higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GSN690**(E)**(J6)H

NATIONAL CERTIFICATE

INFORMATION PROCESSING N6

(6020286)

6 June 2018 (X-Paper)
09:00–12:00

This question paper consists of 32 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
INFORMATION PROCESSING N6
TIME: 3 HOURS
MARKS: 300

	TIME	MARKS
TYPING TECHNIQUE: SECTION A	**2 hours**	**200**
WORD PROCESSING: SECTION B	**1 hour**	**100**
TOTAL:	**3 hours**	**300**

**30 MINUTES ARE ALLOWED TO READ THE INSTRUCTIONS 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 (QUESTION 1) will only be allowed to enter the examination venue after the expiration of the TEN MINUTES allowed for the test.

2.   Candidates are allowed to read through the test 3 MINUTES before the commencement of the examination.

3.   The test must be keyed in at the beginning of the examination.

4.   After the expiration of the TEN MINUTES allowed for the timed accuracy test, the test will be collected and signed by the invigilator. It will be retained until the completion of the examination session whereafter, in the candidate's presence, it will be put in the EXAMINATION FOLDER.

5.   Answer ALL the questions.

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

7.   Each answer must be printed on a SEPARATE A4 paper. Use only ONE side of the paper.

Please turn over

WORD PROCESSING: SECTION B

1.   Answer ALL the questions.

2.   Procedure for QUESTIONS 7A, 8A AND 9A: Key in, save and print.

3.   Retrieve, copy and process according to the instructions in part B of each question. Print and hand in part A as well as part B.

4.   Each answer must be printed on a SEPARATE A4 paper. Use only ONE side of the paper.

5.   If a LETTERHEAD is provided and the printer(s) cannot accommodate the letterhead, A4 paper may be used. Hand in the PRINTOUT together with the LETTERHEAD so that the positioning of the text on the paper can be determined in accordance with the data on the letterhead.

GENERAL: EXAMINATION PAPER (SECTION A AND SECTION B)

1.   A computer ruler, a dictionary, the ASCII codes and the template may be used.

2.   NO notes or any nonpermissible material may be hidden in or transcribed into these articles.

3.   Use only COURIER NEW 12 except when otherwise indicated in the question paper.

4.   Work fast in order to complete the question paper in time.

5.   Save the 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.

6.   In the event of a computer or printer defect the invigilator will make the necessary arrangements for the candidate to continue with the examination and the actual time lost will be allowed additionally.

7.   Key in the QUESTION NUMBER as well as the EXAMINATION NUMBER on each question. NO questions without EXAMINATION NUMBERS will be marked.

8. At the end of the examination session the following must be handed in:

8.1 EXAMINATION FOLDER with PRINTOUTS to be marked in the same order as the questions in the question paper.

8.2 The disk/memory stick on which the work was saved, properly marked with the candidate's EXAMINATION NUMBER. If work is saved on the hard drive/network, the invigilator(s) must copy the work to a compact disk/memory stick and then it must be deleted immediately from the hard drive/network. Candidates' answers must be kept for at least 6 MONTHS.

8.3 ALL other PRINTOUTS. NO PRINTOUTS may be taken out of the examination room or put into bins.

9. Any attempt to obtain information or to give information to another candidate is a violation of the examination rules. It will be regarded in a serious light and appropriate steps will be taken.

WAIT FOR THE INSTRUCTION FROM THE INVIGILATOR BEFORE TURNING THE PAGE.

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:	FLOW CHART	25 minutes	40
QUESTION 4:	FINANCIAL STATEMENT	22 minutes	35
QUESTION 5:	PAMPHLET	28 minutes	45
QUESTION 6:	AFRICAN LANGUAGE	10 minutes	20
TOTAL		120 minutes	200

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: 50 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 50 and 55 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. **The test must be collected and signed by the invigilator at the beginning of the EXAMINATION. ALL pages need to be signed.**

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) was venerated even in the absence of visible means of accumulating the riches.

South Africa has battled against corruption since the days of apartheid. Post-apartheid South Africa is a more open society and

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

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 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

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

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.

This study also takes a closer view of the provisions of → **50 wpm**

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 → **55 wpm**

Rights as

[20]

QUESTION 2: TABULAR STATEMENT

TIME: 25 minutes   **MARKS: 40**

MARGINS: LEFT: 1.27 cm/0.5" RIGHT: 1.27 cm/0.5"	PAPER: A4 landscape FONT: Arial 10 pt (Except where indicated otherwise)

1. **Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION NUMBER/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 EXAMINATION FOLDER.**

Global Fraud Report – 2015/2016   18 pt, uc, bold, centre

‡

1 Fraud levels remain so high that a more hollistic approach is needed.   sp

Candidate: Centre column headings horizontally and vertically and shade. Centre columns 1, 2, 3 and 5 vertically. Insert bullets where indicated.   runs on

Country uc, bold	Report card sp caps, bold	
	2015-2016 bold	2013-2014 bold
	Prevalence ←ital, double u/line→ Loss ‡ Businesses Companies affected by stet [fraud NL	‡ Average per centage [of revenue lost to NL [fraud NL
China	73%	67%
Europe	74%	73%
Sub-Saharan Africa	84%	77%
United States	79%	81%

‡

Move as footnote 1   Candidate: Align percentages right

QUESTION 2: TABULAR STATEMENT (CONTINUED)

runs on   *italics*

Areas of loss frequent trs *runs on*	*Increase in [exposure* NL	*Biggest drivers of increased [exposure* NL
• *Theft of* ∧ *assets* (23%) ∧ *physical* • *Corruption and bribery* (18%) • *Information theft, loss or attack [*(16%) NL	*91%*	• *High staff turnover* (24%) • *Entry into new riskier markets* *runs on* *[*(18%) NL
• *Theft of physical assets* (27%) • *Vendor, supplier or procurement [fraud* (18%) NL • *Information theft, loss or attack [*(16%) NL	*75%*	• *High staff turnover* (39%) • *Increased outsourcing* & *runs on in full [offshoring* (19%) NL
• *Theft of physical assets* (24%) • *Vendor, supplier or procurement [fraud[1]* (22%) NL • *Corruption and bribery* (14%) • *Misappropriation of company [funds* (14%) NL	*86%*	• *High staff turnover* (35%) • *Entry into new ~~riskier~~ del markets* (22%) *runs on* • *Increased outsourcing and [offshoring* (22%) NL
• *Theft of physical assets* (22%) • *Vendor, supplier or procurement [fraud* (19%) NL • *Information theft, loss or attack [*(17%) NL	*79%*	• *High staff turnover* (34%) • *Increased outsourcing and [offshoring* (15%) NL • *Increased collaboration [between firms* (15%) NL

Candidate: Change all percentages in brackets ( ) to bold.

[40]

     Please turn over

QUESTION 3: FLOW CHART

TIME: 25 minutes   **MARKS: 40**

MARGINS: 2.54 cm (1") **LINE SPACING: Single (1)** **(Except where indicated otherwise)** **PAPER: A4 portrait**	**HYPHENATION: No** **JUSTIFICATION: Left** **FONT: Arial 12 pt** **(Except where indicated otherwise)**
1. **Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION NUMBER/COMPUTER NUMBER as a header.** 2. **Take ALL proofreading signs into consideration.** 3. **Key in as indicated.** 4. **Create FLOW CHARTS.** 5. **Proofread, save and print the document as Q3.** 6. **Put the PRINTOUT in your EXAMINATION FOLDER.**	

Organogram   Batang 18 pt, sp caps, bold, double u/line, shadow, centre

‡

[of the Office of the

[Directorate of Priority Crime   Batang 18 pt, uc, bold,

[Investigation (DPCI) Judge   double u/line, shadow, centre, NP

≣

* Insert where indicated

‡

Candidate: Insert text using SmartArt Hierarchy, Arial 12 pt

Judge ← sp caps, bold

Professional Assistant (PA) ← italics → Deputy Director (DD)   NL

Messenger   General Worker   Assistant Director (ASD)   Senior Admin Officer (SAO)   NL
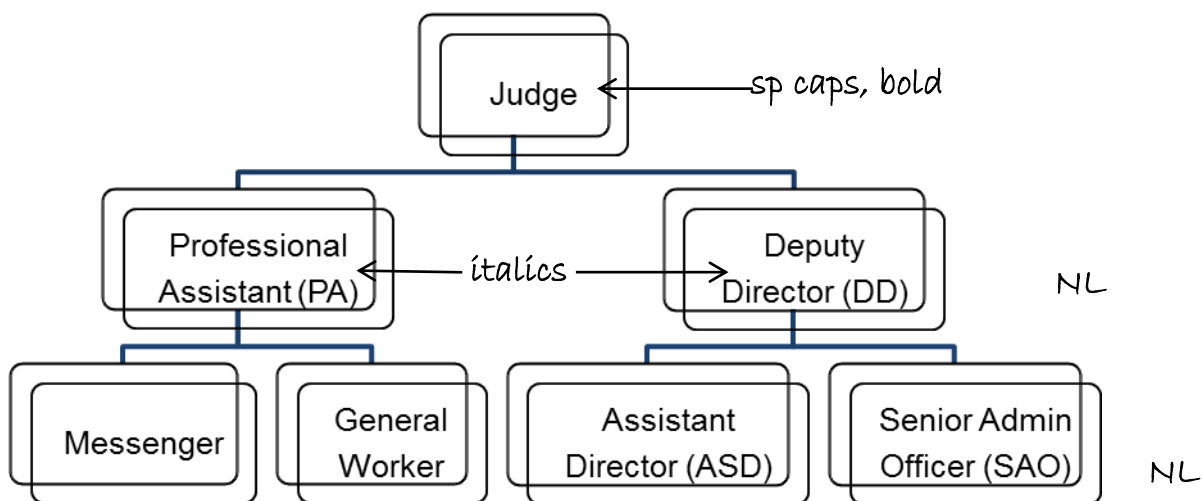
Candidate: Insert a page break

QUESTION 3: FLOW CHART (CONTINUED)

* Move as indicated

The approved ~~structure~~ *formula* of / Office of the DPCI judge is designed to have   stet
2 offices, one in Cape Town and / other in ~~PE~~ Pretoria. [The   in words, del, NP
Cape Town Office is / office where the judge present is located.   trs

runs on

It provides strategic direction to / Office of the ∧ judge   ∧ DPCI
whereas / Pretoria Office is / investegative and administrative office.   sp

List of Chapter 9 Institutions   Arial 16 pt, sp caps, bold, shadow, centre

‡

Candidate: Insert text using SmartArt Radial Venn, Arial 8 pt
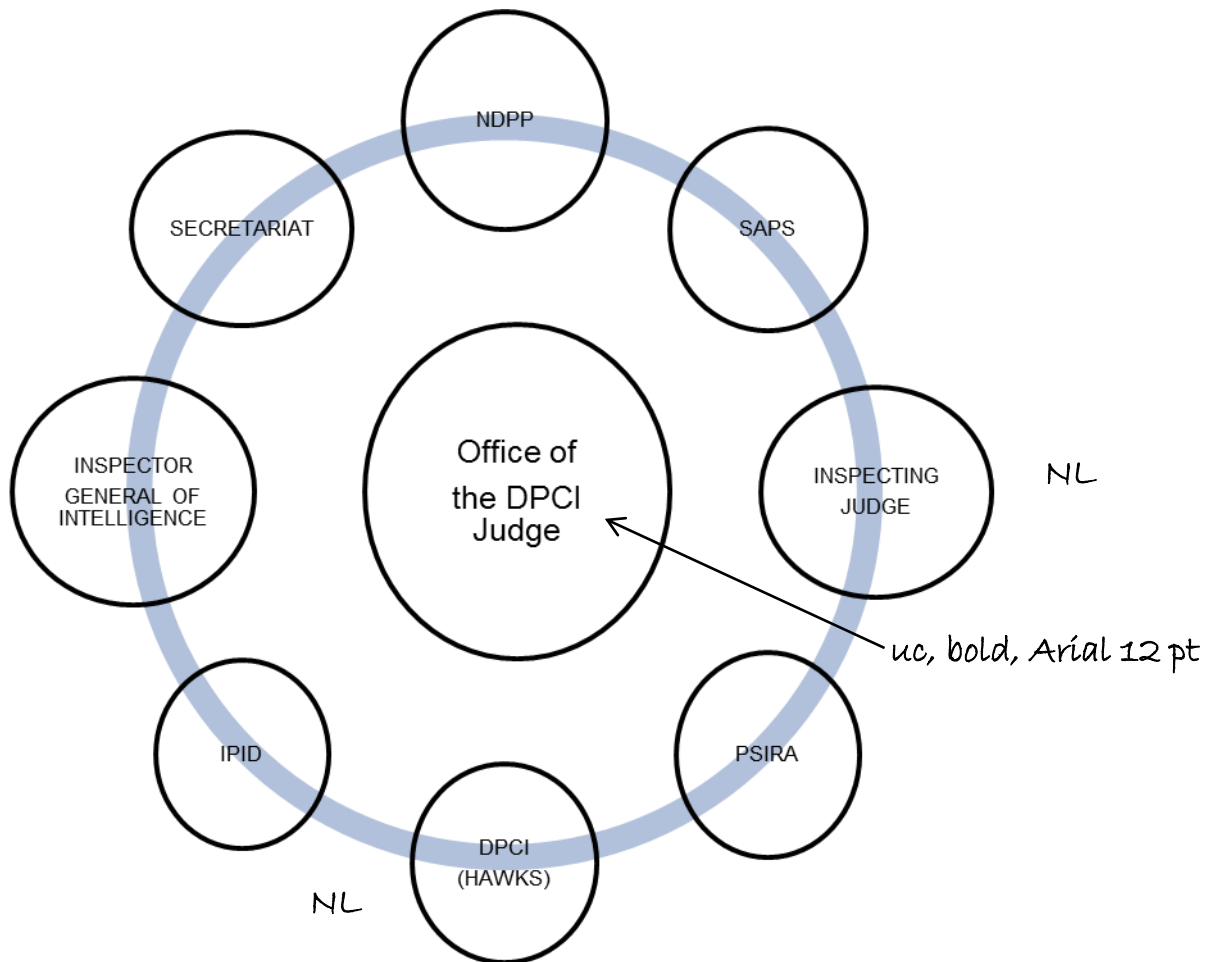   NL

NL   uc, bold, Arial 12 pt

‡
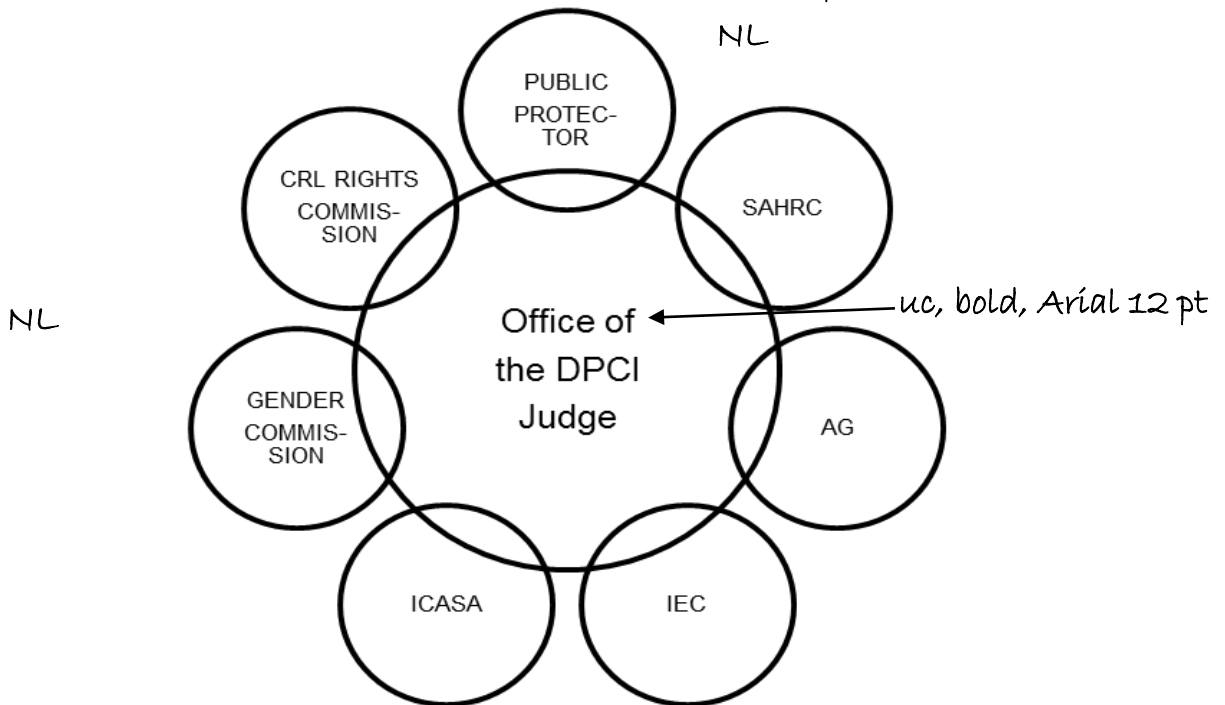
QUESTION 3: FLOW CHART (CONTINUED)

Key stakeholders   Arial 16 pt, sp caps, bold, shadow, centre
‡

Candidate: Insert text using SmartArt Radial Cycle, Arial 8 pt

NDPP

SECRETARIAT

SAPS

INSPECTOR
GENERAL OF
INTELLIGENCE

Office of
the DPCI
Judge

INSPECTING
JUDGE

NL

uc, bold, Arial 12 pt

IPID

DPCI
(HAWKS)

PSIRA

NL

[40]

QUESTION 4: FINANCIAL STATEMENT

TIME: 22 minutes   **MARKS: 35**

MARGINS: LEFT: 1.27 cm/0.5" RIGHT: 1.27 cm/0.5" LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 portrait JUSTIFICATION: As indicated FONT: Courier New 10 pt

1. **Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION NUMBER/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 EXAMINATION FOLDER.**

Statement of financial performance   uc, bold, double u/line, centre runs on

for the year ended 31-03-16   uc, bold, double u/line, centre   in full

‡

Candidate: Move this paragraph to the end of the financial statement.

Summary of significant accounting policies [The financial uc, bold, u/line   NP
statements have been prepared in accordance with / policies which have
been applied consistently in all aspects, material unless other wise   trs
indicated.

QUESTION 4: FINANCIAL STATEMENT (CONTINUED)

Candidate: All headings must be in bold. ⟶

Centre this column

Right-align these columns

Shade column

	Notes	2015/16 R'000	2014/15 R'000
<u>Revenue</u> sp caps, bold			
‡ ~~income~~			
Annual ~~appropriation~~ stet	1	2323256	2242514
Departmental revenue	2	10055	5003
Aid assistance	3	5309	6214
<u>Total revenue</u> uc, bold **bold**		<u>2338620</u>	<u>2253731</u>
‡			
<u>Expenditure</u> sp caps, bold			
‡			
<u>Current expenditure</u> ital		1947694	1775075
Compensation of ~~employers~~ employees del	4	1288374	1184570
Goods and services	5	655536	587460
Interest and rent on land	6	28	28
Aid assistance	3 trs	3017	3756
‡			
<u>Transfers and subsidies</u> ital		15219	14506
Transfers and subsidies	8	14994	14506
Aid assistance		225	-
‡			
<u>Expenditure for ⋀ assets</u> ital ⋀ capital		313379	366538
Tangible assets	9	309898	365396
Intangible assets	9	3481	1142
‡			

QUESTION 4: FINANCIAL STATEMENT (CONTINUED)

<u>Payments for financial assets</u> *ital*		7	<u>1229</u>	<u>3333</u>
<u>Total expenditure</u> uc, bold	bold		<u>2277521</u>	<u>2159452</u>
<u>Surplus for / year</u> uc, bold	bold		<u>61099</u>	<u>94279</u>

<u>Reconcilliation</u> of net   uc, bold   sp   runs on

surplus for / year   uc, bold

‡

<u>Voted funds</u> *ital*		49716	86079
⁝Annual appropriation	14	49716	86079
Departmental revenue	15	10055	5003
Aid assistance	32.2	1328	3197
<u>Surplus for / year</u> uc, bold bold		<u>61099</u>	<u>94279</u>

‡

[35]

QUESTION 5: PAMPHLET

TIME: 28 minutes   **MARKS: 45**

MARGINS: LEFT: 1.27 cm/0.5" RIGHT: 1.27 cm/0.5" LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 landscape HYPHENATION: Yes JUSTIFICATION: Left FONT: Arial 11 pt (Except where indicated otherwise)
1. **Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION NUMBER/COMPUTER NUMBER as a header.** 2. **Take ALL proofreading signs into consideration.** 3. **Proofread, save and print the document as Q5.** 4. **Put the PRINTOUT in your EXAMINATION FOLDER.**	

Candidate: Create columns as indicated.

1 landscape	2 portrait	3 portrait	4 portrait

4 Insert as indicated

Candidate: The first letter of each word in the heading must be changed to 14 pt.
Centre column vertically.

Top ten countries reporting most economic crimes   uc, bold, centre

‡

	Country	%	← uc, bold, centre, shade
1	South Africa	69	← bold
2	France	68	
3	Kenya	61	
4	Zambia	61	
5	Spain	55	right-align percentages
6	United Kingdom	55	
7	Australia	52	
8	Russian Federation	48	
9	Belgium	45	
10	Netherlands	45	

QUESTION 5: PAMPHLET (CONTINUED)

2 Insert as indicated

1. Economic crime is a serious threat   uc, bold

‡

Insert any bullets and indent

More than two thirds of South African   runs on

organisations (69%) have experienced economic crime

‡

Local law enforcement agencies are seen as being in adequately resoursed and trained   sp

                                                no bullet

Detection methods are not keeping pace → [What opportunities NP ital, shadow
are available for countering economic crime proactively?   ital, shadow

‡

2. South Africans exhibited ∧ levels of confidence in   ∧ low uc, bold
local law enforcement agencies

‡

Insert any bullets and indent

Economic crime is costing businesses billions

‡

→ move

‡

no bullet
→ What action do you take once a fraud has been detected?   ital, shadow

1 Insert as indicated

Economic crime   Comic Sans MS 18 pt, sp caps, bold, centre

≢

A South African pandemic   Comic Sans MS 12 pt, uc, double u/line, centre

≢

No sector or region is immune   Comic Sans MS 12 pt, ital, centre

QUESTION 5: PAMPHLET (CONTINUED)

3 Insert as indicated

3. Cyber crime is a threat to all aspects of business   uc, bold
‡
Insert any bullets and indent

Only 35% of organisations have a cyber incident response plan [Cyber   NP
crime rose to the 4th most reported type of economic crime   in full
—— no bullet
⤷[How will your cyber response plan stand up to reality?   NP ital, shadow
 ‡
4. Bribery and corruption continue to evolve   uc, bold
‡
Insert any bullets and indent
20%
15% of South African organisations have been asked to pay a bribe   stet
‡
88% of SA organisations have a code of conduct in place, only   del
48% say that training is provided regularly [We cannot afford   NP
corruption to become an way accepted of life in South Africa   trs
‡
—— no bullet
⤷Is your compliance programme properly addressing / evolving   ital, shadow
risk landscape?   ital, shadow

[45]

Please turn over

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 NUMBER/COMPUTER NUMBER as a header.**
2. **Key in the text below exactly as it is.**
3. **Do not break off 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 EXAMINATION FOLDER.**

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 le mangolo a ze ba ipolelang 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 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

   senokoane semelo sa.

* 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 sebetsana le

[20]

TOTAL SECTION A: 200

WORD PROCESSING

SECTION B

WORK FAST AND ACCURATELY

				TIME	MARKS
QUESTION 7:	**MAIL MERGE**		**A**	**6 minutes**	**10**
			B	**12 minutes**	**20**
QUESTION 8:	**DISPLAY**		**A**	**9 minutes**	**15**
			B	**12 minutes**	**20**
QUESTION 9:	**AFRICAN LANGUAGE**		**A**	**9 minutes**	**15**
			B	**12 minutes**	**20**
TOTAL				**60 minutes**	**100**

QUESTION 7

QUESTION 7A: MAIL MERGE

TIME: 6 minutes   **MARKS: 10**

1. **Create the fields/field names below.** 2. **Ensure that your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION NUMBER/COMPUTER NUMBER appear on the PRINTOUT.** 3. **Use Arial 10 pt. Use landscape orientation.** 4. **Proofread, save and print the document as Q7A.** 5. **Put the PRINTOUT in your EXAMINATION FOLDER.**

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

(10)

QUESTIONS 7B AND 7C: MAIL MERGE

TIME: 12 minutes   **MARKS: 20**

MARGINS: LEFT: 2.54 cm (1") RIGHT: 2.54 cm (1") LINE SPACING: Single (1) (Unless otherwise indicated)	PAPER: A4 portrait JUSTIFICATION: Left HYPHENATION: No FONT: Arial 12 pt (Unless otherwise indicated)

1. Create a macro with your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION NUMBER/COMPUTER NUMBER.
2. Insert the fields/field names as indicated and key in the text below. Process according to the instructions.
3. You may use a spelling checker when proofreading.
4. Proofread, save and print the document as Q7B. Put the PRINTOUT in your EXAMINATION FOLDER.
5. Merge the documents and save as Q7C. Print the merged documents and put the PRINTOUTS in your EXAMINATION FOLDER.

Candidate: Change all field names to bold.
            Insert a table as indicated and shade.

Arial 18 pt, uc, bold, centre

Survey in the prevention and detection of fraud, corruption and related taxation consequences

‡

Insert today's date, right-aligned

‡

«TITLE» «INITIALS» «SURNAME»

«ADDRESS»

«TOWN»

«CODE»

‡

Dear «TITLE» «SURNAME»

‡

Please complete the survey following form: trs

‡

Reasons for perpetrating fraud, corruption or tax evasion   Tahoma 12 pt, uc, u/line, ital

‡

QUESTIONS 7B AND 7C: MAIL MERGE (CONTINUED)

Thank you for completing / form.

‡

‡

‡

Insert a line tab stop on 7.62 cm/3"

_____

Fraud Prevention Consultant   uc, bold

→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

sp caps

Statement (Please rank each statement)] bold, centre

†   uc, bold, shade, centre

		Ranking
People commit fraud, corruption or bold, runs on tax evasion for the following reasons: bold		
a)	Greed	«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	«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»

‡

→move

(20)

[30]

QUESTION 8

QUESTION 8A: DISPLAY

TIME: 9 minutes   **MARKS: 15**

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: Left** **FONT: Courier New 12 (CN12)**

1. **Retrieve the macro with your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION NUMBER/COMPUTER NUMBER and change the QUESTION NUMBER to 8B.**
2. **You may use a spelling checker when proofreading.**
3. **Proofread, save and print the document as Q8A.**
4. **Put the PRINTOUT in your EXAMINATION FOLDER.**

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 potential prejudice
to another.
‡
The risk management will engage in several strategies such as
‡
awareness campaigns to reduce fraud and to ensure that the department
is perceived as ethical.
‡
The following are different types of actions that may be related to
corruption:
‡
Bribery Embezzlement Favouritism Nepotism
‡
The EDD upholds the following values:
‡
Equity and development Sustainability
‡
The EDD has developed a Fraud Prevention Strategy and Plan.

(15)

QUESTION 8B: DISPLAY

TIME: 12 minutes   **MARKS: 20**

MARGINS: **LEFT: 1.27 cm (0.5")** **RIGHT: 1.27 cm (0.5")** **LINE SPACING: Single (1)** **(Unless otherwise indicated)**	**PAPER: A4 landscape** **HYPHENATION: Yes** **JUSTIFICATION: No** **FONT: Courier New 12 pt** **(Unless otherwise indicated)**
1. Retrieve the document saved as Q8A. **2. Change the QUESTION NUMBER to 8B.** **3. Process according to the instructions.** **4. Proofread, save and print the document as Q8B.** **5. Put the PRINTOUT in your EXAMINATION FOLDER.**	

Insert page numbers, bottom, centred, Courier New 12 pt, start with 3

Insert a header, Comic Sans MS 10 pt, uc, bold, double u/line, right-aligned
Fraud and corruption in the Economic Development Department

Insert a footer, Lucida Handwriting 10 pt, uc, bold, left-aligned
Fraud and corruption

Change the acronym EDD to EDD in Comic Sans MS 16 pt, bold, double u/line

Insert, Arial 18 pt, uc, bold, centre. Change the underlined letters to Arial 22 pt
The Economic And Development Department (EDD)
‡
Insert a table with FOUR columns. Change the table lines to double lines. Centre text in the columns vertically.

Column 3

Insert the following heading in Arial 16 pt, uc, bold, centre and shade text
Values
‡
The EDD upholds the following values:
‡
Insert any bullets and indent

Insert
Promotion of decent work for all citizens[1]
‡
Insert footnote 1 in CN 10 pt with the words: Opportunity to work and quality of employment

Please turn over

QUESTION 8B: DISPLAY (CONTINUED)

Equity and development **[**Sustainability²   NP

Insert footnote 2 in CN 10 pt with the words: Environment, social and economic

Insert the following heading in Arial 16 pt, uc, bold, centre and shade text
Measures
‡
Right-align paragraph and change the underlined text to shadow.
The EDD has developed a <u>Fraud Prevention Strategy and Plan</u>.

Column 1

The EDD is committed to the fight against fraud and corruption[i].
‡
Insert endnote 1 in CN 10 pt with the words: Fraud represents a potential risk to the
EDD assets, service delivery efficiency
and reputation

Insert the following heading in Arial 16 pt, uc, bold, centre and shade text
Definitions
‡
Batang 12 pt, uc, bold   in full   ital
<u>Fraud</u> is defined in the SA law as <u>the unlawful and intentional making
of a misrepresentation which causes actual and or potential prejudice
to another</u>. ⟵⸺ ital ⸺⟶
‡
Insert the following text:
Batang 12 pt, uc, bold   ital
<u>Corruption</u> is defined as <u>the misuse of entrusted power for private gain</u>.

Column 4

Insert the following heading in Arial 16 pt, uc, bold, centre and shade text
Role of risk management
‡
The risk management will engage in several strategies such as
‡
Insert any bullets and indent

QUESTION 8B: DISPLAY (CONTINUED)

Insert the text where indicated

awareness campaigns **[**to reduce fraud **Λ** and   NP **Λ** and corruption risks **[**to ensure that the department is perceived as   NP

ethical **Λ** .   **Λ** in all its dealings with the public   *u/line*

Column 2

Insert the following heading in Arial 16 pt, uc, bold, centre and shade text
Dimensions of corruption
‡
The following are different types of actions that may be related to corruption:

Insert any bullets and indent
Insert the text where indicated

Bribery **[**Embezzlement **[Λ** Conflict of interest **[**Favouritism **[**Nepotism   NP

(20)
[35]

QUESTION 9

QUESTION 9A: AFRICAN LANGUAGE

TIME: 9 minutes **MARKS: 15**

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: Left FONT: Courier New 12 (CN12)

1. **Retrieve the macro with your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER and change the QUESTION NUMBER to 9A.**
2. **Key in the text below exactly as it is.**
3. **Proofread, save and print the document as Q9A.**
4. **Put the PRINTOUT in your EXAMINATION FOLDER.**

```
A moruo Bokebekoa:  A African seoa 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 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
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

```
‡
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
```

(15)

QUESTION 9B: AFRICAN LANGUAGE

TIME: 12 minutes   **MARKS: 20**

MARGINS: **LEFT: 1.27 cm (0.5")** **RIGHT: 1.27 cm (0.5")** **LINE SPACING: Single (1)** **(Unless otherwise indicated)**	**PAPER: A5 portrait** **HYPHENATION: No** **JUSTIFICATION: Left** **FONT: Arial 10 pt** **(Unless otherwise indicated)**

1. **Retrieve the document saved as Q9A.** 2. **Change the QUESTION NUMBER to 9B.** 3. **Process according to the instructions.** 4. **Proofread, save and print the document as Q9B.** 5. **Put the PRINTOUT in your EXAMINATION FOLDER.**

Insert a triple page border

Insert page numbers in Roman numerals in capital letters, Arial 12 pt, top, left

Insert a header, Arial 8 pt, capital letters, bold, double u/line, centre
GLOBAL MORUO BOKEBEKOA SURVEY 2016

Insert a footer, Arial 10 pt, u/line, right-align
www.pwc.co.za/crimesurvey

A moruo Bokebekoa: A African seoa South[1] *12 pt, uc, bold, shade text, centre*
‡
Insert footnote 1 in Arial 8 pt with the words: Ha ho lefapha la kapa sebakeng se
sa 'mele

Candidate: All percentages must be in 12 pt, bold and content in 10 pt.
Set a tabular stop on 2.54 cm/1" and indent content.

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
‡

Please turn over

QUESTION 9B: AFRICAN LANGUAGE (CONTINUED)

Insert

Tlolo ea molao ya moruo le bothata lefatse empa ha ho tsoane hohle[i]
‡

12 pt, uc, bold, shade text, centre

Insert endnote 1 in Arial 8 pt with the words: Wanana tobane le 'nete ea hore tlolo ea molao ya moruo e boemong sa seoa

Candidate: Change inside horizontal lines to dashed horizontal lines

Sebakeng	2016	2014
Afrika	57	50
Europe Bophirimela	40	35
Amerika Leboea	37	41
Europe Bochabela	33	39
Asia Pacific	30	32
Lefatse ka bophare	**36**	**37**

ital, centre, shade

centre figures

Insert text in uc, bold

Insert page break

Insert

Pale ea bophelo ba bokebekoa (ka hare le kantle)[ii] *12 pt, uc, bold, shade text, centre*
‡

Insert endnote 2 in Arial 8 pt with the words: Mekhatlo South African ne tlalehiloe ho ka etsahala hore ebe ho feta ho hore le etsetsoe bolotsana ke barekisi ka ho ipapisa le ba bang kaofela ea lefatse

Candidate: Change inside horizontal and vertical lines to dotted lines.
                    Right-align percentages.

Actor	2014	2016	
Ka Hare	61%	45%	16% fokotseha
Kantle	38%	46%	8% eketsa

ital, centre, shade

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

12 pt, bold, uc, shade text, centre

Insert in Arial 10 pt and double u/line

Motswako kapa liketso nkiloe ke ba arabetseng hang ka bomenemene bokgoni ba e lemoha:
‡

QUESTION 9B (CONTINUED)

Candidate: All percentages must be in 12 pt, bold and content in 10 pt.
            Set a tabular stop on 2.54 cm/1" and indent content.

66%   Sebelisa matlotlo a ka hare
‡
Insert
48%   Kopanela setsebi forensiki lefokisi
‡
15%   Go ikgokaganya le molaodi
‡
4%   Ema 'me u bone
‡
Candidate: Copy [A moruo Bokebekoa: A African seoa South[1]] to end of
document, right-align and delete footnote

(20)
[35]

TOTAL SECTION B: **100**
GRAND TOTAL: **300**