----

QUESTION 3

1 marg, just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces 10 vertical lines 11 horizontal lines

3 Batang 18 pt 7 sp caps 6 bold, double u/line 7 join 10 shadow 1 centre

ORGANOGRAM

3 Batang 18 pt, uc 6 bold, double u/line 1 centre 8 NP

OF THE OFFICE OF THE

DIRECTORATE OF PRIORITY CRIME

INVESTIGATION (DPCI) JUDGE

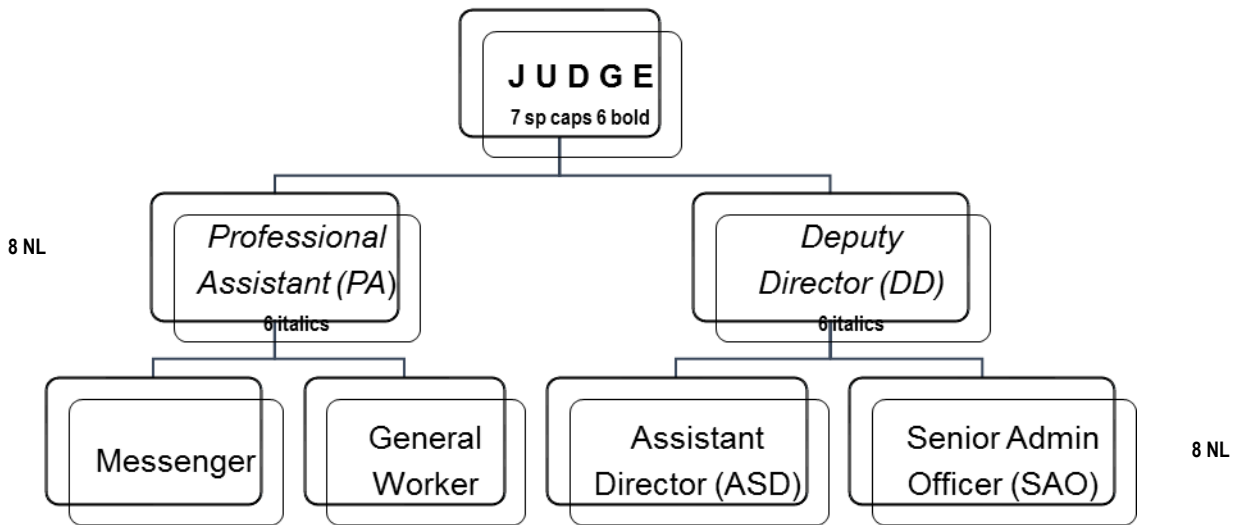
7 move 5 stet 4 / 8 in words

The approved structure of the Office of the DPCI judge is designed to have two offices, one in Cape Town and the other in Pretoria. 4 del PE

8 NP 4 / 4 / 5 trs 8 runs on

The Cape Town Office is the office where the present judge is located. It provides strategic direction to the Office of the DPCI judge whereas the Pretoria Office is the investigative and administrative office. 4 insert 4 / 4 / ¼

5 sp 9 SmartArt Hierarchy



4 page break

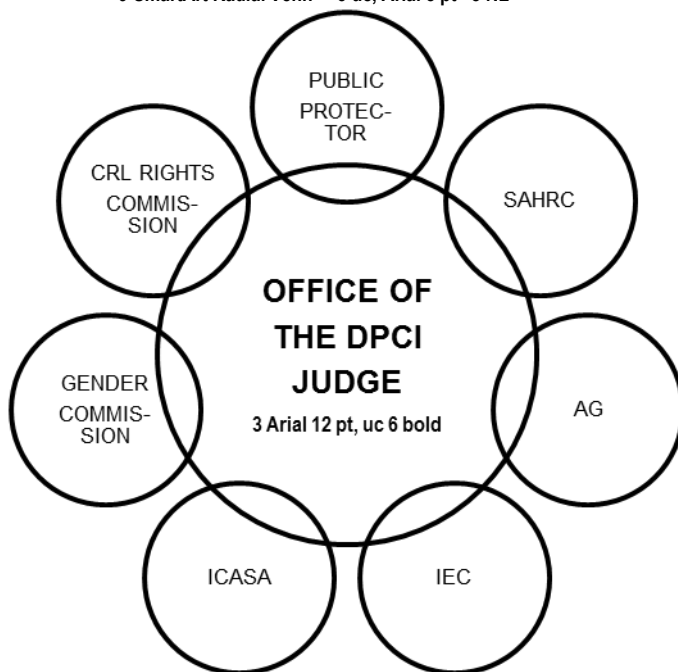
½

QUESTION 3 (CONTINUED)

3 Arial 16 pt 7 sp caps 6 bold 10 shadow 1 centre

LIST OF CHAPTER 9 INSTITUTIONS

9 SmartArt Radial Venn 3 uc, Arial 8 pt 8 NL

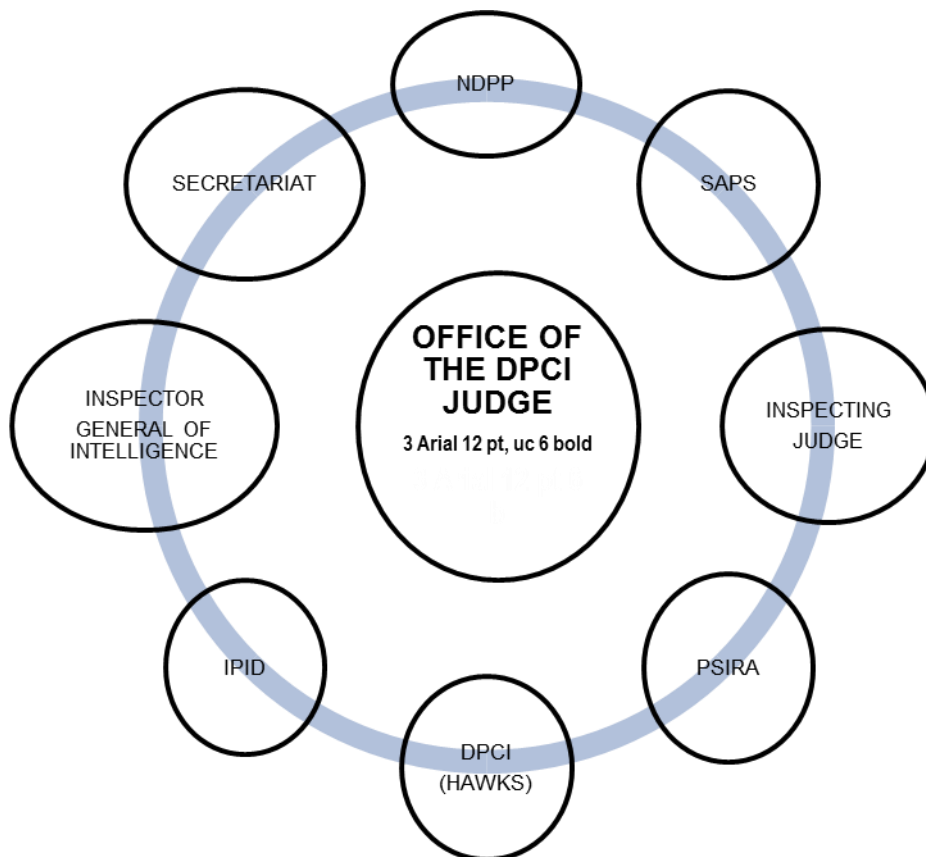


3 Arial 16 pt 7 sp caps 6 bold 10 shadow 1 centre

KEY STAKEHOLDERS

9 SmartArt Radial Cycle 3 uc, Arial 8 pt 8 NL

¾



QUESTION 4: FINANCIAL STATEMENT**MARKS: 35****28 MARKS – ACCURACY –3 marks per error**

– Every keying-in error

7 MARKS – DISPLAY –2 marks per error

1. Margins (1.27 cm/0.5" left and right) incorrect and/or
Justification (left, centred, right, justified) incorrect and/or
Line spacing (as indicated) incorrect
2. Paper size (A4 portrait) incorrect and/or
Tabular stops/Indentation incorrect and/or
Hyphenation incorrect
3. Font/Font size (Courier 10 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/Double underline – not changed and/or incorrect
7. Move – not moved and/or incorrect and/or
Sp caps – spaced capital letters incorrect and/or
Join – not joined

QUESTION 4: FINANCIAL STATEMENT (CONTINUED)

- 8. [& NP – new line and new paragraph 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
Column 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 and/or incorrect

Errors	Marks
0	28
1	25
2	22
3	19
4	16
5	13
6	10
7	7
8	4
9	1
10	0

$\frac{1}{4}$

7	2	9	35
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$\frac{1}{2}$

14	4	18	35
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$\frac{3}{4}$

21	5	26	35
----	---	----	----

28	7	35
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QUESTION 4

1 marg, just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces 9 headings, columns, columns shaded 10 vertical lines 11 horizontal lines

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 MARCH 2016

3 uc 6 bold, double u/line 1 centre 8 runs on, in full	6 bold 1 centre Notes	6 bold 9 shade 1 right-align 2015/16 R' 000	6 bold 1 right-align 2014/15 R' 000
R E V E N U E 7 sp caps 6 bold			
Annual appropriation 5 stet	1	2323256	2242514
Departmental revenue	2	10055	5003
Aid assistance	3	5309	6214
TOTAL REVENUE 3 uc 6 bold	6 bold	2338620	2253731
E X P E N D I T U R E 7 sp caps 6 bold			¼
<i>Current expenditure</i> 6 ital		1947694	1775075
Compensation of employees 4 del 2 indent	4	1288374	1184570
Goods and services	5	655536	587460
Interest and rent on land	6	28	28
Aid assistance 5 trs	3	3756	3017
<i>Transfers and subsidies</i> 6 ital		15219	14506
Transfers and subsidies 2 indent	8	14994	14506
Aid assistance		225	-
<i>Expenditure for capital assets</i> 4 insert 6 ital		313379	366538
Tangible assets 2 indent	9	309898	365396
Intangible assets	9	3481	1142
<i>Payments for financial assets</i> 6 ital	7	1229	3333
TOTAL EXPENDITURE 3 uc 6 bold	6 bold	2277521	2159452
4/			
SURPLUS FOR THE YEAR 3 uc 6 bold	6 bold	61099	94279
5 sp	4/		
<u>RECONCILIATION OF NET SURPLUS FOR THE YEAR</u> 3 uc 6 bold 8 runs on			
<i>Voted funds</i> 6 ital		49716	86079
Annual appropriation 2 indent	14	49716	86079
Departmental revenue	15	10055	5003
Aid assistance	32.2	1328	3197
SURPLUS FOR THE YEAR 3 uc 6 bold 4/	6 bold	61099	94279
7 move			
<u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> 3 uc 6 bold, u/line			
8 NP		4/	
The financial statements have been prepared in accordance with the policies which have been applied consistently in all material aspects, unless otherwise indicated.	5 trs	7 join	¾

[35]

QUESTION 5: PAMPHLET**MARKS: 45****36 MARKS – ACCURACY –3 marks per error**

– Every keying-in error

9 MARKS – DISPLAY –2 marks per error

1. Margins (1.27 cm/0.5" left and right) incorrect and/or
Justification (left, centred, right, justified) incorrect and/or
Line spacing (as indicated) incorrect
2. Paper size (A4 landscape) incorrect and/or
Tabular stops/Indentation incorrect and/or
Hyphenation incorrect
3. Font/Font size (Arial 11 pt and Comic Sans MS 12 and 18 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
Double 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

QUESTION 5: PAMPHLET (CONTINUED)

- 8. [& NP – new line and new paragraph incorrect and/or
Runs on – incorrect and/or
Not in full and/or incorrect
- 9. Columns incorrect and/or lines displayed and/or
Tables incorrect and/or
Bullets not inserted and/or incorrect and/or
Text in table not shaded and/or incorrect
- 10. Headings not shadowed and/or incorrect and/or
Font in heading at table not increased to 14 pt and/or incorrect

Errors	Marks
0	36
1	33
2	30
3	27
4	24
5	21
6	18
7	15
8	12
9	9
10	6
11	3
12	0

$\frac{1}{4}$

9	2	11	45
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$\frac{1}{2}$

18	5	23	45
----	---	----	----

$\frac{3}{4}$

27	7	34	45
----	---	----	----

36	9	45
----	---	----

QUESTION 5

1 margins, just, l/s 2 A4L, tab/indent, hyph 3 font, uc/lc, letter spaces 9 columns, table, bullets, table shaded 10 headings shadowed

ECONOMIC CRIME

A SOUTH AFRICAN PANDEMIC

No sector or region is immune

1. ECONOMIC CRIME IS A SERIOUS THREAT

- More than two thirds of South African organisations (69%) have experienced economic crime
- Detection methods are not keeping pace

What opportunities are available for countering economic crime proactively?

2. SOUTH AFRICANS EXHIBITED LOW LEVELS OF CONFIDENCE IN LOCAL LAW ENFORCEMENT AGENCIES

- Economic crime is costing businesses billions
- Local law enforcement agencies are seen as being inadequately resourced and trained

What action do you take once a fraud has been detected?

3. CYBER CRIME IS A THREAT TO ALL ASPECTS OF BUSINESS

- Only 35% of organisations have a cyber incident response plan
- Cyber crime rose to the fourth most reported type of economic crime

How will your cyber response plan stand up to reality?

4. BRIBERY AND CORRUPTION CONTINUE TO EVOLVE

- 15% of South African organisations have been asked to pay a bribe
- 88% of organisations have a code of conduct in place, only 48% say that training is provided regularly

- We cannot afford corruption to become an accepted way of life in South Africa

Is your compliance programme properly addressing the evolving risk landscape?

TOP TEN COUNTRIES REPORTING MOST ECONOMIC CRIMES

	COUNTRY	%
1	South Africa	69
2	France	68
3	Kenya	61
4	Zambia	61
5	Spain	55
6	United Kingdom	55
7	Australia	52
8	Russian Federation	48
9	Belgium	45
10	Netherlands	45

column 1 - 1 centre 3 Comic Sans MS 18 pt, 12 pt, uc 7 sp caps 6 bold, double u/line, italics

QUESTION 6: AFRICAN LANGUAGE**MARKS: 20****20 MARKS – ACCURACY –3 marks per error**

– Every keying-in error

0 MARKS – DISPLAY – no marks**NO MARKS WILL BE DEDUCTED FOR DISPLAY ERRORS**

1. Do not penalise incorrect margins.
2. Do not penalise incorrect line spacing.
3. Do not penalise incorrect hyphenation.
4. Do not penalise incorrect capital/small letters.
5. Do not penalise incorrect letter spaces.
6. Do not penalise incorrect justification.
7. Do not penalise any incorrect display.
8. Do not penalise if a whole line or paragraph has been left out and keyed in at another position.
9. 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.
10. 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.

QUESTION 6

TSELA EA HO FOKOTSA MANGOLO BOMENEMENE

Ha kgwebo ya hao e thaothang bakeng sa boemong ba hore e hloka mangolo e sekolong, ho ke ke ha ho lekaneng ho e feela ho tsepa hore nkgetheng eo e na ^{1/4} hore ke nang le sona. Khoebo A na ho na le leano le hlakileng mabapi screening pele ho mosebetsi hore koahela bonyane tse latelang:

- Screen basebetsi bohle bokgoni ba, hore na ^{1/2} badirimmogong ba ka ho sa feleng, konteraka kapa basebetsi ba nakoana.
- Phetha screening ea phahameng mangolo/s, botho ba litsebi mokgatlo/s le mosebetsi histori le Phetha mokitlane le licheke ^{3/4}
- Ho etsa bonnete ba ya foromo ya kopo likopo lesedi tsohle tsa bohlokwa, ho akarelletsa le le tumello ya licheke.
- E-ba e hlakileng mabapi le hore na u tla sebitsana le

^{1/4}

5	-	5	20
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^{1/2}

10	-	10	20
----	---	----	----

^{3/4}

15	-	15	20
----	---	----	----

Errors	Marks
0	20
1	17
2	14
3	11
4	8
5	5
6	2
7	0

20	-	20
----	---	----

[20]

TOTAL SECTION A: 200

SECTION B: WORD PROCESSING (100)

1. The total of this section is 100 MARKS. 80% of part A of each question is allocated for accuracy and 20% for display. 80% of the marks of part B of each question is allocated for processing and 20% for accuracy.
2. Part A of each question has to be keyed in correctly.
3. Part B of each question must be processed according to the instructions.
4. ONE mark is deducted per error – accuracy as well as display and processing.

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

5. Questions in part A not completed will be marked accordingly.

If only $\frac{1}{4}$ of a question is completed, only $\frac{1}{4}$ of the original mark will be used for the marking of the question. If only $\frac{1}{2}$ of a question is completed, only $\frac{1}{2}$ of the original mark will be used. If only $\frac{3}{4}$ of a question is completed, only $\frac{3}{4}$ of the original mark will be used.

EXAMPLE

TOTAL MARKS = 20
 ACCURACY = 16
 DISPLAY = 4

$\frac{1}{2}$ OF THE QUESTION IS COMPLETED, MARK AS FOLLOWS:

$\frac{1}{2}$ OUT OF 16 = 8 MARKS
 $\frac{1}{2}$ OUT OF 4 = 2 MARKS

THE QUESTION IS MARKED OUT OF 10, BUT THE MARK IS ALLOCATED OUT OF 20:

7	1	=	8	=	8
8	2	=	10	=	20
1e	1e	=	2e		

6. A keying-in error occurring repeatedly must be penalised as ONE accuracy error only; repetitive errors must be encircled only.

ALLOCATION OF MARKS

1. PART A must be keyed in correctly.
2. PART B must be processed according to the instructions.

ACCURACY ERRORS = ALL KEYING-IN ERRORS
DISPLAY ERRORS = ALL DISPLAY ERRORS
PROCESSING ERRORS = ALL PROCESSING INSTRUCTIONS
3. REMEMBER: ONE mark is deducted per error – accuracy as well as display and processing.

WORD PROCESSING**SCHEDULE – QUESTIONS 7A, 7B, 7C, 8A, 8B, 9A AND 9B****-1 MARK PER ERROR DEDUCTED – ACCURACY: RED****-1 MARK PER ERROR DEDUCTED – DISPLAY: BLUE****-1 MARK PER ERROR DEDUCTED – PROCESSING: BLUE**

MARKS:	16	12	8	4	3	2
QUESTION: ERRORS:	Q8B Q9B	Q7B Q8A Q9A	Q7A	Q7B Q7C Q8B Q9B	Q8A Q9A	Q7A
0	16	12	8	4	3	2
1	15	11	7	3	2	1
2	14	10	6	2	1	0
3	13	9	5	1	0	
4	12	8	4	0		
5	11	7	3			
6	10	6	2			
7	9	5	1			
8	8	4	0			
9	7	3				
10	6	2				
11	5	1				
12	4	0				
13	3					
14	2					
15	1					
16	0					

QUESTION 7**QUESTION 7A: MAIL MERGE****MARKS: 10****8 MARKS – ACCURACY**

– Every keying-in error

2 MARKS – DISPLAY/MANIPULATION

1. Line spacing incorrect
2. Paper size (A4 landscape) and/or word wrap and/or columns incorrect
3. Font/Font size (Arial 10 pt) and/or capital/small letters and/or letter spaces incorrect
4. Fields/Field names incorrect

QUESTION 7A

1 l/s 2 A4L, word wrap, columns 3 Arial 10 pt, uc/lc, letter spaces 4 fields/field names

TITLE	INITIALS	SURNAME	ADDRESS	TOWN	CODE	A	B	C	D	E	F	G	H	I
Ms	LC	Mathebula	22 Queen Street	CRADOCK	5880	1	4	5	2	3	2	7	7	6
Mr	JPT	Dichaba	PO Box 12529	PRETORIA	0001	2	3	4	1	5	1	6	7	5

1/4

1/2

3/4

1/4

2	1	3	10
---	---	---	----

1/2

4	1	5	10
---	---	---	----

3/4

6	2	8	10
---	---	---	----

8	2	10
---	---	----

(10)

QUESTION 7B: MAIL MERGE**MARKS: 16****4 MARKS – ACCURACY**

– Every keying-in error

12 MARKS – PROCESSING

1. Margins incorrect and/or justification (left, centred, right, justified) incorrect and/or line spacing (as indicated) incorrect
2. Paper size (A4 portrait) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect
3. Font/Font size (additional) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect
4. Fields/Field names not inserted in Arial 12 pt and bold and/or incorrect
5. [Survey in the prevention and detection of fraud, corruption and related taxation consequences] not inserted in Arial 18 pt, capital letters, bold, shadowed and centred and/or table not inserted and shaded and/or incorrect plus one accuracy error
6. [Today's date] not inserted and right-aligned and/or incorrect plus one accuracy error
7. [Dear] and [Please complete the following survey form:] not inserted and/or [survey following] not transposed and/or incorrect plus one accuracy error
8. [Reasons for perpetrating fraud, corruption or tax evasion] not inserted in Tahoma 12 pt, capital letters, underlined and italics and/or incorrect plus one accuracy error
9. Table not inserted and/or incorrect
10. [1 Strongly agree], [2 Moderately agree], [3 Slightly agree], [4 Uncertain], [5 Slightly disagree], [6 Moderately disagree] and [7 Strongly disagree] not inserted in table in Comic Sans MS 12 pt, bold and centred and/or incorrect plus one accuracy error
11. [Statement (Please rank each statement)] not inserted in bold and centred and/or [Statement] not spaced capital letters and/or incorrect plus one accuracy error
12. [Ranking] not inserted in capital letters, bold, centred and shaded and/or incorrect plus one accuracy error

QUESTION 7B: MAIL MERGE (CONTINUED)

13. [People commit fraud, corruption or tax evasion for the following reasons:] not inserted in bold and/or runs on incorrect plus one accuracy error
14. [a) Greed], [b) Getting even with SARS], [c) Need], [d) Criminal behaviour] and [e) Tax savings/Evasion] not inserted and/or incorrect plus one accuracy error
15. [f) Facilitation of payments/Cash flow problems], [g) Bribes paid to get things done], [h) Marketing targeted at specific individuals in the form of expensive gifts] and [i) Political pressure] not inserted and/or incorrect plus one accuracy error
16. [Thank you for completing the form.] not moved and/or incorrect
17. [Thank you for completing the form.] not inserted and/or / not changed to [the] and/or incorrect plus one accuracy error
18. Line tabular stop not inserted on 7.62 cm/3" and/or incorrect
19. [Fraud Prevention Consultant] not inserted in capital letters and bold and/or incorrect plus one accuracy error

QUESTION 7C: MAIL MERGE**MARKS: 4****4 MARKS – PROCESSING – MERGED DOCUMENT****-2 PER PRINTOUT NOT HANDED IN)**

QUESTION 7B

1 marg, just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces
5 insert, Arial 18 pt, uc, bold, centre, table, shaded

SURVEY IN THE PREVENTION AND DETECTION OF FRAUD, CORRUPTION AND RELATED TAXATION CONSEQUENCES

6 June 2018
6 insert, right-align

«**TITLE**» «**INITIALS**» «**SURNAME**» 4 field name, bold
«**ADDRESS**» 4 field name, bold
«**TOWN**» 4 field name, bold
«**CODE**» 4 field name, bold

Dear «**TITLE**» «**SURNAME**» 4 field name, bold 7 insert

Please complete the following survey form: 7 insert, trs
8 insert, Tahoma 12 pt, uc, u/line, ital

REASONS FOR PERPETRATING FRAUD, CORRUPTION OR TAX EVASION

9 insert table 10 insert, Comic Sans MS 12 pt, bold, centre

1 Strongly agree	2 Moderately agree	3 Slightly agree	4 Uncertain	5 Slightly disagree	6 Moderately disagree	7 Strongly disagree	
11 insert, sp caps, bold, centre S T A T E M E N T (Please rank each statement)							
13 insert, runs on, bold						12 insert, uc, bold, centre, shade	RANKING
People commit fraud, corruption or tax evasion for the following reasons:							
a)	Greed 14 insert						« A »
b)	Getting even with SARS						« B »
c)	Need						« C »
d)	Criminal behaviour						« D »
e)	Tax savings/Evasion						« E »
f)	Facilitation of payments/Cash flow problems 15 insert						« F »
g)	Bribes paid to get things done						« G »
h)	Marketing targeted at specific individuals in the form of expensive gifts						« H »
i)	Political pressure						« I »

16 move

4 field names, bold

Thank you for completing the form. 17 insert, the

18 insert line tab stop on 7.62 cm/3"

FRAUD PREVENTION CONSULTANT 19 insert, uc, bold

(16)

QUESTION 7C

**SURVEY IN THE PREVENTION AND DETECTION OF
FRAUD, CORRUPTION AND RELATED TAXATION
CONSEQUENCES**

6 June 2018

Ms LC Mathebula
22 Queen Street
CRADOCK
5880

Dear **Ms Mathebula**

Please complete the following survey form:

REASONS FOR PERPETRATING FRAUD, CORRUPTION OR TAX EVASION

1	2	3	4	5	6	7
Strongly agree	Moderately agree	Slightly agree	Uncertain	Slightly disagree	Moderately disagree	Strongly disagree
S T A T E M E N T (Please rank each statement)						
						RANKING
People commit fraud, corruption or tax evasion for the following reasons:						
a)	Greed					1
b)	Getting even with SARS					4
c)	Need					5
d)	Criminal behaviour					2
e)	Tax savings/Evasion					3
f)	Facilitation of payments/Cash flow problems					2
g)	Bribes paid to get things done					7
h)	Marketing targeted at specific individuals in the form of expensive gifts					7
i)	Political pressure					6

Thank you for completing the form.

√
√

FRAUD PREVENTION CONSULTANT

QUESTION 7C

**SURVEY IN THE PREVENTION AND DETECTION OF
FRAUD, CORRUPTION AND RELATED TAXATION
CONSEQUENCES**

6 June 2018

Mr JPT Dichaba
PO Box 12529
PRETORIA
0001

Dear Mr Dichaba

Please complete the following survey form:

REASONS FOR PERPETRATING FRAUD, CORRUPTION OR TAX EVASION

1	2	3	4	5	6	7
Strongly agree	Moderately agree	Slightly agree	Uncertain	Slightly disagree	Moderately disagree	Strongly disagree
S T A T E M E N T (Please rank each statement)						
						RANKING
People commit fraud, corruption or tax evasion for the following reasons:						
a)	Greed					2
b)	Getting even with SARS					3
c)	Need					4
d)	Criminal behaviour					1
e)	Tax savings/Evasion					5
f)	Facilitation of payments/Cash flow problems					1
g)	Bribes paid to get things done					6
h)	Marketing targeted at specific individuals in the form of expensive gifts					7
i)	Political pressure					5

Thank you for completing the form.

√
√

FRAUD PREVENTION CONSULTANT

(4)
[30]

QUESTION 8

QUESTION 8A: DISPLAY

MARKS: 15

12 MARKS – ACCURACY
– Every keying-in error
3 MARKS – DISPLAY
<p>1. Margins incorrect and/or justification (left, centred, right, justified) incorrect and/or line spacing incorrect</p> <p>2. Paper size (A4 portrait) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect</p> <p>3. Font/Font size (CN12) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect</p>

$\frac{1}{4}$

3	1	4	15
---	---	---	----

$\frac{1}{2}$

6	2	8	15
---	---	---	----

$\frac{3}{4}$

9	2	11	15
---	---	----	----

12	3	15
----	---	----

(15)

QUESTION 8A

1 marg, just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces

The EDD is committed to the fight against fraud and corruption.

Fraud is defined in the SA law as the unlawful and intentional making of a misrepresentation which causes actual and or $\frac{1}{4}$ potential prejudice to another.

The risk management will engage in several strategies such as awareness campaigns to reduce fraud and to ensure that the $\frac{1}{2}$ department is perceived as ethical.

The following are different types of actions that may be related to corruption:

Bribery Embezzlement Favouritism Nepotism $\frac{3}{4}$

The EDD upholds the following values:

Equity and development Sustainability

The EDD has developed a Fraud Prevention Strategy and Plan.

12	3	15
----	---	----

(15)

QUESTION 8B: DISPLAY**MARKS: 20****4 MARKS – ACCURACY**

– Every keying-in error

16 MARKS – PROCESSING

1. Margins incorrect and/or justification (left, centred, right, justified) 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 (additional) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect
4. [Fraud and corruption in the Economic Development Department] not inserted as a header in Comic Sans MS 10 pt, capital letters, bold, double underlined and right-aligned and/or incorrect plus one accuracy error
5. [EDD] not changed to Comic Sans MS 16 pt, bold and double underlined and/or incorrect
6. [The Economic and Development Department (EDD)] not inserted in Arial 18 pt, capital letters, bold and centred and/or incorrect plus one accuracy error
7. First letter of every word in the heading [The Economic and Development Department] not changed to Arial 22 pt and/or incorrect
8. Table with four columns not inserted and/or incorrect
9. Table lines not changed to double lines and/or incorrect
10. Text in columns not centred vertically and/or incorrect
11. Endnote 1 [Fraud represents a potential risk to the EDD assets, service delivery efficiency and reputation] not inserted in Courier New 10 pt and/or incorrect plus one accuracy error
12. [Definitions], [Dimensions of corruption], [Values], [Measures] and [Role of risk management] not inserted in Arial 16 pt, capital letters, bold, shaded and centred and/or incorrect plus one accuracy error
13. [Corruption is defined as the misuse of entrusted power for private gain.] not inserted and/or incorrect plus one accuracy error and/or [Fraud] and [Corruption] not changed to Batang 12 pt, capital letters and bold and/or incorrect
14. [SA] not changed to South African and/or incorrect plus one accuracy error

QUESTION 8B: DISPLAY (CONTINUED)

15. [the unlawful and intentional making of a misrepresentation which causes actual and or potential prejudice to another] and [the misuse of entrusted power for private gain] not changed to italics and/or incorrect
16. Bullets not inserted and indented and/or incorrect
17. New paragraphs not inserted and/or incorrect
18. [Conflict of interest] and [Promotion of decent work for all citizens] not inserted and/or incorrect plus one accuracy error
19. [Opportunity to work and quality of employment] not inserted as footnote 1 in Courier New 10 pt and/or incorrect plus one accuracy error
20. [Environment, social and economics] not inserted as a footnote 2 in Courier New 10 pt and/or incorrect plus one accuracy error
21. [The EDD ... Plan.] not right-aligned and/or [Fraud Prevention Strategy and Plan] not changed to shadow and/or incorrect
22. [and corruption risks] and [in all its dealings with the public] not inserted and/or [ethical] not underlined and/or incorrect plus one accuracy error
23. [Fraud and corruption] not inserted as a footer in Lucida Handwriting 10 pt, capital letters, bold and left-aligned and/or incorrect plus one accuracy error
24. Page number not inserted at the bottom in Courier New 12 pt, centred and start with 3 and/or incorrect

4	16	20

(20)
[35]

QUESTION 8B

1 marg, just, l/s 2 A4L, tab/indent, hyph 3 font, uc/lc, letter spaces 4 header, Comic Sans MS 10 pt, uc, bold, double u/line, right-align 5 EDD in Comic Sans MS 16 pt, bold, double u/line

FRAUD AND CORRUPTION IN THE ECONOMIC DEVELOPMENT DEPARTMENT

6 insert, Arial 18 pt, uc, bold, centre 7 first letter in each word in heading in 22 pt

THE ECONOMIC AND DEVELOPMENT DEPARTMENT (EDD)

8 table with FOUR columns 9 double table lines 10 centre text in columns vertically

<p>The EDD is committed to the fight against fraud and corruption¹. ^{11 insert endnote}</p> <p>^{12 insert, Arial 16 pt, uc, bold, shade, centre}</p> <p>DEFINITIONS</p> <p>^{13 Batang 12 pt, uc, bold 14 in full}</p> <p>FRAUD is defined in the South African law as <i>the unlawful and intentional making of a misrepresentation which causes actual and or potential prejudice to another.</i> ^{15 ital}</p> <p>^{13 insert 13 Batang 12 pt, uc, bold}</p> <p>CORRUPTION is defined as <i>the misuse of entrusted power for private gain.</i> ^{15 ital}</p>	<p>^{12 insert, Arial 16 pt, uc, bold, shade, centre}</p> <p>DIMENSIONS OF CORRUPTION</p> <p>The following are different types of actions that may be related to corruption:</p> <p>^{16 bullets 17 NP}</p> <ul style="list-style-type: none"> ➤ Bribery ➤ Embezzlement ^{18 insert} ➤ Conflict of interest ➤ Favouritism ➤ Nepotism 	<p>VALUES</p> <p>^{12 insert, Arial 16 pt, uc, bold, shade, centre}</p> <p>The EDD upholds the following values:</p> <p>^{16 bullets 17 NP 18 insert}</p> <ul style="list-style-type: none"> ➤ <u>Promotion of decent work for all citizens</u>¹ ^{19 insert footnote} ➤ Equity and development ➤ Sustainability² ^{20 insert footnote} ^{12 insert, Arial 16 pt, uc, bold, shade, centre} <p>MEASURES</p> <p>The EDD has developed a Fraud Prevention Strategy and Plan.</p> <p>^{21 right-align, shadow}</p>	<p>^{12 insert, Arial 16 pt, uc, bold, shade, centre}</p> <p>ROLE OF RISK MANAGEMENT</p> <p>The risk management will engage in several strategies such as</p> <p>^{16 bullets 17 NP}</p> <ul style="list-style-type: none"> ➤ awareness campaigns ^{22 insert} ➤ to reduce fraud and <u>corruption risks</u> and ^{22 insert, underline} ➤ to ensure that the department is perceived as <u>ethical in all its dealings with the public.</u>
---	---	--	--

¹ Fraud represents a potential risk to the EDD assets, service delivery efficiency and reputation

^{11 insert endnote, CN 10 pt}

¹ Opportunity to work and quality of employment ^{19 insert footnote, CN 10 pt}

² Environment, social and economic ^{20 insert footnote, CN 10 pt}

^{23 footer, Lucida Handwriting 10 pt, uc, bold, left-align}

^{24 page number bottom, centre, CN 12 pt, starts with 3}

QUESTION 9**QUESTION 9A: AFRICAN LANGUAGE****MARKS: 15****12 MARKS – ACCURACY**

– Every keying-in error

3 MARKS – DISPLAY

1. Margins incorrect and/or justification (left, centred, right, justified) 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 (CN12) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect
4. Text not keyed in exactly as it is

QUESTION 9A

1 marg, just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces 4 text not keyed in exactly as it is

A moruo Bokebekoa: A African sea South

69% Ho feta tse peli mekhatlo tharo tlaleha ho ba liphofu tsa tlolo ea molao ya moruo

32% Hoo e ka bang karolo ea boraro ea mekhatlo ba ervaren $\frac{1}{4}$ cybercrime

70% Hoo e ka bang matlo a tse tharo tsa arabetseng sheba coercion molao wa selehae ha inadequately resourced ho loantsa tlolo ea molao ya moruo

Sebakeng	2016	2014	$\frac{1}{2}$
Afrika	57	50	
Europe Bophirimela	40	35	
Amerika Leboea	37	41	
Europe Bochabela	33	39	
Asia Pacific	30	32	

Actor	2014	2016	
Ka Hare	61%	45%	16% fokotseha
Kantle	38%	46%	8% eketsa $\frac{3}{4}$

Kahoo ke ile ka fumana bomenemene ... eng hona joale?

66% Sebelisa matlotlo a ka hare

15% Go ikgokaganya le molaodi

4% Ema 'me u bone

 $\frac{1}{4}$

3	1	4	15
---	---	---	----

 $\frac{1}{2}$

6	2	8	15
---	---	---	----

 $\frac{3}{4}$

9	2	11	15
---	---	----	----

12	3	15
----	---	----

(15)

QUESTION 9B: AFRICAN LANGUAGE

MARKS: 20

4 MARKS – ACCURACY

– Every keying-in error

16 MARKS – PROCESSING

1. Margins (1.27 cm/0.5") incorrect and/or justification (left, centred, right, justified) incorrect and/or line spacing (as indicated) incorrect
2. Paper size (A5 portrait) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect
3. Font/Font size (additional) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect
4. Triple page border omitted and/or incorrect
5. Page numbers not inserted in Roman numerals in capital letters, Arial 12 pt, top and left-aligned and/or incorrect
6. [Global moruo bokebekoa survey 2016] not inserted as a header in Arial 8 pt, capital letters, bold, double underlined and centred and/or incorrect plus one accuracy error
7. [A moruo bokebekoa: a African Seoa South] not changed to capital letters, Arial 12 pt, centred and shaded and/or incorrect
8. Footnote 1 [Ha ho lefapha la kapa sebakeng se sa 'mele] not inserted in Arial 8 pt and/or incorrect plus one accuracy error
9. [69%], [32%], [70%], [66%], [48%], [15%] and [4%] not changed to 12 pt and bold and/or [Lefatse ka bophare], [36] and [37] not inserted in capital letters and bold and/or incorrect plus one accuracy error
10. Tabular stop not inserted on 2.54 cm/1" and/or incorrect
11. [Tlolo ea molao ya moruo le bothata lefatse empa ha ho tsoane hohle] not inserted in Arial 12 pt, capital letters, bold, shaded and centred and/or incorrect plus one accuracy error
12. Endnote 1 [Wanana tobane le 'nete ea hore tlolo ea molao ya moruo e boemong sa seoa] not inserted in Arial 8 pt and/or incorrect plus one accuracy error
13. Inside horizontal table lines not changed to dashed table lines and/or incorrect
14. Column headings not changed to italics, centred and shaded and/or incorrect

QUESTION 9B: AFRICAN LANGUAGE (CONTINUED)

15. Figures in table 1 not centred and/or percentages in table 2 not right-aligned and/or incorrect and/or page break not inserted and/or incorrect
16. [www.pwc.co.za/crimesurvey] not inserted as a footer in Arial 10 pt, underlined and right-aligned and/or incorrect plus one accuracy error
17. [Pale ea bophelo ba bokebekoa (ka hare le kantle)] not inserted in Arial 12 pt, capital letters, bold, shaded and centred and/or incorrect plus one accuracy error
18. Endnote 2 [Mekhatlo South African ne tlahiloe ho ka etsahala hore ebe ho feta ho hore le etsetsoe bolotsana ke barekisi ka ho ipapisa le ba bang kaofela ea lefatse] not inserted in Arial 8 pt and/or incorrect plus one accuracy error
19. Inside horizontal and vertical table lines not changed to dotted table lines and/or incorrect
20. [Kahoo ke ile ka fumana bomenemene ... eng hona joale?] not changed to Arial 12 pt, capital letters, bold, shaded and centred and/or incorrect
21. [Motswako kapa liketso nkiloe ke ba arabetseng hang ka bomenemene bokgoni ba e lemoha:] not inserted in Arial 10 pt and double underlined and/or incorrect plus one accuracy error
22. [48% Kopanela setsebi forensiki lefokisi] not inserted and/or incorrect plus one accuracy error
23. [A moruo bokebekoa: a African Seoa South] not copied to end of document, right-aligned and footnote not deleted and/or incorrect

4	16	20

QUESTION 9B 1 marg, just, l/s 2 A5P, tab/indent, hyph 3 font, uc/lc, letter spaces
 4 triple page border 5 page no Roman numerals, uc, Arial 12 pt, top, left
 6 header, Arial 8 pt, uc, bold, double u/line, centre

|

GLOBAL MORUO BOKEBEKOA SURVEY 2016

7 12 pt, uc, bold, centre, shade

A MORUO BOKEBEKOA: A AFRICAN SEOA SOUTH¹

9 bold, 12 pt

10 tabular stop 2.54 cm/1"

8 footnote 1

69%

Ho feta tse peli mekhatlo tharo tlaleha ho ba liphofu tsa tlolo ea molao ya moruo

32%

Hoo e ka bang karolo ea boraro ea mekhatlo ba ervaren cybercrime

70%

Hoo e ka bang matlo a tse tharo tsa arabetseng sheba coercion molao wa selehae ha inadequately resourced ho loantsa tlolo ea molao ya moruo

11 insert, 12 pt, uc, bold, shade text, centre 12 endnote 1

**TLOLO EA MOLAO YA MORUO LE BOTHATA LEFATSE
 EMPA HA HO TSOANE HOHLEⁱ**

13 inside dashed horizontal table lines 14 column headings ital, centre, shade 15 figures centred

<i>Sebakeng</i>	<i>2016</i>	<i>2014</i>
Afrika	57	50
Europe Bophirimela	40	35
Amerika Leboea	37	41
Europe Bochabela	33	39
Asia Pacific	30	32
LEFATSE KA BOPHARE	36	37

9 insert, uc, bold 15 page break

¹ Ha ho lefapha la kapa sebakeng se sa 'mele 8 footnote 1, 8 pt

INFORMATION PROCESSING N6

II

GLOBAL MORUO BOKEBEKOA SURVEY 2016

17 insert, 12 pt, uc, bold, shade text, centre 18 endnote 2

**PALE EA BOPHELO BA BOKEBEKOA (KA HARE LE
KANTLE)ⁱⁱ**19 inside dotted horizontal and vertical table lines 14 column headings ital, centre, shade
15 percentage right-align

<i>Actor</i>	<i>2014</i>	<i>2016</i>	
Ka Hare	61%	45%	16% fokotseha
Kantle	38%	46%	8% eketsa

20 12 pt, uc, bold, shade text, centre

**KAHOO KE ILE KA FUMANA BOMENEMENE ... ENG
HONA JOALE?**Motswako kapa liketso nkiloe ke ba arabetseng hang ka bomenemenebokgoni ba e lemoaha: 21 insert, 10 pt, double u/line

9 bold, 12 pt

10 tabular stop 2.54 cm/1"

66%

Sebelisa matlotlo a ka hare

22 insert

48%Kopanela setsebi forensiki lefokisi**15%**

Go ikgokaganya le molaodi

4%

Ema 'me u bone

23 copy, right-align, delete footnote

A MORUO BOKEBEKOA: A AFRICAN SEA SOUTHⁱ Wanana tobane le 'nete ea hore tlolo ea molao ya moruo e boemong sa seoa 12 endnote 1, 8 ptⁱⁱ Mekhatlo South African ne tlahiloe ho ka etsahala hore ebe ho feta ho hore le etsetsoe
bolotsana ke barekisi ka ho ipapisa le ba bang kaofela ea lefatse 18 endnote 2, 8 pt

16 footer, 10 pt, u/line, right-align

www.pwc.co.za/crimesurvey**TOTAL SECTION B: 100
GRAND TOTAL: 300**