



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

**NATIONAL CERTIFICATE
INFORMATION PROCESSING N6**

15 NOVEMBER 2018

This marking guideline consists of 48 pages.

TYPING TECHNIQUE

SECTION A

TYPING TECHNIQUE: SECTION A (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 PROCESSED 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 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**

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 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.

QUESTION 1: TIMED ACCURACY TEST

When you're studying, everything else seems so much more interesting, even just staring at the wall, isn't it? First of all make up your mind that you're going to study hard and score good marks. After you've decided, there are a million distractions to deal with. Your roommate who listens to music on her I-Pod, so loud that people in the next room can hear; the constant updates on Facebook; the rerun of your favourite television shows and so on. There are many things that occupy your mind, particularly when you sit down to study. The trick lies in avoiding distractions effectively and keeping yourself motivated to continue studying.

The list of distractions are endless and different for everyone. However, you can deal with them effectively by adopting a disciplined approach.

Study at a place where you feel most comfortable. For most people, home is the best place, but if there are too many people at your home, go elsewhere. Libraries are a good place to study, you can use the study rooms that they have. Most college campuses have designated study rooms, make use of these facilities.

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

Clear your study desk of anything that you do not need while studying; clutter could be a distraction. Seeing things like a book, a bill or a photograph may distract you. Tempted to watch your favourite show? If so, keep the television and laptop away. Check Facebook before you start studying and then disconnect your internet. Put your cellphone on silent and preferably out of sight.

Prepare a timetable and alternate between subjects that interest you and those that don't. Make a target for yourself and at the end of every day, check whether you managed to achieve it or not. Reward yourself when you manage to complete your goal successfully, either by buying yourself a dessert or allowing yourself an hour of surfing the net or whatever it is that makes you happy.

It is important to take breaks, before you get too tired and completely lose concentration. Take a 10-15 minute break after every hour or so, depending on your concentration level. Regular breaks are imperative in maintaining concentration.

If you feel very tired, you might want to take a longer break and get back to studying when you feel more alert.

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

Avoid eating too much before a study session, also do not eat anything that could upset your stomach. Eating too much will make you lethargic and you will be tempted to take a nap.

Starving yourself also will not help with concentration. It is best to eat small meals throughout the day. Opt for healthy snacks and fruit each time you take a break. Also make sure you drink enough water, especially when you feel sluggish.

While most people maintain

20	-	20
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QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

It is important to take breaks, before you get too tired and completely loose concentration. Take a 10-15 minute break

41
after every hour or so, depending on your concentration

40 39 38 37 36 35
level. Regular breaks are imperative in maintaining

34
concentration.

33 32 31 30 29 28
If you feel lvery tired, you might want to ltake a longer

27 26 25 24 23 22
break and get black to studying when you feel lmore alertl.

21 20 19 18 17 16
Avoid leating too much befolre a studyl session, lalso do nolt

15 14 13 12 11
eat anything that lcould upset your stolmach. Ealting too

10 9 8 7 6 5
much will mlake you lelthargic and you willl be tempteld to

4 3 2 1
take la nap. Slarving yolurself also will

→ 50 wpm

20	-	20

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

45 44 43 42 41
 Avoid eating too much before a study session, also do not
 40 39 38 37 36
 eat anything that could upset your stomach. Eating too
 35 34 33 32 31 30
 much will make you lethargic and you will be tempted to take
 29 28 27 26 25 24
 a nap. Starving yourself also will not help with
 23 22 21 20 19 18
 concentration. It is best to eat small meals throughout the
 17 16 15 14 13 12
 day. Opt for healthy snacks and fruit each time you take a
 11 10 9 8 7 6
 break. Also make sure you drink enough water, especially
 5 4
 when you feel sluggish.

3 2 1 _____> 55 wpm
 While most people maintain

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

[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 (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 pt, 14 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
Insert – incorrect and/or
[Examination and Question number] 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 together – not joined

QUESTION 2: TABULAR STATEMENT (CONTINUED)

- 8. 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 not shaded and/or incorrect and/or
Content not sorted alphabetically 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
----	----	----	----

$\frac{3}{4}$

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
----	----	----

QUESTION 2 1 marg, just, l/s 2 A4L, tab stops/indent, hyph 3 font, uc/lc, letter spaces 4 header [Examination and Question number]
9 headings, columns, columns shaded 10 vertical lines 11 horizontal lines 12 figures 13 footnote

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

STATISTICAL MODERATION REPORT

7 join 1 centre 3 14 pt, uc 6 bold, u/line

ROSEVILLE COLLEGE

1 column headings centred horizontally and vertically 3 uc 6 bold

6 italics

7 sp caps

3 uc 9 shade 13 footnote

INSTRUCTIONAL OFFERING	Attendance type	PER COLLEGE							NATIONAL MEANS ¹ (for reference only)	
		Mean adjustment exam %	Mean term % before adjustment	Mean term % after adjustment	Mean adjustment %	Mean promotion %	Exam and term mark/received:		Exam %	Raw term %
							Total	%		
Communication N4	Full	47.74	8 runs on 59.11	52.52	-7	5 sp 49.65	8 in full 54	96	46	56
Communication N5	Full	28.40	34.00	33.20	-1	30.30	10	100	45	54
Communication N6	Full	45.94	42.52	50.26	8	47.66	62	100	40	54
Computer Practice N4	Full	45.77	47.38	49.55	2	47.28	242	98	42	58
Computer Practice N5	Full	44.80	50.92	48.74	-2	46.38	132	100	41	57
Computer Practice N6	Full	44.29	55.36	48.60	-7	46.01	146	100	44	57
Information Processing N4	Full	44.38	43.15	49.54	6	46.42	26	100	35	53
Information Processing N5	Full	38.79	33.88	43.38	10	40.63	48	100	36	51
Information Processing N6	Full	54.27	47.27	58.80	12	56.07	30	100	41	52
Office Practice N4	Full 4 del Part	43.07	52.67	47.74	-5	44.93	54	100	47	55
Office Practice N5	Full	50.30	58.10	54.10	-4	51.80	20	100	49	57
Office Practice N6	Full	49.06	42.30	53.24	11	50.73	66	100	49	60

9 content sorted alphabetically 7 move

1 National means are not used in any calculations and are shown for reference purposes only

4 insert

5 stet

5 trs

5 trs

13 footnote or footnote sign can be used

1/4

1/2

3/4

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: 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
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 New 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 and Question number] 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
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 3: FINANCIAL STATEMENT (CONTINUED)

8. [– new line incorrect and/or
Runs on – incorrect and/or
In figures – not in figures 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
13. Footnote incorrect

$\frac{1}{4}$

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

16	4	20	40
----	---	----	----

$\frac{3}{4}$

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

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 3

1 marg, just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces 4 header [Examination and Question number] 9 headings, columns, column shaded
 10 vertical lines 11 horizontal lines 12 figures 13 footnote

3 16 pt, uc 6 bold, double u/line 1 centre

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

3 14 pt, uc 6 bold 1 centre

PROGRAMME COSTS FOR REPORT 191

1 centre and align column headings below 3 uc 6 italics

8 NL

9 shade

<i>REPORT 191</i>	<i>PROGRAMME COST</i>	<i>80% (STATE TRANSFER)</i>	<i>20% (FEE GUIDELINE)¹</i>
<i>N 1 - N 3</i> 7 sp caps 6 italics 6 bold	R75 774,21	R60 619,38	R15 154,83
Engineering (Civil) 4 del Engineer	R25 258,07	R20 206,46	R5 051,61
Engineering (Electrical)	R25 258,07	R20 206,46	R5 051,61
Engineering (Mechanical)	R25 258,07	R20 206,46	R5 051,61
<i>N 4 - N 6</i> 7 sp caps 6 italics 6 bold	R530 439,65	R424 352,53	R162 088,11 <i>¼</i>
Business Management	R24 948,37	R19 958,70	R4 989,67
Engineering (Civil) 8 runs on	R29 465,99	R23 572,79	R5 893,20
Engineering (Electrical)	R29 465,99	R23 572,79	R5 893,20
Engineering (Mechanical)	R29 465,99	R23 572,79	R5 893,20
Financial Management	R24 948,37	R19 958,70	R4 989,67
Hospitality and <u>Catering Services</u> 5 trs	R56 284,19	R45 027,35	<i>½</i> R11 256,84 [↑]
Human Resource Management	R24 948,37	R19 958,70	R4 989,67
Interior <u>Decorating</u> 5 stet	R40 410,17	R32 328,13	R8 082,03
Introductory Business Studies	R24 948,37	R19 958,70	R4 989,67
Introductory Food Services 5 trs	<u>R56 284,19</u>	<u>R45 027,35</u>	R11 256,84
Introductory Clothing Construction	R34 634,78	R27 708,62	R62 927,16
Management Assistant	R24 948,37	R19 958,70	<i>¾</i> R4 989,67 [↑]
Marketing Management	R24 948,37	R19 958,70	R4 989,67
Public Management	R24 948,37	R19 958,70	R4 989,67
Public <u>Relations</u> 5 sp	R24 948,37	R19 958,70	R4 989,67
Tourism 7 move	R54 841,39	R43 873,11	R10 968,28
TOTAL 3 uc 6 bold 6 bold	<u>R606 213,86</u>	<u>R484 971,91</u>	<u>R177 242,94</u>

4/ 8 in figures 7 join

1 The 20% (fee guideline) is only a guide and colleges will determine their own class fees. 4 insert
 7 move

[40]

QUESTION 4: 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 (Arial 9 pt, 10 pt, 12 pt, 16 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 and Question number] 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
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 4: FLOW CHART (CONTINUED)

- 8. NP – 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

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
---	---	----	----

$\frac{1}{2}$

16	4	20	40
----	---	----	----

$\frac{3}{4}$

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

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

QUESTION 4

1 marg (2.54 cm), just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces 4 header [Examination and Question number]
9 vertical lines 10 horizontal lines

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

VISION, MISSION AND VALUE STATEMENT

8 NP 1 centre 3 uc, 12 pt 6 bold

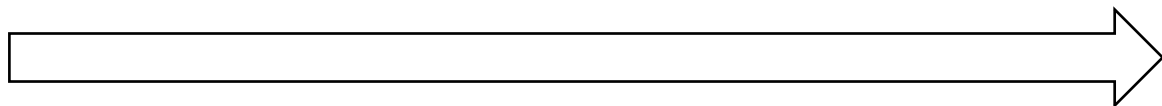
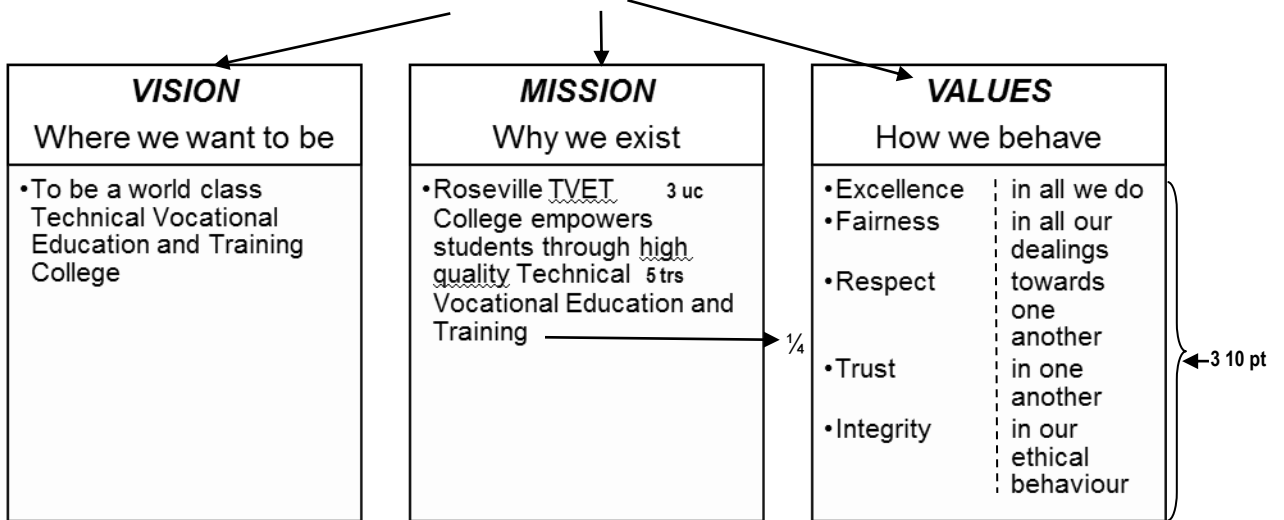
OF

8 NP 1 centre 3 16 pt 6 bold 7 sp caps

ROSEVILLE COLLEGE

3 uc, 12 pt 6 bold, italics 1 centre

2 indent



STRATEGIC GOALS AND INITIATIVES
3 10 pt, uc 6 bold 1 centre
Increase the number 4 / of skilled youth by expanding access to education and training for the youth 5 stet 3 9 pt → 1/2

INDIVIDUAL PERFORMANCE
3 10 pt, uc 6 bold 1 centre
Adequately capacitate individual sites for the effective provisioning and facilitation of educative teaching and learning 4 / 8 in full 3 9 pt

ORGANISATIONAL PERFORMANCE
3 10 pt, uc 6 bold 1 centre
Increase the number of students who successfully enter the labour market upon completion of training 4 / 3 9 pt → 3/4

7 move

QUALITY ASSURANCE 3 uc 6 bold

7 join

8 runs on

Our learnerships and skills programmes are accredited by various Sector Education and Training Authority (SETAs). Refer to our College website, training 4 insert centres, learnership unit for the list of accredited programmes. For verification contact the SETAs. 4 del 4 / 5 sp

32	8	40
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[40]

QUESTION 5: 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
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 (Rockwell 12 pt, 16 pt and 20 pt) incorrect and/or
Capital letters/Small letters incorrect and/or
Letter spaces incorrect
4. / – not changed to [the] and/or incorrect and/or
Del – not deleted and/or incorrect and/or
Insert – incorrect and/or
[Examination and Question number] 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
Sp caps – spaced capital letters incorrect and/or
Join together – not joined

QUESTION 5: PAMPHLET (CONTINUED)

8. NP and [– new paragraph and new line incorrect and/or
Runs on – incorrect and/or
In full – not in full/words and/or incorrect
9. Columns incorrect and/or
Text not shaded and/or incorrect and/or
Bullets not inserted and/or incorrect
10. Replace anxiety to capital letters and bold 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
---	---	----	----

$\frac{1}{2}$

16	4	20	40
----	---	----	----

$\frac{3}{4}$

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

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

QUESTION 5 1 marg (1.27 cm), just, l/s 2 A4L, tab/indent, hyph 3 font, uc/lc, letter spaces 4 header [Examination and Question number] 9 columns, text shade

1 right-align 3 20 pt 7 sp caps 6 bold

STUDY METHODS

10 anxiety in uc, bold

TEST ANXIETY

3 uc 6 bold 1 centre 9 shade

Test **ANXIETY** is a kind of performance **ANXIETY** which makes a person feel nervous before, during and after an examination. 8 NP 6 u/line

ANXIETY is actually a very normal way of reacting to **stressful situations**. 6 bold

4/

It is the way in which our body tries to cope with stress. 8 NP

A little **ANXIETY** actually helps one in concentrating and working hard for the examinations. 4/ 8 runs on

However, if students spend all their time battling these stressful thoughts, a lot of valuable study time would be lost, prolonging $\frac{1}{4}$ the vicious circle of stress and failure. 4 insert 4/

SYMPTOMS

5 trs 3 uc 6 bold 1 centre 9 shade

An anxious person may experience some of the following physical effects: 6 italics 4/ 1 1.5 lines 9 bullets 8 NL

- Stomach ache and diarrhoea
- Fever
- Nausea
- Giddiness
- Headache
- Rapid heartbeat 7 join
- Perspiration
- Shivering
- Emotional problems 4 del
- Memory blanking out → $\frac{1}{2}$

TIPS TO STAY FOCUSED**WHILE STUDYING**

3 uc 6 bold 1 centre 9 shade, bullets 7 move

- Choose a quiet and comfortable place
- Put away things that distract you 8 NP 5 stet
- Set a timetable and stick to it
- Take a break at fixed intervals 8 NP
- Eat small frequent meals 8 NP
- Learn when you feel most alert
- Avoid getting too cosy in your chair → $\frac{3}{4}$ 8 NP 5 sp
- Eliminate all internal distractions

DIFFERENT THINGS WORK FOR DIFFERENT PEOPLE

3 16 pt, uc 6 bold, underline 1 centre

Figure out which

1 centre 9 bullets 8 in full

- place
- time and
- method 1 centre

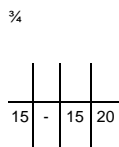
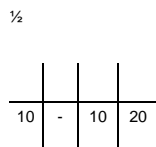
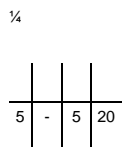
work best for you and stick to it.

[40]

QUESTION 6: AFRICAN LANGUAGE

MARKS: 20

20 MARKS – ACCURACY –3 marks per error
– Every keying-in error
0 MARKS – DISPLAY – no marks
<p>NO MARKS WILL BE DEDUCTED FOR DISPLAY ERRORS</p> <ol style="list-style-type: none"> 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.



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



QUESTION 6

- Sheba lintho tse ka kelellong ea hau pele u ithuta, ebe u beha lethathamo lena ka lehlakore.
- Ithute ka nako e le 'ngoe letsatsi ka leng.
- Beha timer ea hora, u se ke ua itumella ^{1/4} ho khaotsa ho ithuta ho fihlela e fela.
- Nka mekhelo.
- Beha lipakane tsa thuto ea hau ea nako eo e leng ea sebele.
- Ithute sebakeng se hole ^{1/2} le litsitiso tse kang laebraring, sebaka sa ho phomola ho ithuta, kapa sekolo se se nang letho.
- Etsa bonnete ba hore u na le sohle seo u se hlokanang pele u qala. ^{3/4}
- Etsa bonnete ba hore u robetse ka ho lekaneng, u ja hantle, 'me u ikoetlisa kamehla.
- Ho tseba seo u ithutang sona ho bohlokoa bophelong ba hau.

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

WORD PROCESSING
SECTION B
MARKING GUIDELINE

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 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 (Times New Roman 8 pt) and/or capital/small letters incorrect and/or letter spaces incorrect and/or [Examination and Question number] not inserted
4. Fields/Field names incorrect

QUESTION 7A

1 l/s 2 A4L, word wrap, columns 3 Times New Roman 8 pt, uc/lc, letter spaces, [Examination and Question number] inserted 4 fields/field names

ENQUIRIES	EMAIL	FACULTY	%	SUBJECT 1 $\frac{1}{2}$	SUBJECT 2	SUBJECT 3 $\frac{3}{4}$	DIFFERENCE 1	DIFFERENCE 2	DIFFERENCE 3
Ms S Motsepe	motsepe.s@dhet.gov.za	Business Studies	19	Information Processing N6	Office Practice N5	Applied Management N4	21%	16%	25%
Mr G Voyi	voyi.m@dhet.gov.za	Engineering Studies	21	Power Machines N6	Fluid Mechanics N5	Mathematics N5	25%	18%	16%
Ms O Silema	silema.o@dhet.gov.za	NC(V)	29	Personal Assistance L4	Fitting and Turning L2	Engineering Systems L2	15%	28%	24%

$\frac{1}{4}$

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

$\frac{1}{2}$

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

$\frac{3}{4}$

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

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

(10)

QUESTION 7B: MAIL MERGE**MARKS: 17****4 MARKS – ACCURACY**

– Every keying-in error

13 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 and/or [Examination and Question number] not inserted as macro
4. Fields/Field names not inserted in capital letters, 14 pt and underlined and/or incorrect
5. Double border not inserted around the letterhead and/or row not shaded and/or incorrect
6. [Department of Higher Education and Training] not inserted in 14 pt, capital letters, bold and centred and/or incorrect plus one accuracy error
7. [✉ Private Bag X110 0001], [☎ 012 312 5670], [Enquiries:] and [E-mail:] not inserted and/or incorrect plus one accuracy error
8. [222 Struben Street], [Pretoria] and [0002] not inserted and/or not right-aligned and/or incorrect plus one accuracy error and/or [Pretoria] not in capital letters and/or incorrect
9. [The Campus Manager] and [Examination results – term marks and the statistical moderation report] not inserted and/or incorrect plus one accuracy error
10. [Examination results – term marks and the statistical moderation report] not in capital letters and underlined and/or incorrect
11. [We would like to draw your attention to the following:] not inserted and/or incorrect plus one accuracy error and/or [/] not replaced with [the] and/or incorrect
12. [The absolute average adjustment ... mark, was %.] not inserted and/or incorrect plus two accuracy errors
13. [absolute average] not transposed and/or incorrect
14. [You are requested to ... mark exceeds 15%.] not inserted and/or incorrect plus two accuracy errors
15. [report] not retained and/or incorrect and/or [examination mark] does not run on and/or [/] not replaced with [the] and/or incorrect

QUESTION 7B: MAIL MERGE (CONTINUED)

16. Table not inserted and/or incorrect
17. Column headings not inserted in capital letters, bold and centred and/or row not shaded and/or figures in difference column not right-aligned and/or incorrect plus one accuracy error
18. [Yours faithfully] and [Chief Director: Examinations] not inserted and/or incorrect plus one accuracy error
19. Leader tabular stop not inserted on 8.89 cm/3.5" and/or incorrect
20. [Chief Director: Examinations] not in capital letters, bold and italics and/or incorrect

QUESTION 7C: MAIL MERGE**MARKS: 3****3 MARKS – PROCESSING – MERGED DOCUMENT****(-1 PER PRINTOUT NOT HANDED IN)**

1. -1 mark will be deducted per letter not handed in and/or incorrect

QUESTION 7B

1 margins, just,l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces, [Examination and Question number] inserted as macro
 5 double border 6 insert, 14 pt, uc, bold, centre

DEPARTMENT OF HIGHER EDUCATION AND TRAINING	
☒ Private Bag X110 0001 7 insert ① 012 312 5670 Enquiries: <u>«ENQUIRIES»</u> E-mail: <u>«EMAIL»</u>	222 Struben Street <u>PRETORIA</u> 0002 8 insert, right-align, uc

4 fields/field names, uc, 14 pt, underline

The Campus Manager 9 insert

«FACULTY»

EXAMINATION RESULTS - TERM MARKS AND THE STATISTICAL MODERATION REPORT 9 insert 10 uc, underline

We would like to draw your attention to the following: 11 insert, the

The absolute average adjustment for all instructional offerings, which was necessary to bring the candidates' term marks in line with the examination mark, was «%»%. 12 insert 13 trs

You are requested to investigate these matters and prepare a written report where the difference between the mean examination mark and the raw term mark exceeds 15%. 14 insert 15 stet, runs on, the
 16 table 17 column headings uc, bold, centre, shade, figures right-align

SUBJECT	DIFFERENCE
<u>«SUBJECT 1»</u>	<u>«DIFFERENCE 1»</u>
<u>«SUBJECT 2»</u>	<u>«DIFFERENCE 2»</u>
<u>«SUBJECT 3»</u>	<u>«DIFFERENCE 3»</u>

18 insert

Yours faithfully

19 leader dot tab stop on 8.89 cm/3.5"

.....
CHIEF DIRECTOR: EXAMINATIONS 20 uc, bold, italics

QUESTION 7C

DEPARTMENT OF HIGHER EDUCATION AND TRAINING	
☒ Private Bag X110 0001	222 Struben Street
☎ 012 312 5670	PRETORIA
Enquiries: <u>Ms S Motsepe</u>	0002
E-mail: <u>motsepe.s@dhet.gov.za</u>	

The Campus Manager

Business Studies

EXAMINATION RESULTS - TERM MARKS AND THE STATISTICAL
MODERATION REPORT

We would like to draw your attention to the following:

The absolute average adjustment for all instructional offerings, which was necessary to bring the candidates' term marks in line with the examination mark, was 19%.

You are requested to investigate these matters and prepare a written report where the difference between the mean examination mark and the raw term mark exceeds 15%.

SUBJECT	DIFFERENCE
<u>Information Processing N6</u>	<u>21%</u>
<u>Office Practice N5</u>	<u>16%</u>
<u>Applied Management N4</u>	<u>25%</u>

Yours faithfully

.....
CHIEF DIRECTOR: EXAMINATIONS

√

QUESTION 7C (CONTINUED)

DEPARTMENT OF HIGHER EDUCATION AND TRAINING	
☒ Private Bag X110 0001 ☎ 012 312 5670 Enquiries: <u>Mr G Voyi</u> E-mail: <u>voyi.m@dhet.gov.za</u>	222 Struben Street PRETORIA 0002

The Campus Manager
Engineering Studies

EXAMINATION RESULTS - TERM MARKS AND THE STATISTICAL
 MODERATION REPORT

We would like to draw your attention to the following:

The absolute average adjustment for all instructional offerings, which was necessary to bring the candidates' term marks in line with the examination mark, was 21%.

You are requested to investigate these matters and prepare a written report where the difference between the mean examination mark and the raw term mark exceeds 15%.

SUBJECT	DIFFERENCE
<u>Power Machines N6</u>	<u>25%</u>
<u>Fluid Mechanics N5</u>	<u>18%</u>
<u>Mathematics N5</u>	<u>16%</u>

Yours faithfully

.....
CHIEF DIRECTOR: EXAMINATIONS

√

QUESTION 7C (CONTINUED)

DEPARTMENT OF HIGHER EDUCATION AND TRAINING	
<input type="checkbox"/> Private Bag X110 0001 ① 012 312 5670 Enquiries: <u>Ms O Silema</u> E-mail: <u>silema.o@dhet.gov.za</u>	222 Struben Street PRETORIA 0002

The Campus Manager
NC(V)

EXAMINATION RESULTS - TERM MARKS AND THE STATISTICAL
 MODERATION REPORT

We would like to draw your attention to the following:

The absolute average adjustment for all instructional offerings, which was necessary to bring the candidates' term marks in line with the examination mark, was 29%.

You are requested to investigate these matters and prepare a written report where the difference between the mean examination mark and the raw term mark exceeds 15%.

SUBJECT	DIFFERENCE
<u>Personal Assistance L4</u>	<u>15%</u>
<u>Fitting and Turning N2</u>	<u>28%</u>
<u>Engineering Systems L2</u>	<u>24%</u>

Yours faithfully

.....
CHIEF DIRECTOR: EXAMINATIONS

√

3 |

(3)
[30]

QUESTION 8A: DISPLAY**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 (Courier New 12 pt) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect and/or [Examination and Question number] not inserted as macro

 $\frac{1}{4}$

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

 $\frac{1}{2}$

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

 $\frac{3}{4}$

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

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

QUESTION 8A

1 margins, just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces, [Examination and Question number] inserted as macro

Admission requirements

Gr 9 or higher

Duration of course The NC(V) course is a programme with 7 subjects at each level of study. A student is issued with a certificate on the completion successful of each level of study.

Office Administration
Civil Engineering
Tourism
Hospitality

Admission requirements Grade 12 ↓ ½

Management Assistant
Financial Management

Admission requirements N1-N3

At least a Grade 12 with a pass in Mathematics and Physical Science

N4-N6 ↓ ¾

N3 certificate with 4 subjects or a Senior Certificate

Admission requirements Minimum N2 certificate

Electrical Engineering

(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 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 [Examination and Question number] not inserted as macro
4. 3 columns not created and/or border not inserted around columns and/or incorrect
5. Header [Department of Higher Education and Training] not inserted in capital letters, Comic Sans 8 pt, bold and left-aligned and/or [Roseville College] not inserted in capital letters, Comic Sans 8 pt, bold, italics and right-aligned and/or incorrect plus one accuracy error
6. [NC(V)], [Programme 191] and [Practical Training] not inserted in Comic Sans 12 pt, capital letters, bold, centred, shaded and border not inserted around text and/or incorrect plus one accuracy error
7. [Programmes] not inserted in Comic Sans 10 pt, spaced capital letters, bold, centred, shaded and border around text not inserted and/or incorrect plus one accuracy error
8. [Admission requirements] not changed to capital letters, bold and underlined and/or incorrect
9. New paragraphs and new lines not created and/or incorrect
10. [Duration of course] not changed to capital letters, italics and right-aligned and/or incorrect
11. [Grade] not in full and/or [7] and [4] not in words and capital letters and/or incorrect plus one accuracy error and/or [successful completion] not transposed and/or incorrect and/or [9] not retained and/or incorrect
12. [Finance, Economics and Accounting] and [Information Technology] not inserted and/or incorrect plus one accuracy error
13. Bullets not inserted and/or incorrect

QUESTION 8B: DISPLAY (CONTINUED)

14. Subjects not sorted alphabetically and/or incorrect
15. [Business Studies] and [Engineering Studies] not inserted in capital letters, bold and centred and/or [N1-N3] and [N4-N6] not changed to bold and/or [Mathematics] and [Physical Science] not changed to italics and/or incorrect
16. Footnote 1 [Computer Applications Technology Grade 12 is a prerequisite for course] not inserted in Arial 8 pt and/or incorrect plus one accuracy error
17. Footnote 2 [Accounting Grade 12 is a prerequisite for course] not inserted in Arial 8 pt and/or incorrect plus one accuracy error
18. [Hospitality and Catering Services], [Duration of course], [N4-N6 (6 months per level)], [Duration of course], [N4-N6 (4 months per level)] not inserted and/or incorrect plus two accuracy errors
19. Endnote 1 [National Diploma: N6 plus 18 months' practical experience] not inserted in Arial 8 pt and/or incorrect plus one accuracy error
20. Endnote 2 [National Diploma: N6 plus 24 months' practical experience] not inserted in Arial 8 pt and/or incorrect plus one accuracy error
21. [Electronics], [Automotive Training], [Clothing Production], [Learnerships and Skills], [Duration of course] and [4 months per level] not inserted and/or incorrect plus two accuracy errors
22. Footer [Website: www.roseville.co.za] not inserted in Comic Sans 8 pt and left-aligned and/or [Find us on Facebook and Twitter] not inserted in Comic Sans 8 pt, bold and centred and/or [ISO 9001:2015] not inserted in capital letters, Comic Sans 8 pt, italics and right-aligned and/or incorrect plus one accuracy error

4	16	20

QUESTION 8B

1 margins, just, l/s 2 A4L, tab/indent, hyphen 3 font, uc/lc, letter spaces, [Examination and Question number] inserted as macro 4 3 columns, border around columns 1 centre columns vertically

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

5 header, Comics Sans 8 pt, uc, bold, left-align

5 header, Comic Sans 8 pt, uc, bold, italics, right-align ROSEVILLE COLLEGE

NC(V)

6 insert, Comic Sans 12 pt, uc, bold, centre, shade, border

ADMISSION REQUIREMENTS 8 uc, bold, u/line
9 NP 11 in full
Grade 9 or higher

10 uc, italics, right-align
DURATION OF COURSE

The NC(V) course is a programme with SEVEN 9 NR subjects at each level of study. 11 in full, uc
9 NP

A student is issued with a certificate on the successful completion of each level of study.
11 trs

PROGRAMMES

7 insert, Comic Sans 10 pt, sp caps, bold, centre, shade, border

- Civil Engineering
- Finance, Economics and Accounting
- Hospitality
- Information Technology
- Office Administration
- Tourism

12 insert 13 bullets 14 sort

PROGRAMME 191

6 insert, Comic Sans 12 pt, uc, bold, centre, shade, border

ADMISSION REQUIREMENTS 8 uc, bold, u/line
9 NP
Grade 12

15 insert, uc, bold, centre
BUSINESS STUDIES

PROGRAMMES

7 insert, Comic Sans 10 pt, sp caps, bold, centre, shade, border 13 bullets

- Management Assistant¹ 16 footnote
- Financial Management² 17 footnote
- Hospitality and Catering Services 18 insert
10 uc, italics, right-align 18 insert

DURATION OF COURSE

N4-N6 (6 months per level)ⁱ 18 insert 19 endnote
15 insert, uc, bold, centre

ENGINEERING STUDIES

ADMISSION REQUIREMENTS 8 uc, bold, u/line
9 NP
N1-N3 15 bold 11 stet 9 NR
At least a Grade 9 with a pass in *Mathematics* and *Physical Science* 15 italics

N4-N6 15 bold
N3 certificate with FOUR subjects or a Senior Certificate 11 in full, uc
10 uc, italics, right-align 18 insert

DURATION OF COURSE

N4-N6 (4 months per level)ⁱⁱ 20 endnote

PRACTICAL TRAINING

6 insert, Comic Sans 12 pt, uc, bold, centre, shade, border

ADMISSION REQUIREMENTS 8 uc, bold, u/line
9 NP
Minimum N2 certificate

PROGRAMMES

7 insert, Comic Sans 10 pt, sp caps, bold, centre, shade, border
13 bullets 8 NP

- Electrical Engineering
- Electronics 21 insert
- Automotive Training
- Clothing Production
- Learnerships and Skills

10 uc, italics, right-align
DURATION OF COURSE

4 months per level 8 NR

¹ Computer Applications Technology Grade 12 is a prerequisite for course 16 footnote, Arial 8 pt

² Accounting Grade 12 is a prerequisite for course 17 footnote, Arial 8 pt

ⁱ National Diploma: N6 plus 18 months' practical experience 19 endnote, Arial 8 pt

ⁱⁱ National Diploma: N6 plus 24 months' practical experience 20 endnote, Arial 8 pt

22 footer, Comic Sans 8 pt, left-align

Website: www.roseville.co.za

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 (Courier New 12 pt) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect and/or [Examination and Question number] not inserted as macro
4. Text not keyed in exactly as it 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 9A: AFRICAN LANGUAGE

1 marg, just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces, [Examination and Question number] inserted as macro
4 text not keyed in exactly as it is

Ho na le linako tse ling tseo menahano ea hau e hasaneng ka eona 'me kelello ea hau e tloha ho e' ngoe ho ea ho e 'ngoe.

Ke bakeng sa linako tseo u lokelang ho ithuta le ho sebelisa $\frac{1}{4}$ mekhoha ea mahloriso.

Li ameha

ho ithuta mekhoha ea ho ipeha boemong ba kelello le ho lokisetsa lintho tseo u ka li laolang hang-hang.

Etsa bonnete $\frac{1}{2}$ ba hore tikeloho ea hau e ntle ho ithuta: ha ho thelevishene, ha ho fono, ha ho na moahelani, ha ho mohlankana kapa kharebe.

Etsa ho ithuta tshebetso e sebetsang; ngola lintlha ebe u $\frac{3}{4}$ etsa lipampiri tsa tlhahlobo.

Ho kenya lithuto tsa mefuta e fapaneng ka lihlopha tse le 'ngoe, mohlala, mohlala. ho bala, ho ngola, ho ngola lintlha, ho tsoara ka hlooho, joalo-joalo.

$\frac{1}{4}$

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 and/or [Examination and Question number] not inserted as macro
4. Page border not inserted and/or incorrect
5. Page number not inserted as 10, Courier New 8 pt, top and centred and/or incorrect
6. [Mekhoa ea ho imela] not inserted as a header in Arial Narrow 8 pt, capital letters, bold, double underlined and left-aligned and/or incorrect plus one accuracy error
7. [Litlhahiso tsa ho ithuta] not inserted in Rockwell 16 pt, spaced capital letters, bold, italics and centred and/or incorrect plus one accuracy error
8. Paragraphs not changed to one paragraph and/or incorrect
9. [ho ithuta mekhoha ea ho ipeha boemong ba kelello le ho lokisetsa lintho tseo u ka li laolang hang-hang] not changed to bold, italics and underlined and/or incorrect
10. QUESTION 6 not copied and/or incorrect
11. Two columns not created and/or incorrect
12. Bullets not replaced with numbers and/or not indented and/or incorrect
13. [(palo ea mathata a lokelang ho rarolloa, maqephe ao u lokelang ho a bala, joalo-joalo)] not inserted and/or incorrect plus two accuracy errors
14. Column break not inserted and/or incorrect

QUESTION 9B: AFRICAN LANGUAGE (CONTINUED)

15. [Tlosa maqhama pakeng tsa lintho tseo u se u ntse u le hona joale.] not inserted and/or incorrect plus two accuracy errors
16. Content not changed to one column and/or incorrect
17. [Ke habohlokoa haholo] not inserted in capital letters, 12 pt, bold, italics and right-aligned and/or incorrect plus one accuracy error
18. Bullets not inserted and/or not indented and/or incorrect
19. [(a)], [(b)], [(c)] and [(d)] not inserted in bold and/or not two letter spaces inserted after (a), etc. and/or incorrect plus one accuracy error
20. [Matsoenyeho a teko le mokhoa oa ho sebetsana le oona] not inserted as a footer in Arial Narrow 8 pt, underlined and left-aligned and/or incorrect plus one accuracy error

4	16	20

INFORMATION PROCESSING N6

QUESTION 9B 1 marg, just, l/s 2 A5P, tab/indent, hyph 3 font, uc/lc, letter spaces, [Examination and Question number] inserted as macro 6 header, Arial Narrow 8 pt, uc, bold, double u/line, left-aligned 5 page number 10, 8 pt, top, centre 4 page border

MEKHOA EA HO IMELA

10

7 Rockwell 16 pt, sp caps, bold, italics, centred

LITLHAHISO TSA HO ITHUTA

8 one paragraph 1 justify 9 bold, italics, u/line

Ho na le linako tse ling tseo menahano ea hau e hasaneng ka eona 'me kelello ea hau e tloha ho e' ngoe ho ea ho e 'ngoe. Ke bakeng sa linako tseo u lokelang ho ithuta le ho sebelisa mekhoha ea mahloriso. Li ameha ho ithuta mekhoha ea ho ipeha boemong ba kelello le ho lokisetsa lintho tseo u ka li laolang hang-hang.

10 copy QUESTION 6 11 TWO columns 12 replace bullets with numbers and indent

1. Sheba lintho tse ka kelellong ea hau pele u ithuta, ebe u beha lethathamo lena ka lehlakore.
2. Ithute ka nako e le 'ngoe letsatsi ka leng.
3. Beha timer ea hora, u se ke ua itumella ho khaotsa ho ithuta ho fihlela e fela (palo ea mathata a lokelang ho rarolloa, masephe ao u lokelang ho a bala, joalo-joalo). 13 insert
4. Nka mekhelo.
5. Beha lipakane tsa thuto ea hau ea nako eo e leng ea sebele.
6. Ithute seabakeng se hole le litsitiso tse kang laebraring, sebaka sa ho phomola ho ithuta, kapa sekolo se se nang letho.
7. Etsa bonnete ba hore u na le sohle seo u se hloakang pele u qala.
8. Etsa bonnete ba hore u robetse ka ho lekaneng, u ja hantle, 'me u ikoetlisa kamehla.

15 insert

9. Ho tseba seo u ithutang sona ho bohlokoa bophelong ba hau. Tlosa maghama pakeng tsa lintho tseo u se u ntse u le hona joale. 16 change to one column

14 column break

17 insert, 12 pt, uc, bold, italics, right-aligned
KE HABOHLOKOA HAHOLO

18 insert bullets, indent

- Etsa bonnete ba hore tikoloho ea hau e ntle ho ithuta: ha ho thelevishene, ha ho fono, ha ho na moahelani, ha ho mohlankana kapa kharebe.
- Etsa ho ithuta tshebetso e sebetsang; ngola lintlha ebe u etsa lipampiri tsa tlhahlobo.
19 insert in bold, 2 letter spaces
- Ho kenya lithuto tsa mefuta e fapaneng ka lihlopha tse le 'ngoe, mohlala, mohlala. (a) ho bala, (b) ho ngola, (c) ho ngola lintlha, (d) ho tsoara ka hlooho, joalo-joalo.

20 footer, Arial Narrow 8 pt, underline, left-aligned

Matsoenyeho a teko le mokhoa oa ho sebetsana le oona

(20)

[30]