



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

**NATIONAL CERTIFICATE
INFORMATION PROCESSING N6**

27 May 2021

This marking guideline consists of 43 pages.

SECTION A

TYPING TECHNIQUE

SECTION A: TYPING TECHNIQUE (200)

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

1. This mark for typing technique (200) is added to the word processing mark (100) to obtain a mark out of 300, which is converted to a mark out of 100 (percentage). This mark must be sent to the CD: NATIONAL EXAMINATIONS AND ADMINISTRATION.
2. Accuracy errors must be indicated with a RED /. REPETITIVE accuracy errors per question must be indicated in a RED CIRCLE.
3. DISPLAY ERRORS must be indicated with a BLUE X. REPETITIVE display errors per question must be indicated in 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**

SPEED SHOULD BE MARKED 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 alignment.

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 (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 TIMED ACCURACY 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

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 timed 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.

QUESTION 1 (CONTINUED)

There is little debate, if any, among economists about the fact that a high level of economic growth is essential for poverty reduction. Indeed, increased growth rates, effectively measured by rising per capita income, make this link clear and simple. If economic growth increases, poverty levels in society decrease. However, a more detailed assessment of these incidences worldwide indicates that there are two important caveats to the general view that economic growth is to the advantage of the poor.

Firstly, the impact of economic growth on poverty differs significantly in various countries. Research done by the World Bank indicates that depending on the country a two-percent increase in growth rates will result in a reduction of poverty ranging from one to seven percent. Secondly, as income grows, there is a high likelihood that this will also affect the distribution of that income. Put differently, economic growth often brings with it some change in the levels of inequality of income.

When this occurs and the result is an increase in inequality, the growth gains to the poor may in fact be reduced. Higher inequality levels from growth through the deleterious impact on the distribution of income dilute the impact of economic growth on poverty. Given these two caveats to the growth/poverty

QUESTION 1 (CONTINUED)

nexus, the critical insight is that economic growth is necessary, but it is certainly not the only condition for poverty reduction in a society.

While the shifts in poverty between 1995 and 2005 were noted in the analysis above using the standard class of poverty measures, it remains important to try to estimate how the growth in expenditure by the poor has fared relative to that by the rich over this period. As a starting point for the analysis, growth incidence curves for this period were examined according to a set of covariates. Essentially, the approach allows researchers to determine whether growth in expenditure in this period has been pro-poor in nature by plotting the growth in expenditure across each percentile of the distribution.

In the growth incidence curve for South Africa for the period 1995-2000, the growth in expenditure per capita of the population, arranged according to ascending percentiles of the distribution, was examined. It is clear from the growth incidence curve that growth in per capita expenditure was pro-poor in the absolute sense, with all the individuals across the distribution experiencing positive growth between 1995 and 2005.

**50 wpm**

QUESTION 1 (CONTINUED)

Pro-poor growth can be considered absolute if the change in expenditure/income levels of the poor over a given time period is not zero. The expenditure levels of the poor have increased in absolute terms. Pro-poor growth

55 wpm

20	-	20
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[20]

QUESTION 1 (CONTINUED)

41 40 39 38 37
 In the gro|wth incide|nce curve |for South| Africa f|or the
 36 35 34 33 32 31
 per|iod 1995-2|000, the g|rowth in e|xpenditure| per capit|a of
 30 29 28 27 26
 the p|opulation, | arranged |according |to ascendi|ng
 25 24 23 22 21
 percent|iles of th|e distribu|tion, was |examined. | It is
 20 19 18 17 16 15
 cl|ear from t|he growth |incidence |curve that| growth in| per
 14 13 12 11 10
 capit|a expendit|ure was pr|o-poor in |the absolu|te sense,
 9 8 7 6 5
 |with all t|he individ|uals acros|s the dist|ribution
 4 3 2 1
 e|xperiencin|g positive| growth be|tween| → 50 wpm

20	-	20

QUESTION 1 (CONTINUED)

In the growth incidence curve for South Africa for the period 1995-2000, the growth in expenditure per capita of the population, arranged according to ascending percentiles of the distribution, was examined. It is clear from the growth incidence curve that growth in per capita expenditure was pro-poor in the absolute sense, with all the individuals across the distribution experiencing positive growth between 1995 and 2005.

Pro-poor growth can be considered absolute if the change in expenditure/income levels of the poor over a given time period is not zero. The expenditure levels of the poor have increased in absolute terms. Pro-poor growth

55 wpm

20	-	20
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[20]

TYPING TECHNIQUE

ACCURACY SCHEDULE: QUESTIONS 2–6					
–3 MARKS DEDUCTED PER ERROR – ACCURACY – RED					
MARKS	20	32	32	32	20
RED ERRORS	Q2	Q3	Q4	Q5	Q6
0	20	32	32	32	20
1	17	29	29	29	17
2	14	26	26	26	14
3	11	23	23	23	11
4	8	20	20	20	8
5	5	17	17	17	5
6	2	14	14	14	2
7	0	11	11	11	0
8		8	8	8	
9		5	5	5	
10		2	2	2	
11		0	0	0	

TYPING TECHNIQUE**DISPLAY SCHEDULE: QUESTIONS 2–5****-2 MARKS PER ERROR DEDUCTED – DISPLAY – BLUE**

MARKS	20	8	8	8
BLUE ERRORS	Q2	Q3	Q4	Q5
0	20	8	8	8
1	18	6	6	6
2	16	4	4	4
3	14	2	2	2
4	12	0	0	0
5	10			
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 (1,27 cm/0,5") incorrect and/or Alignment (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 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 [EXAMINATION NUMBER] left and [QUESTION 2] right not inserted as header and/or incorrect
5.	Trs – not transposed and/or incorrect and/or Stet – not retained and/or incorrect and/or Sp – spelling incorrect
6.	Bold – not changed and/or incorrect and/or Italics – not changed and/or incorrect and/or Underline/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
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 Row not shaded and/or incorrect
10.	Vertical lines omitted and/or incorrect
11.	Horizontal lines omitted and/or incorrect
12.	Figures incorrect and/or Units, tens not underneath one another
13.	Footnote incorrect

$\frac{1}{4}$

5	5	10	40
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$\frac{1}{2}$

10	10	20	40
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$\frac{3}{4}$

15	15	30	40
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Errors	Marks
0	20
1	17
2	14
3	11
4	8
5	5
6	2
7	0

20	20	40
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QUESTION 2

1 margins, alignment, line spacing 2 A4L, tab stops/indent, hyph 3 font, uc/lc, letter spaces 9 headings, columns, row shaded 10 vertical lines 11 horizontal lines 12 figures right-aligned 13 footnote
 EXAMINATION NUMBER 4 [EXAMINATION NUMBER] left and [QUESTION 2] right as header

QUESTION 2

1 centre 3 16 pt 7 sp caps 6 bold, double u/line

BUDGET

KEY BUDGET STATISTICS 3 uc 6 u/line

7 move 4 /

The data on this page may differ from the statistical annexure due to classification, definition and rounding.

1 column headings centred horizontally and vertically

8 NL 3 uc 6 italics 9 shade row

3 uc

CONSOLIDATED SPENDING 2019/2020

R billion	Compensation of employees	Goods and services	Capital spending and transfers	Current transfers and subsidies	Interest payments	TOTAL
Basic education 4 del [and training]	5 stet 178.2	21.3	14.0	18.9	0.0	232.6
Post-school education and training ¼	9.9	2.1	4.4	61.2	0.0	77.5
Health	117.3	53.0	22.3	5.9	0.0	187.5
Social protection 8 in full 8 runs on	12.3	7.6	2.0	159.1	0.3	180.0
Employment, labour affairs and social security funds	6.3	10.0	2.2	58.2	0.0	75.9
Industrial development and trade	8.8	3.5	7.1	9.5	0.0	28.9
Economic infrastructure and network regulation 7 join	15.6	32.5	34.0	1.0	0.0	89.5
Defence and state security ½	27.8	12.0	2.0	12.2	0.0	54.0
Law courts and prisons	30.1	11.0	2.3	0.3	0.0	43.8
Police services	70.4	18.4	3.0	1.1	0.0	93.8
Home affairs	4.0	2.4	0.6	0.1	0.0	7.2
Human settlements and municipal infrastructure	16.9	12.3	80.5	85.8	0.0	195.8
Agriculture, rural development and land reform 5 trs ¾	11.9	6.7	4.3	3.6	0.0	26.5
Arts, sports, recreation and culture	3.8	3.2	1.3	2.1	0.0	10.4
General public services	30.2	20.4	3.6	11.1	0.0	70.7
Debt service costs					0.0	162.4
Contingency reserve 5 sp					0.1	6.0
TOTAL ¹ 3 uc 6 bold 13 footnote					162.4	1563.1

4 insert

4 /

4 /

6 bold

1 Payments for financial assets are not shown in the table, but are included in the row totals
 13 footnote or footnote sign can be used

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½

¾

5	5	10	40
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10	10	20	40
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15	15	30	40
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Errors	Marks
0	20
1	17
2	14
3	11
4	8
5	5
6	2
7	0

20	20	40
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[40]

QUESTION 3: PAMPHLET

MARKS: 40

32 MARKS – ACCURACY – 3 marks per error	
– Every keying-in error	
8 MARKS – DISPLAY – 2 marks per error	
1.	Margins (1,27 cm/0,5" left and right) incorrect and/or Alignment (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 (Rockwell 10 pt, 12 pt 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 Tables not inserted and/or incorrect and/or Insert – incorrect and/or [EXAMINATION NUMBER] left and [QUESTION 3] right not inserted as header and/or incorrect
5.	Trs – not transposed and/or incorrect and/or Stet – not retained and/or incorrect and/or Sp – spelling incorrect
6.	Bold – not changed and/or incorrect and/or Italics – not changed and/or incorrect and/or Underline – not changed and/or incorrect
7.	Move – not moved and/or incorrect and/or Join – not joined
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.	Cells in table not merged and/or incorrect and/or Rows not shaded and/or incorrect
10.	Vertical lines omitted and/or incorrect
11.	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

$\frac{1}{4}$

8	2	10	40
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$\frac{1}{2}$

16	4	20	40
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$\frac{3}{4}$

24	6	30	40
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32	8	40
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QUESTION 3

1 margins (1,27 cm), alignment, line spacing 2 A4L, tab stops/indent, hyph 3 font, uc/lc, letter spaces 4 [EXAMINATION NUMBER] left and [QUESTION 3] right as header, tables 9 rows shaded 10 vertical lines 11 horizontal lines
EXAMINATION NUMBER

QUESTION 3

1 centre 3 18 pt, uc 6 bold, u/line

BUDGET: 2019/2020 EXPENDITURE

3 12 pt, uc 6 bold 1 left- and right-align 9 cells merged

1 centre 3 12 pt, uc 6 italics 8 NL 6 bold 9 shade

3 12 pt, uc 6 bold 1 left- and right-align 9 cells merged 4 del [Health] 1 centre 3 12 pt, uc 6 italics 8 NL 6 bold 9 shade

CONSOLIDATED GOVERNMENT EXPENDITURE R1,56 trillion	
ECONOMIC AFFAIRS AND AGRICULTURE R241,6 bn	GENERAL ADMINISTRATION R70,7 bn
<p>8 runs on</p> <p>Economic infrastructure and network regulation R89,5</p> <p>Employment and labour affairs R75,9</p> <p>Industrial development and trade R28,9</p> <p>7 join Agriculture and land reform R50,2</p>	<p>4 insert</p> <p>General public administration R43,9</p> <p>Executive and legislative organs R14,3</p> <p>8 in full External affairs and foreign aid R12,4</p>
DEFENCE AND PUBLIC SAFETY R198,7 bn	DEBT SERVICE COSTS R162,4 bn
<p>Police services R93,8</p> <p>Defence and state security R54,0</p> <p>Law courts and prisons R43,8</p> <p>Home affairs 5 stet R7,2</p>	

SOCIAL SERVICES R884 billion	
EDUCATION R320,5 bn	LOCAL DEVELOPMENT AND INFRASTRUCTURE R195,8 bn
<p>Basic education R216,7</p> <p>University subsidies R31,6 ^{1/2}</p> <p>Education administration R36,9</p> <p>National Student Financial Aid Scheme 5 sp R15,3</p> <p>Technical and Vocational Education and Training R7,4</p>	<p>Municipal equitable share R72,9 ^{3/4}</p> <p>Human settlements, water and electrification programmes R78,8</p> <p>Public transport R44,1</p>
HEALTH R187,5 bn	SOCIAL PROTECTION R180,0 bn
<p>District health services R83,6</p> <p>7 move Central hospital services R35,9</p> <p>8 NP Provincial hospital services R32,3</p> <p>Other health services R35,7</p>	<p>Old-age grant R64,5</p> <p>8 NP Child support grant R56,3</p> <p>8 NP Disability grant R21,2</p> <p>8 NP Provincial social development 5 trs R19,2</p> <p>Other grants R19,0</p>

[40]

QUESTION 4: FINANCIAL STATEMENT

MARKS: 40

32 MARKS – ACCURACY – 3 marks per error	
– Every keying-in error	
8 MARKS – DISPLAY – 2 marks per error	
1.	Margins (1,27 cm/0,5" left and right) incorrect and/or Alignment (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 New 10 pt, 12 pt 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 and/or [EXAMINATION NUMBER] left and [QUESTION 4] right not inserted as a header and/or incorrect
5.	Trs – not transposed and/or incorrect and/or Stet – not retained and/or incorrect and/or Sp – spelling incorrect
6.	Bold – not changed and/or incorrect and/or Italics – not changed and/or incorrect and/or Underline – not changed and/or incorrect
7.	Move – not moved and/or incorrect and/or Sp caps – spaced capital letters incorrect and/or Join – not joined
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.	Columns incorrect and/or Rows 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
13.	Footnote 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

¼

8	2	10	40
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½

16	4	20	40
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¾

24	6	30	40
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32	8	40
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QUESTION 4

1 margins (1,27 cm), alignment, line spacing 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces 9 columns, rows shaded 10 vertical lines 11 horizontal lines 12 figures 13 footnote

EXAMINATION NUMBER 4 [EXAMINATION NUMBER] left and [QUESTION 4] right as header

QUESTION 4

B U D G E T R E V I E W

3 18 pt 7 sp caps 6 bold

FISCAL POLICY MEASURES 3 12 pt, uc 6 bold

8 in full

4/ 5 stet

South Africa raises tax revenue to fund most public spending. When the budget is in deficit, government borrows to meet the shortfall.

8 NP 6 u/line

4/

TABLE 1: CONSOLIDATED GOVERNMENT FISCAL FRAMEWORK 3 uc 7 join

1 centre 9 rows shaded

8 NL

R billion	2016/17	2017/18	2018/19	2019/20
	Revised estimate		Budget estimates	
Revenue	129,3	1414,1	1535,2	1668,5
	6 italics 29,4%	0,3	0,3	0,3
Expenditure	1445,2	1563,1	1677,1	1814,3
	6 italics 32,8%	0,3	0,3	0,3
Budget balance 4 del [income]	-147,9	-149	-141,9	-145,8
	6 italics -3,4%	0,0	0,0	0,0
Net loan debt	2006,1	2226,3	2442,4	2670,1
	5 trs 6 italics 45,5%	0,5	0,5	0,5
Debt service costs	146,3	162,4	180,7	197,3
	6 italics 3,3%	0,0	0,0	0,0

7 move 6 u/line

1/2

TABLE 2: CONSOLIDATED GOVERNMENT EXPENDITURE BY FUNCTION 3 uc

1 centre 9 rows shaded

8 NL

R billion	2016/17	2017/18
	Revised estimate	Budget estimate
Basic education	226,6	243,0
Economic affairs	201,7	215,0
Defence, public order and safety	190,0	198,7
Human settlements and municipal infrastructure 5 sp 8 runs on	179,8	195,8
Health	170,9	187,5
Social protection	164,9	180,0
General public services	70,0	70,7
Post-school education and training	69,0	77,5
Agriculture, rural development and land reform 4 insert	26,0	26,5
Allocated expenditure 6 bold	1298,9	1394,8
Debt service costs	146,3	162,4
Contingency reserve	-	6,0
Consolidated expenditure¹ 6 bold	1445,2	1563,1

13 footnote

5 trs

12 figures right-aligned

1 Consisting of national, provincial, social security funds and selected entities

[40]

QUESTION 5: FLOW CHART

MARKS: 40

32 MARKS – ACCURACY – 3 marks per error	
– Every keying-in error	
8 MARKS – DISPLAY – 2 marks per error	
1.	Margins (1,27 cm/0,5" left and right) incorrect and/or Alignment (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 (Arial 8 pt, 10 pt, 14 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 [EXAMINATION NUMBER] left and [QUESTION 5] right not as header inserted and/or incorrect and/or Bullets 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 Join – not joined
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.	Vertical lines omitted and/or incorrect
10.	Horizontal lines omitted and/or incorrect

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
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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

32	8	40
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QUESTION 5

EXAMINATION NUMBER 4 [EXAMINATION NUMBER] left and [QUESTION 5] right as header

QUESTION 5

1 margins (1,27 cm), alignment, line spacing 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces 9 vertical lines 10 horizontal lines

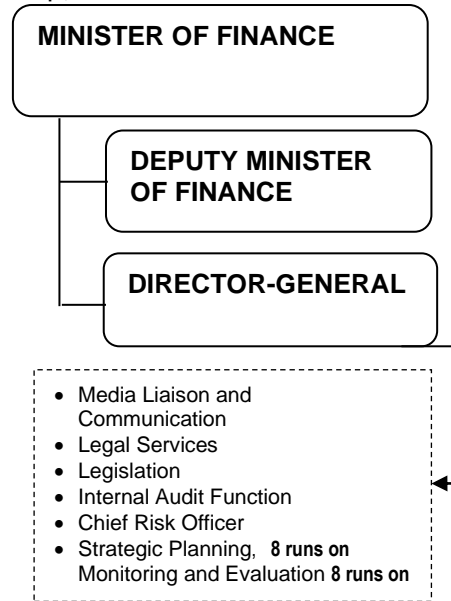
7 join 1 centre 3 uc, 16 pt 6 bold, double u/line 5 trs

DEPARTMENT NATIONAL TREASURY

REPUBLIC OF SOUTH AFRICA

8 NP 1 centre 8 in full 3 14 pt, uc 6 bold
6 bold, italics 4 bullets 8 NL

3 10 pt, uc 6 bold 8 NL



<p>Head <i>Corporate Services</i> 4 del [Department]</p> <ul style="list-style-type: none"> • Human Resources Management • Chief Financial Officer 	<p>Head <i>Asset and Liability Management</i></p> <ul style="list-style-type: none"> • Liability Management • Financial Operations • Sectoral Oversight 	<p>Head <i>Chief Procurement Office</i> 4 insert</p> <ul style="list-style-type: none"> • SCM Policy, Norms and Standards • SCM Client Support 5 sp • Transversal Contracting 	<p>Head <i>Public Finance</i></p> <ul style="list-style-type: none"> • Protection Services ½ • Economic Services • Administrative Services 	<p>Head <i>Budget Office</i></p> <ul style="list-style-type: none"> • Expenditure Planning • Public Finance Statistics • Fiscal Policy
<p>Head <i>Intergovernmental Relations</i></p> <ul style="list-style-type: none"> • Local Government Budget Analysis • Provincial Budget Analysis 	<p>Head <i>Tax and Financial Sector Policy</i> 5 stet</p> <ul style="list-style-type: none"> • Financial Stability ¾ • Economic Tax Analysis • Legal Tax Design 	<p>Head <i>International and Regional Economic Policy</i></p> <ul style="list-style-type: none"> • Global and Emerging Markets • Country and Thematic Analysis 	<p>Head <i>Economic Policy</i></p> <ul style="list-style-type: none"> • Micro-economic Policy • Modelling and Forecasting 	<p>Head 4 / <i>Office of the Accountant General</i></p> <ul style="list-style-type: none"> • MFMA Implementation • Risk Management • Financial Systems

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7 move

32	8	40
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[40]

QUESTION 6: AFRICAN LANGUAGE

MARKS: 20

20 MARKS – ACCURACY – 3 marks per error

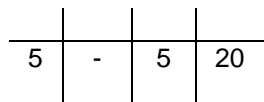
– Every keying-in error

0 MARKS – DISPLAY – no marks

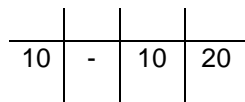
NO MARKS WILL BE DEDUCTED FOR DISPLAY ERRORS

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 alignment.
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.

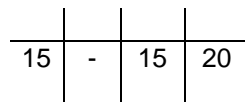
$\frac{1}{4}$



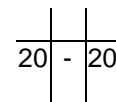
$\frac{1}{2}$



$\frac{3}{4}$



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



QUESTION 6

EXAMINATION NUMBER

QUESTION 6

Matambudziko emari uye njodzi

Mari yehupfumi yevanhu inotarisana nekukura kwematambudziko uye njodzi:

Iko kunowedzera kusava nechokwadi pamusoro penzira^{1/4} yekuunganidza mari.

Njodzi dzinosanganisira kusava nechokwadi kwakawanda pamusoro pehuwandu hwehupfumi nemafungiro pamusoro pemitemo yemitero. ^{1/2} ‡
Mutemo unoshanduka pasina kukwana kwakakwana kwemigumisiro yemari.

Mirairo yehupfumi hwenyika isina kunyatsogadziridzwa kana kuti isiri^{3/4} yakabhadharwa yakaguma nekukwirira kwekushanda kwekuuta.

Kusagadzikana kwezvemari kuri kuvaka munzvimbo dzevanhu, kunyanya mumvura, mitero yemitero uye magetsi.

^{1/4}

5	-	5	20
---	---	---	----

^{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 must 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 per question must be penalised as one accuracy error only; repetitive errors per question 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: 1 mark is deducted per error – accuracy as well as display and processing.

WORD PROCESSING

SCHEDULE – QUESTIONS 7A, 7B, 8A, 8B, 9A, 9B AND 9C						
-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:	Q7B Q8B	Q7A Q8A Q9B	Q9A	Q7B Q8B Q9B Q9C	Q7A Q8A	Q9A
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 7A: AFRICAN LANGUAGE**MARKS: 15****12 MARKS – ACCURACY**

- Every keying-in error

3 MARKS – DISPLAY

1. Margins incorrect and/or alignment (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 (Courier New 12 pt) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect and/or [EXAMINATION NUMBER] left and [QUESTION 7A] right not inserted as header and/or incorrect
4. Text not keyed in exactly as is

 $\frac{1}{4}$

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

 $\frac{1}{2}$

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

 $\frac{3}{4}$

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

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

QUESTION 7A

EXAMINATION NUMBER 3 [EXAMINATION NUMBER] left and [QUESTION 7A] right as header QUESTION 7A

1 margins, alignment, line spacing 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces 4 text not keyed in exactly as it is

Kuchinja kwekukura

Zvishoma zvishoma zvakashandurwa muhupfumi hwehupfumi uye mararamiro ehupfumi kuunganidza.

Kuchinja kunofanirwa kune izvi^{1/4} kunoratidzwa muDPP.
Dzinosanganisira:Kuvandudza dzidzo nekuvandudza unyanzvi, kutanga nedzidzo yepamusoro inobudirira uye nekukura kwevana vaduku. $\frac{1}{2}$

Kusimbisa kukwikwidzana mitemo kunotarisa nehupfumi uye kutonga.

Kuwedzera huwandu hwemabhizimisi ehurumende kupinda muzvikwata zvinotungamirirwa^{3/4} nemabhizimisi ehurumende.

Kukunda kuparadzani kwepakati pemaguta eSouth Africa kuitira kuti vanhu vawane nyore kuwana mabasa.

 $\frac{1}{4}$

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

 $\frac{1}{2}$

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

 $\frac{3}{4}$

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

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

(15)

QUESTION 7B: AFRICAN LANGUAGE**MARKS: 20****4 MARKS – ACCURACY**

- Every keying-in error

16 MARKS – PROCESSING

1. Margins (1,27 cm/0,5") incorrect and/or alignment (left, centred, right, justified) incorrect and/or line spacing (as indicated) incorrect
2. Paper size (A5 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 and/or [QUESTION 7A] not changed to [QUESTION 7B] in header and/or incorrect
4. Page border not inserted and/or incorrect
5. [Kuchinja kwekuwedzera kwekuwedzera] not inserted as a header in Comic Sans 8 pt, bold, double underlined and left-aligned and/or incorrect plus one accuracy error
6. Page number not inserted as 7, Comic Sans 8 pt, top and right-aligned and/or incorrect
7. [Mukana wekuchinja] not inserted in Rockwell 12 pt, spaced capital letters, bold, italics and centred and/or incorrect plus one accuracy error
8. Paragraph [Zvishoma zvishoma zvakashandurwa muhupfumi hwehupfumi uye mararamiro ehupfumi kuunganidza.] not moved and/or incorrect
9. Two columns not created and/or incorrect
10. [Kuchinja kwekukura] not changed to capital letters and underlined and/or incorrect
11. [Kuchinja kunofanirwa kune izvi kunoratidzwa muDPP. Dzinosisanganisira:] not changed to italics and/or incorrect
12. Bullets not inserted and/or incorrect
13. Column break not inserted and/or incorrect
14. QUESTION 6 not copied and/or incorrect

QUESTION 7B (CONTINUED)

15. [Matambudziko emari uye njodzi] not changed to capital letters and underlined and/or incorrect
16. [Mari yehupfumi yevanhu inotarisana nekukura kwematambudziko uye njodzi:] not changed to italics and/or incorrect
17. Bullets not inserted and/or incorrect
18. [uye zvinetso] and [uye hutungamiri] not inserted and/or incorrect plus one accuracy error
19. [magetsi uye mitero yemitero] not transposed and/or incorrect
20. [Nheyo yeMari] not inserted as a footer in Comic Sans 8 pt, bold and centred and/or incorrect plus one accuracy error

4	1620
---	------

MARKING GUIDELINE

-30-

INFORMATION PROCESSING N6

QUESTION 7B 1 margins, alignment, line spacing 2 A5L, tab/indent, hyph 3 font, uc/lc, letter spaces, [QUESTION 7A] changed to [QUESTION 7B] 4 page border

EXAMINATION NUMBER

QUESTION 7B

Kuchinja kwekuwedzera kwekuwedzera

7

5 header, Comic Sans 8 pt, bold, double u/line, left-align

6 page number top, Comic Sans 8 pt, right-align, start with 7

MUKANA WEKUCHINJA

7 insert, Rockwell 12 pt, sp caps, bold, italics, centre

Zvishoma zvishoma zvakashandurwa muhupfumi hwehupfumi uye mararamiro ehupfumi kuunganidza.

8 move 9 columns

14 QUESTION 6 copied

KUCHINJA KWEKUKURA 10 uc, u/line

MATAMBUDZIKO EMARI UYE NJODZI 15 uc, u/line

Kuchinja kunofanirwa kune izvi kunoratidzwa muDPP.

Dzinosanganisira: 11 italics

12 bullets

- Kuvandudza dzidzo nekuvandudza unyanzvi, kutanga nedzidzo yepamusoro inobudirira uye nekukura kwevana vaduku.
- Kusimbisa kukwikwidzana mitemo kunotarisana nehupfumi uye kutonga.
- Kuwedzera huwandu hwemabhezimisi ehurumende kupinda muzvikwata zvinotungamirirwa nemabhezimisi ehurumende.
- Kukunda kuparadzaniswa kwepakati pemaguta eSouth Africa kuitira kuti vanhu vawane nyore kuwana mabasa.

13 column break

Mari yehupfumi yevanhu inotarisana nekukura kwematambudziko

uye njodzi: 16 italics

17 bullets

- Iko kunowedzera kusava nechokwadi pamusoro penzira yekuunganidza mari.
- Njodzi dzinosanganisira kusava nechokwadi kwakawanda pamusoro pehuwandu hwehupfumi uye zvinetsa pamusoro pemitemo yemitero uye hutungamiri. 18 insert
- Mutemo unoshanduka pasina kukwana kwakakwana kwemigumisiro yemari.
- Mirairo yehupfumi hwenyika isina kunyatsogadziridzwa kana kuti isiri yakabhadharwa yakaguma nekukwirira kwekushanda kwekuuta.
- Kusagadzikana kwezvemari kuri kuvaka munzvimbo dzevanhu, kunyanya mumvura, magetsi uye mitero yemitero. 19 trs

Nheyo yeMari

20 footer, Comic Sans 8 pt, bold, centre

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(20)

[30]

QUESTION 8A: DISPLAY

MARKS: 15

12 MARKS – ACCURACY
- Every keying-in error
3 MARKS – DISPLAY
<ol style="list-style-type: none"> 1. Margins incorrect and/or alignment (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 (Courier New 12 pt) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect and/or [EXAMINATION NUMBER] and [QUESTION 8A] not inserted as header and/or incorrect 4. Table not inserted and/or incorrect

¼

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

½

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

¾

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

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

QUESTION 8A

EXAMINATION NUMBER 3 [EXAMINATION NUMBER] and [QUESTION 8A] as header QUESTION 8A

1 margins, alignment, line spacing 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces 4 table

An opportunity for change

SA can use this turning point in the world economy as an opportunity to strengthen social and economic transformation. $\frac{1}{4}$

Strong domestic policies, liquid markets and independent institutions are strengths on which to build.

Over the medium term, economic growth is forecast to improve moderately: $\frac{1}{2}$

The real exchange rate has depreciated

An uptick in commodity prices

The severe drought has eased in several farming regions $\frac{3}{4}$

Real percentage growth	2019 Forecast
Household consumption	2,3
Exports	5,0
Imports	4,9
Real GPD growth	5,2
Current account balance (% of GDP)	-3,8

(15)

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

- Every keying-in error

16 MARKS – PROCESSING

1. Margins incorrect and/or alignment (left, centred, right, justified) incorrect and/or line spacing (as indicated) incorrect and/or content in columns not centred vertically and/or 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 and/or [QUESTION 8A] not changed to [QUESTION 8B] in header and/or incorrect
4. 3 columns not created and/or incorrect
5. Header [National Treasury] not inserted in capital letters, Comic Sans 10 pt, bold, double underlined and left-aligned and/or [Republic of South Africa] not inserted in capital letters, Comic Sans 10 pt, bold and right-aligned and/or incorrect plus one accuracy error
6. [Transformation for inclusive growth] not inserted in Berlin Sans FB 24 pt, capital letters, centred, border around text not inserted and shaded and/or incorrect plus one accuracy error
7. [An opportunity for change] not changed to 14 pt, capital letters, bold and shaded and/or incorrect
8. [South Africa] not in full and/or [economic and social] not transposed and/or incorrect
9. Endnote 1 [Has multiple strengths on which to build] not inserted in 10 pt and/or incorrect plus one accuracy error
10. New lines not inserted and/or bullets not inserted and/or text not right-aligned and/or incorrect
11. [strengths] not double underlined and/or incorrect
12. [Over the medium term, economic growth is forecast to improve moderately:] not changed to italics and/or incorrect

QUESTION 8B (CONTINUED)

13. Numbered paragraph numbers not inserted and/or incorrect
14. Paragraphs not sorted alphabetically and/or incorrect
15. [Electricity supply has stabilised], [Improved labour relations], [Consumer price inflation] and [5,6] not inserted and/or incorrect plus one accuracy error
16. [Macroeconomic outlook] not inserted in 12 pt, bold, centred and shaded and/or [Summary] not inserted in 12 pt, spaced capital letters, bold, centred and shaded and/or incorrect plus one accuracy error
17. Endnote 2 [Needs more growth to reduce unemployment, poverty and inequality] not inserted in 10 pt and/or incorrect plus one accuracy error
18. Footnote 1 [Source: National Treasury] not inserted in 10 pt and/or incorrect plus one accuracy error
19. [Real percentage growth] and [2019 Forecast] not changed to capital letters, bold, centred and/or not shaded and/or [Real GPD growth] and [2,2] not changed to bold and/or [2,2] not retained and/or incorrect
20. Footer [Budget Review] not inserted in Comic Sans 10 pt, italics and left-aligned and/or [2018/2019] not inserted in Comic Sans 10 pt, bold and centred and/or [www.treasury.gov.za] not inserted in Comic Sans 10 pt and right-aligned and/or incorrect plus one accuracy error

4	16	20

QUESTION 8B 1 margins, alignment, line spacing 2 A4L, tab/indent, hyphen 3 font, uc/lc, letter spaces 4 3 columns 1 centre columns vertically

EXAMINATION NUMBER

3 [QUESTION 8A] changed to [QUESTION 8B] in header

NATIONAL TREASURY

5 header, Comic Sans 10 pt, uc, bold, double u/line, left-align

QUESTION 8B

REPUBLIC OF SOUTH AFRICA

5 header, Comic Sans 10 pt, uc, bold, right-align

TRANSFORMATION FOR INCLUSIVE GROWTH

6 insert, Berlin Sans FB 24 pt, uc, centre, border, shade

Over the medium term, economic growth is forecast to improve moderately: 12 italics

13 numbered paragraphs 14 sort paragraphs

1. An uptick in commodity prices
15 insert
2. Electricity supply has stabilised
15 insert
3. Improved labour relations
4. The real exchange rate has depreciated
5. The severe drought has eased in several farming regions

7 14 pt, uc, bold, shade

AN OPPORTUNITY FOR CHANGE

8 in full

South Africa can use this turning point in the world economy as an opportunity to strengthen economic and social transformationⁱ. 8 trs 9 endnote

10 NL, bullets, right-align

- Strong domestic policies,
 - liquid markets and
- independent institutions

11 double u/line

are strengths on which to build.

ⁱ Has multiple strengths on which to build 9 endnote, 10 pt

ⁱⁱ Needs more growth to reduce unemployment, poverty and inequality 17 endnote, 10 pt

¹ Source: National Treasury 18 footnote, 10 pt

16 insert, 12 pt, uc, bold, centre, shade 17 endnote

MACROECONOMIC OUTLOOKⁱⁱ -

SUMMARY¹

16 insert, 12 pt, spaced caps, bold, centre, shade 18 footnote
19 10 pt, uc, bold, centre, shade

REAL PERCENTAGE GROWTH	2019 FORECAST
Household consumption	2,3
Exports	5,0
Imports	4,9
Real GPD growth 19 stet, bold	2,2
Consumer price inflation 15 insert	5,6
Current account balance (% of GDP)	-3,8

1 right-align

QUESTION 9A: 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 (Comic Sans 8 pt) and/or capital/small letters and/or letter spaces incorrect and/or [EXAMINATION NUMBER] and [QUESTION 9A] not inserted and/or incorrect
4. Fields/Field names incorrect

QUESTION 9A

EXAMINATION NUMBER

QUESTION 9A

1 line spacing 2 A4L, word wrap, columns 3 Comic Sans 8 pt, uc/lc, letter spaces, [EXAMINATION NUMBER] and [QUESTION 9A] inserted 4 fields/field names

Initials and surname	Identity number	Address	Account no	Capital	Capitalised	Accrued	Interest	Total interest
MJ Adams	8903036082086	PO Box 11, PRETORIA 0001	20-6700-2660	R30 220,00	R821,60	R1 508,50	R2 390,10	R2 390,10
KP Mashego	8601085876081	PO Box 22, CRADOCK 5880	30-6900-2900	R50 000,50	R1 200,20	R1 500,80	R2 701,00	R2 701,00
ZD Nxumalo	7709125840081	PO Box 33, DURBAN 4000	40-7110-3550	R100 000,00	R2 400,40	R3 001,60	R5 402,00	R5 402,00

↑
1/4

↑
1/2

↑
3/4

1/4

1/2

3/4

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

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

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

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

(10)

QUESTION 9B: MAIL MERGE**MARKS: 16****4 MARKS – ACCURACY**

- Every keying-in error

12 MARKS – PROCESSING

1. Margins incorrect and/or alignment (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 and/or [EXAMINATION NUMBER] and [QUESTION 9B] not inserted as header and/or incorrect
4. Fields/Field names not inserted in 10 pt and highlighted and/or incorrect
5. [IT3(b) Income tax certificate] not inserted in 14 pt, capital letters, bold and centred and/or incorrect plus one accuracy error
6. [Issued on:] not inserted in bold and left-aligned and/or [28 February 2019] not inserted right-aligned and/or border not inserted with a 2¼ pt line and shaded and/or incorrect plus one accuracy error
7. [Personal information] and [Interest earned] not inserted and double underlined and centred and/or incorrect plus one accuracy error
8. Tables not inserted and/or [Initials and surname:], [Identity number:] and [Address:] not inserted in 12 pt and italics and/or incorrect plus one accuracy error
9. Column headings not inserted in 10 pt, italics, centred and shaded and/or new lines not created and/or incorrect plus one accuracy error
10. Footnote 1 [This is the interest earned from 1 March to 28 February and paid into your account less any accrued interest from the previous tax year] not inserted in 8 pt and/or incorrect plus two accuracy errors
11. Footnote 2 [The amount of interest earned but not yet paid is as of 28 February] not inserted in 8 pt and/or incorrect plus one accuracy error
12. [Fixed deposit], [Revenue source code] and [4201] not inserted in 10 pt and/or incorrect and/or figures not right-aligned and/or [4201] not centred and/or incorrect plus one accuracy error
13. [Total taxable interest earns this tax year] not inserted in 10 pt and bold and/or 1½ border not inserted around [4201] and/or incorrect plus one accuracy error

QUESTION 9B (CONTINUED)

14. [Note: The total taxable interest earned must be shown on your income tax return.] not inserted and/or [Note:] not in bold and/or incorrect plus two accuracy errors
15. [We hereby declare that the above interest rate during the tax year has been credited against you or accrued.] not inserted and/or [/] not changed to [the] and/or incorrect plus two accuracy errors
16. [1 March] and [28 February] not in full and/or incorrect

QUESTION 9C: MAIL MERGE**MARKS: 4****4 MARKS – PROCESSING – MERGED DOCUMENT****(-1 PER PRINTOUT NOT HANDED IN)**

1. -1 mark will be deducted per document not handed in and/or incorrect.
2. If footnote numbers are not 1 and 2 on all documents, 1 mark will be deducted.

QUESTION 9B

EXAMINATION NUMBER

3 [EXAMINATION NUMBER] and [QUESTION 9B] as header

QUESTION 9B

1 margins, alignment, line spacing 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces 4 field names, 10 pt, highlighted

5 insert, 14 pt, uc, bold, centre

IT3(b) INCOME TAX CERTIFICATE

6 insert, left-aligned, bold, border 2¼ pt, shade

6 insert, right-aligned

Issued on:

28 February 2019

7 insert, double u/line, centre

Personal information

8 insert table, 12 pt, italics

<i>Initials and surname:</i>	«Initials_and_surname»
<i>Identity number:</i>	«Identity_number»
<i>Address:</i>	«Address»

7 insert, double u/line, centre

Interest earned

8 insert table 9 NL, 10 pt, italics, centred, shaded

10 footnote 1

11 footnote 2

12 right-align figures

<i>Nature of investment</i>	<i>Account no</i>	<i>Capital</i>	<i>Interest capitalised¹</i>	<i>Interest accrued²</i>	<i>Taxable interest</i>
Fixed deposit	«Account_no»	«Capital»	«Capitalised»	«Accrued»	«Interest»
Total taxable interest earns this tax year					«Total_interest»
Revenue source code					4201

13 insert, 10 pt, bold

12 insert, 10 pt

12 centre 13 border 1½ pt

Note: The total taxable interest earned must be shown on your income tax return.

14 insert, bold

We hereby declare that the above interest rate during the tax year has been credited against you or accrued. 15 [the] 15 insert

16 in full

10 footnote 1, 8 pt

¹ This is the interest earned from 1 March to 28 February and paid into your account less any accrued interest from the previous tax year

² The amount of interest earned but not yet paid is as of 28 February 11 footnote 2, 8 pt

QUESTION 9C

EXAMINATION NUMBER

QUESTION 9C

IT3(b) INCOME TAX CERTIFICATE

Issued on:

28 February 2019

Personal information

<i>Initials and surname:</i>	MJ Adams
<i>Identity number:</i>	8903036082086
<i>Address:</i>	PO Box 11, PRETORIA 0001

Interest earned

<i>Nature of investment</i>	<i>Account no</i>	<i>Capital</i>	<i>Interest capitalised¹</i>	<i>Interest accrued²</i>	<i>Taxable interest</i>
Fixed deposit	20-6700-2660	R30 220,00	R821,60	R1 508,50	R2 390,10
Total taxable interest earns this tax year					R2 390,10
Revenue source code					4201

Note: The total taxable interest earned must be shown on your income tax return.

We hereby declare that the above interest rate during the tax year has been credited against you or accrued.

√

¹ This is the interest earned from 1 March to 28 February and paid into your account less any accrued interest from the previous tax year

² The amount of interest earned but not yet paid is as of 28 February

QUESTION 9C (CONTINUED)

EXAMINATION NUMBER

QUESTION 9C

IT3(b) INCOME TAX CERTIFICATE

Issued on:

28 February 2019

Personal information

<i>Initials and surname:</i>	KP Mashego
<i>Identity number:</i>	8601085876081
<i>Address:</i>	PO Box 22, CRADOCK 5880

Interest earned

<i>Nature of investment</i>	<i>Account no</i>	<i>Capital</i>	<i>Interest capitalised¹</i>	<i>Interest accrued²</i>	<i>Taxable interest</i>
Fixed deposit	30-6900-2900	R50 000,50	R1 200,20	R1 500,80	R2 701,00
Total taxable interest earns this tax year					R2 701,00
Revenue source code					4201

Note: The total taxable interest earned must be shown on your income tax return.

We hereby declare that the above interest rate during the tax year has been credited against you or accrued.

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¹ This is the interest earned from 1 March to 28 February and paid into your account less any accrued interest from the previous tax year

² The amount of interest earned but not yet paid is as of 28 February

QUESTION 9C (CONTINUED)

EXAMINATION NUMBER

QUESTION 9C

IT3(b) INCOME TAX CERTIFICATE**Issued on:**

28 February 2019

Personal information

<i>Initials and surname:</i>	ZD Nxumalo
<i>Identity number:</i>	7709125840081
<i>Address:</i>	PO Box 33, DURBAN 4000

Interest earned

<i>Nature of investment</i>	<i>Account no</i>	<i>Capital</i>	<i>Interest capitalised¹</i>	<i>Interest accrued²</i>	<i>Taxable interest</i>
Fixed deposit	40-7110-3550	R100 000,00	R2 400,40	R3 001,60	R5 402,00
Total taxable interest earns this tax year					R5 402,00
Revenue source code					4201

Note: The total taxable interest earned must be shown on your income tax return.

We hereby declare that the above interest rate during the tax year has been credited against you or accrued.

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¹ This is the interest earned from 1 March to 28 February and paid into your account less any accrued interest from the previous tax year

² The amount of interest earned but not yet paid is as of 28 February

(4)
[30]

TOTAL SECTION B: 100
GRAND TOTAL: 300