



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

INFORMATION PROCESSING N4

25 MAY 2016

This marking guideline consists of 31 pages.

TYPING TECHNIQUE (SECTION A)

	TIME	MARKS
QUESTION 1: TIME ACCURACY TEST	10 MINUTES	20
QUESTION 2: TABLE	31 MINUTES	52
QUESTION 3: LETTER	32 MINUTES	52
QUESTION 4: MEMORANDUM	35 MINUTES	56
QUESTION 5: AFRICAN LANGUAGE	12 MINUTES	20
 TOTAL	 120 MINUTES	 200

TYPING TECHNIQUE – SECTION A

THIS QUESTION PAPER IS OUT OF 200.

GENERAL REMARKS:

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

1. THIS MARK FOR TYPING TECHNIQUE (200) TOGETHER WITH THE WORD PROCESSING MARK (100) IS ADDED 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 **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 – TIME ACCURACY TEST						
WPM	35	40		WPM	35	40
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 ERRORS = ACCURACY	
BE SURE TO MARK THE SPEED WITH CARE, AS IT MAKES A DIFFERENCE TO THE RESULTS. REMEMBER THAT ONLY ACCURACY IS MARKED.	
MARK ACCORDING TO THE ENCLOSED DEPARTMENTAL SCHEDULE.	
MARK ACCURACY ERRORS ONLY.	
Indicate accuracy errors with a red slash (/)	
One or more incorrect characters in a word – 1 error.	
Do not penalise incorrect margins.	
Do not penalise incorrect line spacing.	
Do not penalise incorrect hyphenation.	
Do not penalise incorrect upper case/lower case.	
Do not penalise incorrect letter spaces.	
Do not penalise incorrect justification.	
Do not penalise incorrect display errors.	
Do not penalise if a whole line or paragraph is left out and keyed in at another position.	
When exactly the same word is repeatedly keyed in incorrectly, it is penalised once only per question. Thereafter it is encircled as a repetitive error.	

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 35 wpm is not completed, count back as indicated in the memorandum.

The highest mark obtained, will be indicated. The highest speed passed, will be indicated.

Indicate the speed obtained with Pass 35 wpm/Pass 40 wpm/ Fail, where applicable, in the following way:

INDICATE AT THE END OF THE SPEED TEST:

Pass 35 wpm/40wpm/Fail; Errors; Mark

INDICATE ON THE OUTSIDE FRONT OF THE COVER, DIRECTLY NEXT TO THE MARK OBTAINED FOR QUESTION 1:

Pass 35 wpm/Pass 40 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 outside front of the cover and writing "Fail" at the appropriate positions.

INDICATE ON THEFRONT PAGE OF THE COVER, JUST BELOW THE CIRCLE FOR THE MARKS OBTAINED:

Pass 35 wpm/Pass 40 wpm/Fail

Should a candidate fail the examination (less than 40%) and pass the accuracy test, the word "Fail" will replace the "Pass 35 wpm/Pass 40 wpm, as a candidate cannot fail the examination paper as a whole and get recognition for the wpm.

THIS MARK FOR TYPING TECHNIQUE (200) TOGETHER WITH THE WORD PROCESSING MARK (100) IS ADDED TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE). THIS MARK MUST BE SENT TO / NATIONAL DEPARTMENT.

QUESTION 1 – TIMED ACCURACY TEST

Kidney stones are small, hard crystals that form inside the kidneys. The crystals are composed of various minerals and acidic salts that clump together forming a "stone" shape that can remain in the kidneys or exit the body through the urinary tract. Kidney stones can vary in size and can cause slight discomfort or severe pain depending on the size of the stone. While treatment is usually unnecessary, certain medication can be prescribed to alleviate any pain associated with the passing of kidney stones. Treatments are also available to help prevent the reoccurrence of kidney stones for individuals who are at a higher risk for developing these small crystals.

There can be numerous factors that cause kidney stone formation within a person's kidneys. Since kidney stones are caused by an imbalance of water, salts, minerals and other substances that pass through urine, a lack of drinking plain water is typically the cause of kidney stone formation in most people. Other factors, like medical conditions or a family history of certain illnesses can also increase a person's risk for developing kidney stones.

Calcium stones: calcium stones are the most common form of kidney stones and are caused when calcium combines with other substances, typically oxalate, forming a hard crystal. This type of kidney stone is more often found in men than women. There are other factors and substances responsible for the formation of kidney stones, though the types listed here are the most common. Symptoms of kidney stones become apparent depending on the size and/or the location of the stone within the urinary tract.

Typically, signs and symptoms aren't apparent until the → **35 wpm**

Kidney stone has passed into the ureter, which is the tube that connects the kidney and bladder. The most common symptom of kidney stones is pain or discomfort that ranges in severity, and

may come and go suddenly.

35 wpm

Treatment of kidney stones depends on the size and type of kidney stone the individual is dealing with. In most cases, no treatment is necessary for smaller stones, and all that is required is increased water intake to help the stone pass through the urinary tract.—————→ **40 wpm**

20	-	20
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40 WPM

Typically, signs and symptoms aren't apparent until the
Kidney stone has passed into the ureter, which is the tube that
connects the kidney and bladder. The most common symptom of
kidney stones is pain or discomfort that ranges in severity, and
may come and go suddenly.

Treatment of kidney stones depends on the size and type of
kidney stone the individual is dealing with. In most
cases, no
treatment is necessary for smaller stones, and all that is
required is increased water intake to help the stone pass
through the urinary tract.

20	-	20
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[20]

TYPING TECHNIQUE				
SCHEDULE – ACCURACY – QUESTION 2-5				
-4 MARKS DEDUCTED PER ERROR – ACCURACY - RED				
MARKS	26	40	44	20
RED ERRORS	Q2	Q3	Q4	Q5
0	26	40	44	20
1	22	36	40	16
2	18	32	36	12
3	14	28	32	8
4	10	24	28	4
5	6	20	24	0
7	2	16	20	
8	0	12	16	
9		8	12	
10		4	8	
11		0	4	
12			0	

TYPING TECHNIQUE			
SCHEDULE – DISPLAY – QUESTION 2-5			
-2 MARKS DEDUCTED PER ERROR – DISPLAY - BLUE			
MARKS	26	12	12
BLUE ERRORS	Q2	Q3	Q4
0	28	12	12
1	26	10	10
2	24	8	8
3	22	6	6
4	20	4	4
5	18	2	2
7	16	0	0
8	14		
9	12		
10	10		
11	8		
12	6		
13	4		
14	2		
15	0		

QUESTION 2: TABULAR STATEMENT		MARKS: 52
ERROR No	DISPLAY ERRORS – 26 MARKS - 2 MARKS PER ERROR	
1.	Margins equal incorrect and/or Justification (left, centre, right, full) incorrect and/or Line Spacing (as indicated) incorrect	
2	Paper size (as indicated) incorrect and/or Tabular stops/indentation incorrect and/or Hyphenation incorrect	
3	Font/font size (CN12) incorrect and/or Capital letters/small letters incorrect and/or Letter Spaces incorrect Superscript	
4	/ - not changed to [/] and/or incorrect Delete – "most" Insert - incorrect	
5	Trs– not transposed and/or incorrect and/or Stet – not retained and/or incorrect and/or Sp spelling incorrect	
6	Bold – not changed and/or incorrect and/or Italics - not retained and/or incorrect and/or Underline – not changed and/or incorrect	
7	Merge – Columns/Rows Move - Columns/Rows	
8	and NP – new line and new paragraph incorrect and/or Runs on – incorrect and/or In full – not in full/in words and/or incorrect	
9	Main heading – incorrect and/or 2 nd Heading – incorrect and/or Column headings – Block incorrect and/or Columns incorrect	
10	Vertical lines omitted and/or incorrect	
11	Horizontal lines omitted and/or incorrect	
12	Figures – incorrect and/or Units, tens not underneath one and/or	
13	Footnote incorrect (not blocked on margin) Footnote – 2 letter spaces after numbering	
	Incomplete table – as per schedule	