



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

**NATIONAL CERTIFICATE
NOVEMBER EXAMINATION
INFORMATION PROCESSING N4**

9 NOVEMBER 2016

This marking guideline consists of 30 pages.

SECTION A: TYPING TECHNIQUES

REMEMBER: THE CANDIDATE CANNOT FAIL BECAUSE HE/SHE COULD NOT COMPLETE OR PASS THE TIMED 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 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	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 / = ACCURACY ERRORS	
BE SURE TO MARK THE SPEED WITH CARE, AS IT MAKES A DIFFERENCE TO THE RESULTS. REMEMBER THAT ONLY ACCURACY IS MARKED. MARK ACCORDING TO THE ENCLOSED DEPARTMENTAL SCHEDULE. MARK ACCURACY ERRORS ONLY. Indicate accuracy errors with a red slash (/) One or more incorrect characters in a word –1 error. Do not penalise incorrect margins. Do not penalise incorrect line spacing. Do not penalise incorrect hyphenation. Do not penalise incorrect 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 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 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 FRONT OF THE FOLDER, 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 front of the FOLDER and writing "Fail" at the appropriate positions.

INDICATE ON THE FRONT PAGE OF THE FOLDER, 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.

Xenophobic tension is simmering between local and foreign business people in our country, where locals have ordered foreigners to stop trading and leave the area by the end of the week.

The local business people, who have organised themselves into a small business people forum of about thirty businesses, visited several foreign-owned shops to tell them to close until further notice.

They are opening tuck shops at every corner and it has become impossible for us to continue trading," said a resident, a member of the business committee. He faces stiff competition as there is a tuck shop about hundred metres from his business. Close to him there are three other tuck shops and a total of ten in his ward.

He said as members of the business committee in the area they had decided the foreigners should leave by the weekend.

We held a meeting on Tuesday to discuss what we are going to do and on Wednesday we decided to go on a door-to-door visit to all the people that rent out land to foreigners, telling them they should stop and foreigners must go.

They arrive with containers already packed with goods and they can undercut us in any prices we charge, so the community will obviously buy from them."

He said a number of the businesses in the forum used to operate in town but had to retreat from the towns to the township because foreigners had "taken over there". Now they are moving into the township.

The Municipality said there should be a meeting by Sunday, and we told them that Sunday was too far away. The meeting has

30 28

been scheduled for Friday because the situation is ☐urge☐nt.

27 26 25 24 23 22 21

If t^{he} munic^{ipality} does no^t attend they should not

20 19 18 17 16

bother□ and we wi□ll find wa□ys to deal□ with the s□ituation.

15

14

13

12

12

A woman□ who lets l□and to a foreign□ tuck shop□ owner s□aid

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□she was now□ living in□ fear.

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T□hey woke□ us up ea□rly and t□here was a c□rowd telli□ng us

2

1

t□hat the□ **35 WPM**

20	-	20

The Municipality said there should be a meeting by Sunday, and we told them that Sunday was too far away. The meeting has been scheduled for Friday because the situation is urgent. If

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the municipality does not attend they should not bother and we

37 36 35 34 33

will find ways to deal with the situation."

32 31 30 29 28 27 26

A woman who lets land to a foreign truck shop owner said she

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was now living in fear.

22 21 20 19 18 17

They woke us up early and there was a crowd telling us that

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the truck shop should close and must move.

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This is very unsettling because if they decide to

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attack, and

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anything happens to this person, we could be held

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responsible.

40 wpm

[20]

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

TYPING TECHNIQUE			
SCHEDULE – DISPLAY (QUESTION 2–5)			
-2 MARKS PER ERROR (DISPLAY – BLUE)			
MARKS	28	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: 54
ERROR No	DISPLAY ERRORS (28 MARKS) – 2 MARKS PER ERROR	
1.	Margins incorrect Justification (left, centre, right, full) incorrect Line spacing incorrect	
2	Paper size incorrect Tabular stops/indentation incorrect Hyphenation incorrect	
3	Font/font size (CN12) incorrect Capital letters/small letters incorrect Letter spaces incorrect	
4	Deleted 'party'	
5	Trs – not transposed and/or incorrect Stet – not retained and/or incorrect Sp – spelling incorrect	
6	Bold – not changed and/or incorrect Italics – not retained and/or incorrect Underline – not changed and/or incorrect	
7	Merge – Columns/Rows Sp. caps – spaced capital letters incorrect	
8	NP – new line and new paragraph incorrect In full – not in full	
9	Heading – incorrect Column headings – Block incorrect Columns incorrect	
10	Vertical lines omitted and/or incorrect	
11	Horizontal lines omitted and/or incorrect	
12	Years – incorrect	
13	Footnote incorrect (not blocked on margin) Footnote – 2 letter spaces after numbering	
	Incomplete table – as per schedule	