



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE N4

29 MAY 2018

This marking guideline consists of 27 pages.

SECTION A**QUESTION 1**

- 1.1 False
- 1.2 True
- 1.3 True
- 1.4 False
- 1.5 False
- 1.6 True
- 1.7 True
- 1.8 False
- 1.9 False
- 1.10 True

(10 × 1) **[10]**

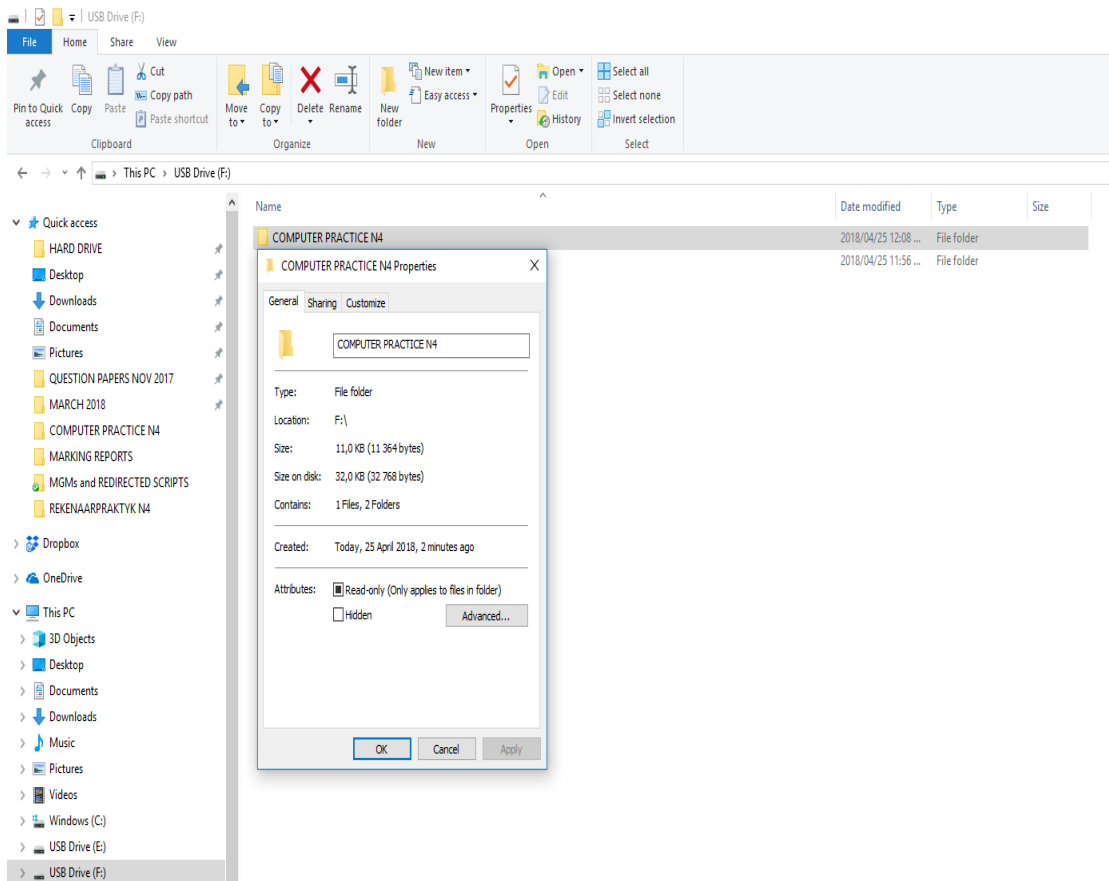
QUESTION 2

- 2.1 J
- 2.2 G
- 2.3 H
- 2.4 A
- 2.5 D
- 2.6 F
- 2.7 C
- 2.8 I
- 2.9 E
- 2.10 B

(10 × 1) **[10]**

QUESTION 3**3.1 NO MANIPULATION ERRORS**

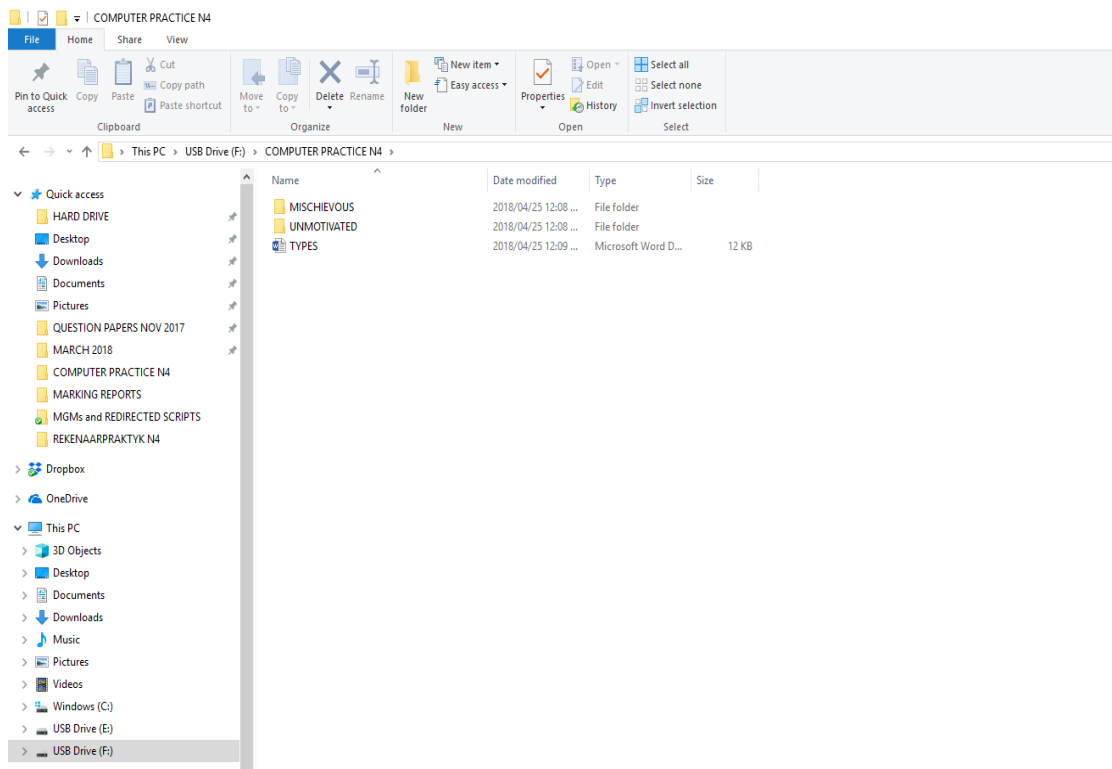
- 1 EXAMINATION NUMBER and QUESTION 3.1 not inserted as header and/or incorrect (1)
- 2 Status report of Computer Practice N4 folder not displayed and/or incorrect (1)



3.2 NO MANIPULATION ERRORS

1 EXAMINATION NUMBER and QUESTION 3.2 not inserted as header and/or incorrect (1)

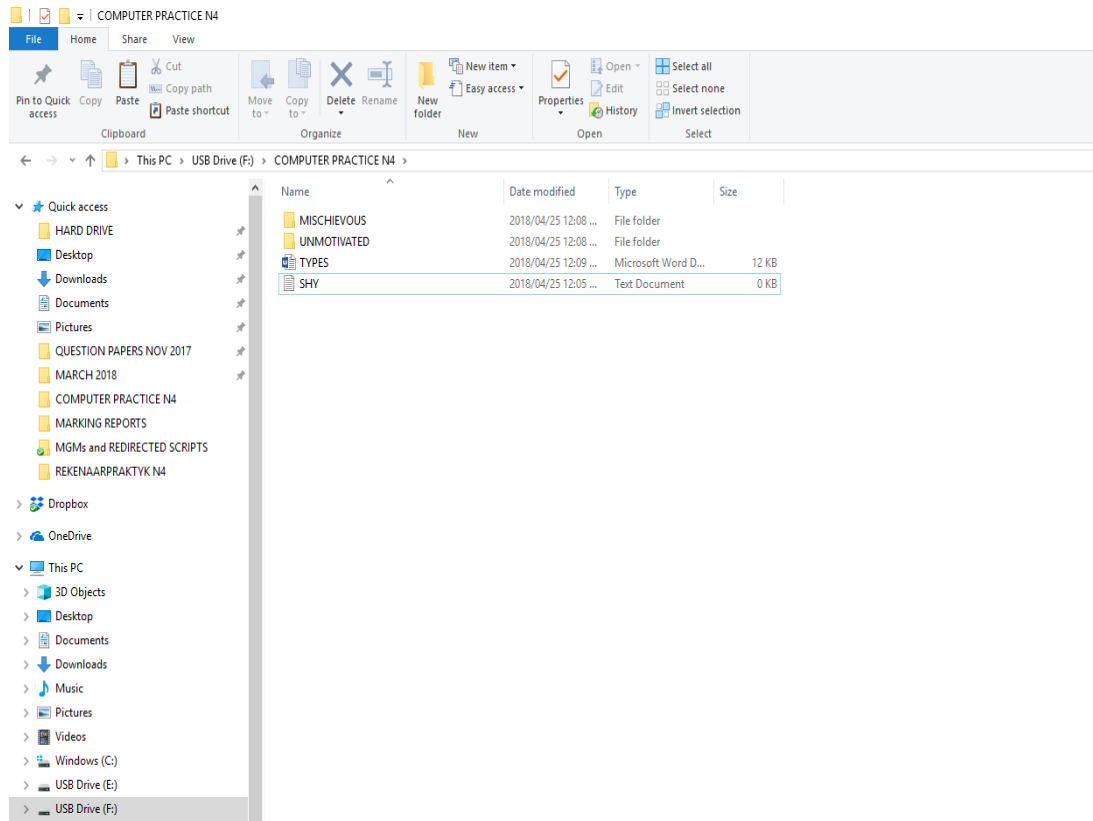
2 All the files/folders not displayed in the Computer Practice N4 folder and/or incorrect (1)



3.3 NO MANIPULATION ERRORS

1 EXAMINATION NUMBER and QUESTION 3.3 not inserted as header and/or incorrect (1)

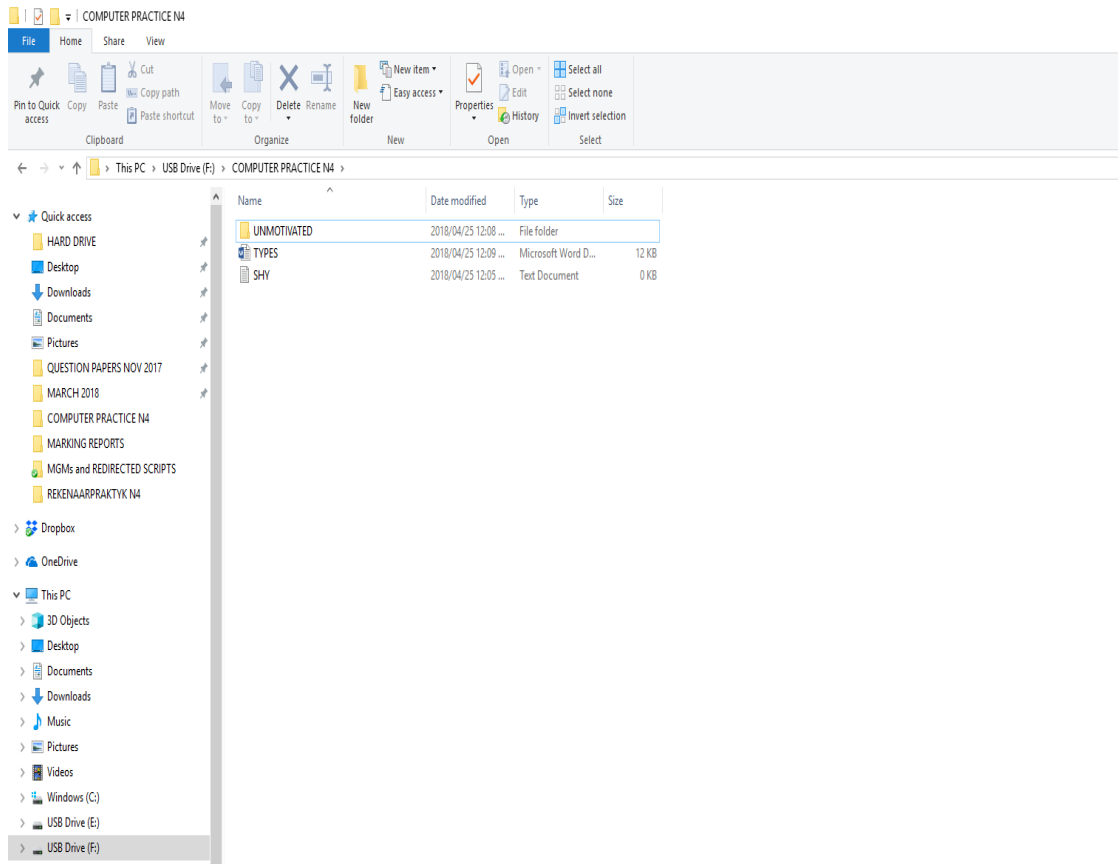
2 A text file SHY not created and/or incorrect (1)



3.4 NO MANIPULATION ERRORS

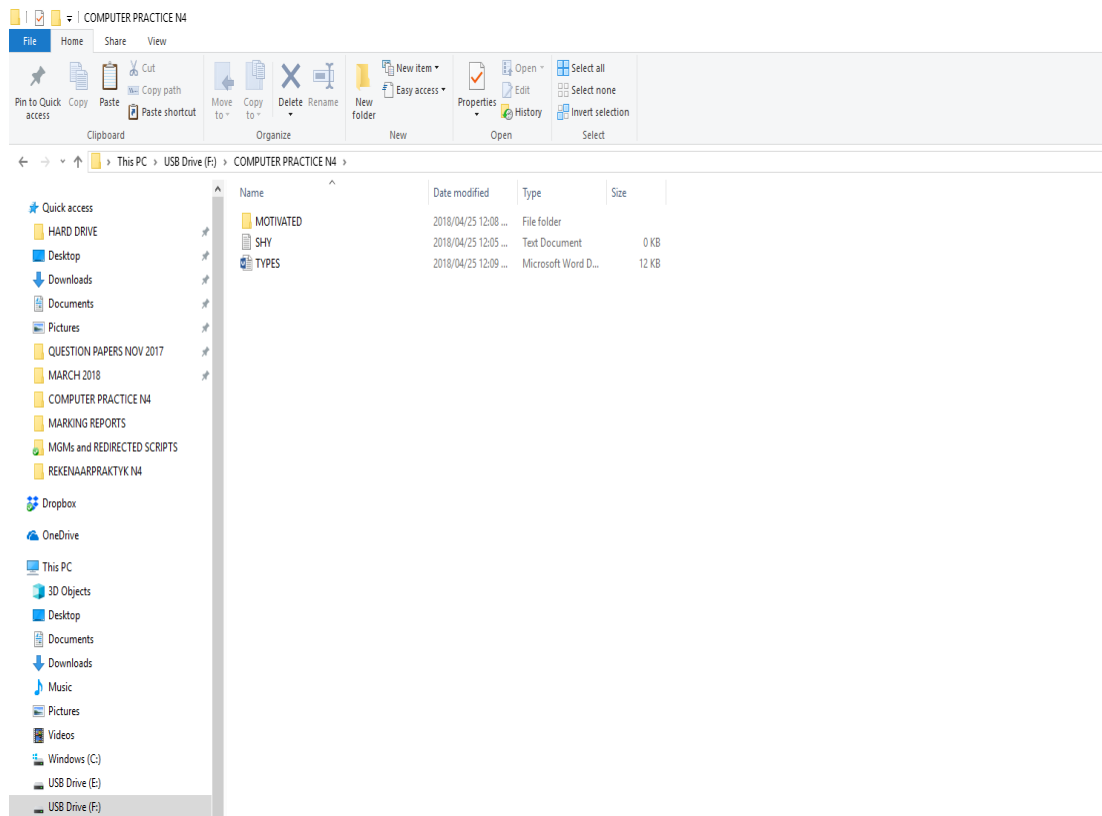
1 EXAMINATION NUMBER and QUESTION 3.4 not inserted as header and/or incorrect (1)

2 Folder MISCHIEVOUS not deleted and/or incorrect (1)



3.5 NO MANIPULATION ERRORS

- 1 EXAMINATION NUMBER and QUESTION 3.5 not inserted as header and/or incorrect (1)
- 2 Folder UNMOTIVATED not renamed to MOTIVATED and/or incorrect (1)



(5 × 2) [10]

TOTAL SECTION A: 30

SECTION B (WORD PROCESSING)**QUESTION 4A****ACCURACY: 5****MANIPULATION: 5****TOTAL: 10**

ACCURACY ERRORS	
	[QUESTION 4A] not keyed in and/or incorrect
	[EXAMINATION NUMBER] not keyed in and/or incorrect
	All other keying-in errors in text

NO	MANIPULATION ERRORS
1	[QUESTION 4A] not inserted in capital letters as a header left-aligned and/or incorrect
2	[EXAMINATION NUMBER] not inserted as a header right-aligned and/or incorrect
3	Margins incorrect
4	Justification incorrect
5	Line spacing incorrect
6	Letter spaces incorrect
7	Upper case/lower case incorrect
8	Font and/or font size incorrect – Courier New 12 pt
9	Paper orientation incorrect
10	Any additional errors

QUESTION 4A

1 left, uc + 1A

QUESTION 4A

2 right + 1A

EXAMINATION NUMBER

2,54 cm/1" 3

Student personalities add an unforeseen dynamic to the classroom that requires a certain finesse to handle properly. The personalities of students are not the same; therefore, it requires an assortment of strategies to manage students effectively.

4 justified

In essence, this requires the educator to become something more than a provider of information. An educator may have to wear the hats of mentor, role model, disciplinarian, et cetera when handling student personalities.

Educators should have the ability to connect with students to increase learning in the classroom and help students outside the classroom.

A	M	T
5	5	10

- 5 Line spacing
- 6 Letter spaces
- 7 Uc/lc
- 8 Courier New 12 pt
- 9 Paper size
- 10 Any additional errors

(10)

QUESTION 4B**ACCURACY: 8****MANIPULATION: 24****TOTAL: 32**

ACCURACY ERRORS
[QUESTION 4B] not keyed in and/or incorrect
[STUDENT PERSONALITIES] not keyed in and/or incorrect
[Educators should ... personalities:] not keyed in and/or correct
[PERSONALITY ... STUDENTS] not keyed in and/or correct
[Shy ... 5] not keyed in and/or correct
[Mischievous ... 7] not keyed in and/or correct
[The boss ... 3] not keyed in and/or correct
[Unmotivated ... 5] not keyed in and/or correct

NO	MANIPULATION ERRORS
1	Line spacing incorrect
2	Justification incorrect
3	Letter spaces incorrect
4	Upper case and/or lower case incorrect
5	Font and/or font size incorrect – Courier New 12 pt
6	Paper orientation incorrect
7	Left-hand margin not changed to 1.5"/3,81 cm and/or incorrect
8	[QUESTION 4A] not changed to [QUESTION 4B] in the header and/or incorrect
9	[STUDENT PERSONALITIES] not inserted in capital letters and/or incorrect
10	[STUDENT PERSONALITIES] not inserted in bold and/or incorrect
11	[STUDENT PERSONALITIES] not centred and/or incorrect
12	[STUDENT PERSONALITIES] not inserted in 16 pt and/or incorrect
13	[Personalities] not spelled correctly
14	[Student personalities ... effectively.] not in double line spacing and/or incorrect
15	[Educators ...] does not run on and/or incorrect
16, 17	Both margins not indented on 2 cm/0.79" and/or incorrect
18	[Educators ... personalities] not underlined and/or incorrect
19	[Educators ... personalities:] not bold and/or incorrect
20, 21	Tab stops not inserted on 9 cm/3.54" and/or incorrect
22	Headings not in capital letters and bold and/or incorrect
23	Line spacing not changed to 1.5 and/or incorrect
24	Any additional errors

QUESTION 4B

8 + 1A 7 left 3,81 cm/1.5"

QUESTION 4B

EXAMINATION NUMBER

9 insert in uc 10 bold 11 centre 12 16 pt

STUDENT PERSONALITIES

13 sp

14 ds

Student personalities add an unforeseen dynamic to the classroom that requires a certain finesse to handle properly. The personalities of students are not the same; therefore, it requires an assortment of strategies to manage students effectively.

16, 17 indent
on 2 cm/0.79"

In essence, this requires the educator to become something more than a provider of information. An educator may have to wear the hats of mentor, role model, disciplinarian, et cetera when handling student personalities. Educators should have the ability to connect with students to increase learning in the classroom and help students outside the classroom.

15 runs on

Educators should distinguish between the different personalities: 18 u/line 19 bold

20, 21 tab stops on 9 cm/3.54"

PERSONALITY 22 uc, bold**NUMBER OF STUDENTS**

Shy 5
Mischievous 7
The boss 3
Unmotivated 5

23 line spacing

- 1 line spacing
- 2 justification
- 3 letter spaces
- 4 uc/lc
- 5 font and font size (CN 12 pt)
- 6 paper orientation

24 additional errors

A	M	T
8	24	32

(32)
[42]

QUESTION 5**ACCURACY: 2****MANIPULATION: 41****TOTAL: 43****ACCURACY ERRORS**

[QUESTION 5] and [EXAMINATION NUMBER] not keyed in and/or incorrect

[KNOW YOUR STUDENTS] not keyed in and/or incorrect

NO	MANIPULATION ERRORS
1	Line spacing incorrect
2	Justification incorrect
3	Letter spaces incorrect
4	Upper case and/or lower case incorrect
5	Font and/or font size incorrect – Courier New 12 pt
6	Paper orientation incorrect
7	Left- and right-hand margin of page 1 only not changed to 3,81 cm/1.5" and/or incorrect
8	Hyphenation function not used and/or incorrect
9	Page numbers not inserted top right and/or incorrect
10–11	Found the word [students] and replaced it with [students] in bold and/or incorrect (14 times)
12	[KNOW YOUR STUDENTS] not inserted in Comic Sans 16 pt and/or incorrect
13	[KNOW YOUR STUDENTS] not inserted in capital letters and/or incorrect
14	[KNOW YOUR STUDENTS] not inserted in bold and/or incorrect
15-16	Indentation of both margins not changed to 3 cm/1.8" and/or incorrect
17	Transpose not done and/or incorrect
18	Page 1 not centred vertically and/or incorrect
19	Page break not inserted and/or incorrect
20-21	Paragraphs not moved into the correct sequence and/or incorrect
22	Paragraph heading not in capital letters and/or incorrect
23	Paragraph heading not in bold and/or incorrect
24	[referred] not spelled correctly
25	Text not deleted and/or incorrect
26	[EXAMINATION NUMBER] not inserted as a footer (left) and/or incorrect
27	[QUESTION 5] not inserted as a footer (right) in capital letters and/or incorrect
28	Columns not inserted and/or incorrect
29	Column headings not in line and/or incorrect
30	Column 1 [UNMOTIVATED] not in capital letters and bold and/or incorrect
31	Column 2 [THE BOSS] not in capital letters and bold and/or incorrect
32	Column 3 [SHY] not in capital letters and italics and/or incorrect
33	[blind spots] not in bold and underlined and/or incorrect
34	Column 4 [UNMOTIVATED] not capital letters and italics and/or incorrect
35	Numbering not inserted and/or incorrect
36	Not two letter spaces after numbering and/or incorrect
37	Paragraphs in columns not indented and/or incorrect
38	Column break not inserted and/or incorrect
39	Heading not copied to the end of the document and/or incorrect
40	Text box not inserted and/or incorrect
41	Any additional errors

QUESTION 5

1

7. 3.81 cm/1.5" margins – page 1 only

1. line spacing
2. justification
3. letter spaces
4. uc/lc
5. font and font size, CN 12 pt
6. paper size
8. hyphenation
9. page no, top, right
- 10., 11. find and replace students in bold
18. page 1 not centred vertically

KNOW YOUR STUDENTS

12 Comic Sans 16 pt 13 uc 14 bold

Student personalities add an unforeseen dynamic to the classroom that requires a certain finesse to handle properly. The personalities of **students** are not the same; therefore, it requires an assortment of strategies to manage **students** effectively.

15, 16 indent 3 cm/1,18"

17 trs

In essence, this requires the educator to become something more than a provider of information. An educator may have to wear the hats of mentor, role model, disciplinarian, et cetera when handling student personalities. Educators should have the ability to connect with **students** to increase learning in the classroom and help **students** outside the classroom.

19 page break

A	M	T
2	41	43

EXAMINATION NUMBER

QUESTION 5

22 paragraph uc 23 paragraph in bold

HERE IS A LIST OF COMMON PERSONALITIES FOUND IN ANY CLASSROOM:

20, 21 paragraphs moved

1. UNMOTIVATED

28 columns 29 in line 30 uc, bold

These **students** have no desire to learn or study. This can be a real challenge to handle inside the classroom. Most of the time, the **students** are unmotivated because they do not see the relevancy of what is being studied, are not interested in the topics, or the material is far above their level.

25 text deleted 35 correct numbering 36 2 letter spaces

37 indented

2. THE BOSS

31 uc, bold

The boss student is the student who likes to answer every question and is commonly found among younger learners, but not usually as **students** get older. However, it does happen to older **students** from time to time. These are the **students** who want to answer everything and are too eager to show they know all the answers.

38 col break 25 text deleted

24 sp

3. SHY

32 uc, italics

Shy **students** can be great from a behavioural viewpoint because they rarely cause any problems. Actually, they can easily fall into the educators' '**blind spots**' and go unnoticed. That is why it is important to give these **students** some attention, but be careful not to focus too much on them as this may cause more withdrawal than previously experienced.

33 'blind spots' bold

4. MISCHIEVOUS

34 uc, italics

Mischievous **students** tend to cause problems or disruptions in the classroom. They are normally the 'fun' **students** in the classroom, but have to be properly managed to ensure they do not become a huge disruption to the class. These **students** are commonly referred to as class clowns, and if handled properly, can provide a fun element to the class.

KNOW YOUR STUDENTS

39 heading not copied 40 text box

41 additional errors

26 exam no left

EXAMINATION NUMBER

27 Question 5 right

QUESTION 5

[43]**TOTAL SECTION B: 85**

SECTION C: SPREADSHEET**85****QUESTION 6A****ACCURACY: 5****MANIPULATION: 5****TOTAL: 10****ACCURACY ERRORS**

ALL keyed-in text

NO	MANIPULATION ERRORS
1	Upper/lower case incorrect
2	Rows not inserted and/or correct
3	Letter spaces incorrect
4	Column width incorrect
5	Column headings incorrectly aligned
6	Format of figures incorrect
7	Lines inserted
8	[EXAMINATION NUMBER] not inserted as a footer (left) and/or incorrect
9	[QUESTION 6A] not inserted as a footer (right) in capital letters and/or incorrect
10	Font and/or font size incorrect (Courier New 12, Arial 10 or Calibri 11)
11	Spreadsheet not on ONE page in portrait orientation and/or without row and column headings and/or incorrect

QUESTION 6A

NCUTVET COLLEGE

COURSE	NUMBER REGISTERED	NUMBER WROTE	NUMBER PASSED
Human Resources Management	3 478	3 025	2 300
Public Management	2 300	2 013	1 876
Marketing Management	1 050	871	606
Management Assistant	3 330	2 987	2 113
Business Management	1 500	1 189	741

- 1 Uc/lc
- 2 Rows incorrect
- 3 Letter spaces incorrect
- 4 Column width incorrect
- 5 Column headings incorrectly aligned
- 6 Format of figures incorrect (no space, with space or ,)
- 7 Lines inserted
- 8 Examination no left, footer
- 9 Question 6A right, uc, footer
- 10 Font and font size
- 11 Spreadsheet not on 1 page portrait, no row and column headings

A	M	T
5	5	10

EXAMINATION NUMBER

QUESTION 6A
(10)

Copyright reserved

Please turn over

QUESTION 6B

ACCURACY: 3
MANIPULATION: 23
TOTAL: 26

ACCURACY ERRORS
[YOUR COLLEGE, YOUR FUTURE] not keyed in and/or incorrect
[PHATSIMANG CAMPUS: RESULTS 2016] not keyed in and/or incorrect
[NUMBER ABSENT] not keyed in and/or incorrect
[NUMBER FAILED] not keyed in and/or incorrect
[% PASSED] not keyed in and/or incorrect
[% FAILED] not keyed in and/or incorrect
[FINANCIAL MANAGEMENT with figures] not keyed in and/or incorrect
[TOTAL] not keyed in and/or incorrect
[Average % passed] not keyed in and/or incorrect
[Maximum number passed] not keyed in and/or incorrect
[Number of courses] not keyed in and/or incorrect

NO	MANIPULATION ERRORS
1	Upper/lower case incorrect
2	Letter spaces incorrect
3	Font and/or font size incorrect (Arial 10, Calibri 11, Courier New 12 acceptable)
4	Landscape orientation and/or ONE page not used and/or incorrect
5	[YOUR COLLEGE, YOUR FUTURE] not inserted as a header in capital letters, bold, italics and centred and/or incorrect
6	[NCUTVET COLLEGE] not changed to 20 pt, bold, centred and/or incorrect
7	[PHATSIMANG CAMPUS: RESULTS 2016] not inserted in 16 pt, italics, underlined and centred and/or incorrect
8	Open rows not inserted and/or incorrect
9	[NUMBER ABSENT] not inserted and/or incorrect
10	[NUMBER FAILED] not inserted and/or incorrect
11	[% PASSED] not inserted and/or incorrect
12	[% FAILED] not inserted and/or incorrect
13	[FINANCIAL MANAGEMENT with figures] not inserted and/or incorrect
14	Courses not right-aligned and/or incorrect
15	[TOTAL] not inserted in capital letters and/or incorrect
16	[Average % passed] not inserted and/or incorrect
17	[Maximum number passed] not inserted and/or incorrect
18	[Number of courses] not inserted and/or incorrect
19	Column headings not inserted and/or changed to centre and/or incorrect
20	Horizontal lines not inserted and/or incorrect
21	Vertical lines not inserted and/or incorrect
22	A: NUMBER ABSENT: NUMBER REGISTERED minus NUMBER WROTE calculation not inserted and/or incorrect

23	B: NUMBER FAILED: NUMBER WROTE minus NUMBER PASSED calculation not inserted and/or incorrect
24	C: % PASSED: NUMBER PASSED divided by NUMBER WROTE calculation not inserted and/or incorrect
25	D: % FAILED: NUMBER FAILED divided by NUMBER WROTE calculation not inserted and/or incorrect
26	E: TOTAL of each column
27	F: Average of % passed calculation not inserted and/or incorrect
28	G: Maximum number passed calculation not inserted and/or incorrect
29	H: Number of courses calculation not inserted and/or incorrect
30	Formulae not copied to other cells as indicated on spreadsheet and/or incorrect
31	[% PASSED], [% FAILED] and [Average % passed] not displayed as % with no decimals and/or incorrect
32	All other figures not displayed as integers and/or incorrect
33	[QUESTION 6A] not changed to [QUESTION 6B] in the footer and/or incorrect
34	Column widths, cell address incorrect and/or no row and column headings
35	Any additional manipulation errors

QUESTION 6B

5 header, uc, bold, italics, centred

YOUR COLLEGE, YOUR FUTURE

NCUTVET COLLEGE

6 20 pt, bold, centre

8 open rows

20 — 21 |

PHATSIMANG CAMPUS: RESULTS 2016

7 insert, 16 pt, ital, u/line, centre

9 insert				10 insert		11 insert	12 insert
COURSE	NUMBER REGISTERED	NUMBER WROTE	NUMBER ABSENT	NUMBER PASSED	NUMBER FAILED	% PASSED	% FAILED
14 right-align			22		23	24	25
Human Resources Management	3,478	3,025	453	2300	725	76%	24%
Public Management	2,300	2,013	287	1876	137	93%	7%
Marketing Management	1,050	871	179	606	265	70%	30%
Management Assistant	3,330	2,987	343	2113	874	71%	29%
13 insert Financial Management	890	665	225	330	335	50%	50%
Business Management	1,500	1,189	311	741	448	62%	38%
TOTAL			1,798	7,966	2,784	421%	179%

15 insert, uc

Average % passed

70% 27

16 insert

Maximum number passed

2300 28

17 insert

Number of courses

6 29

18 insert

30 copied formulae

31 %, 0 decimals

32 integers

33 6A changed to 6B

34 column widths, cell addresses, no row and column headings

- 1 uc/lc
- 2 letter spaces
- 3 font and font size
- 4 landscape, 1 page
- 35 additional errors

A	M	T
3	23	26

EXAMINATION NUMBER

QUESTION 6B
(26)

QUESTION 6C**MANIPULATION: 7****TOTAL: 7**

NO	MANIPULATION ERRORS
1	[QUESTION 6B] in the footer not changed to [QUESTION 6C] and/or incorrect
2	Columns B and C not hidden and/or incorrect
3	Formulae not displayed: Formulae A and/or incorrect
4	Formulae not displayed: Formulae B and/or incorrect
5	Formulae not displayed: Formulae C and/or incorrect
6	Formulae not displayed: Formulae D and/or incorrect
7	Formulae not displayed: Formulae E and/or incorrect
8	Formulae not displayed: Formulae F and/or incorrect
9	Formulae not displayed: Formulae G and/or incorrect
10	Formulae not displayed: Formulae H and/or incorrect
11	Column widths not adjusted to display the whole formulae and/or incorrect
12	Landscape orientation and/or ONE page not used and/or incorrect
13	Spreadsheet not printed without row and column headings and/or incorrect

QUESTION 6C

YOUR COLLEGE, YOUR FUTURE

	A	D	E	F	G	H
1	NCUTVET COLLEGE 2 hide column B and C <u>PHATSIMANG CAMPUS: RESULTS 2016</u>					
2						
3						
4						
5						
6	COURSE	NUMBER ABSENT	NUMBER PASSED	NUMBER FAILED	% PASSED	% FAILED
7						
8		3		4	5	6
9	Human Resources Management	=B9-C9	2300	=C9-E9	=E9/C9	=F9/C9
10	Public Management	=B10-C10	1876	=C10-E10	=E10/C10	=F10/C10
11	Marketing Management	=B11-C11	606	=C11-E11	=E11/C11	=F11/C11
12	Management Assistant	=B12-C12	2113	=C12-E12	=E12/C12	=F12/C12
13	Financial Management	=B13-C13	330	=C13-E13	=E13/C13	=F13/C13
14	Business Management	=B14-C14	741	=C14-E14	=E14/C14	=F14/C14
15	TOTAL	=SUM(D9:D14)	=SUM(E9:E14)	=SUM(F9:F14)	=SUM(G9:G14)	=SUM(H9:H14)
16	7					
17	Average % passed				=AVERAGE(G9:G14)	8
18						
19	Maximum number passed		=MAX(E9:E14)	9		
20						
21	Number of courses	=COUNT(D9:D14)	10			

1 6B changed to 6C

11 column widths

12 landscape orientation, ONE page

13 row and column headings

EXAMINATION NUMBER

A	M	T
	7	7

QUESTION 6C
(7)
[43]

QUESTION 7A**ACCURACY: 4****MANIPULATION: 3****TOTAL: 7****ACCURACY ERRORS**

Read all keyed-in text for accuracy

NO	MANIPULATION ERRORS
1	Rows not inserted and/or correct
2	Justification incorrect
3	Letter spaces incorrect
4	Upper case and/or lower case incorrect
5	Font and/or font size incorrect (Arial 10, Calibri 11, Courier New 12 acceptable)
6	Portrait orientation incorrect and/or does not fit on ONE page and/or incorrect
7	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect
8	[QUESTION 7A] not inserted as a header (right) in capital letters and/or incorrect
9	Column headings incorrect
10	Format of figures incorrect
11	Column widths not adjusted and/or correct cell addresses not used and/or spreadsheet not printed without row and column headings and/or incorrect
12	Lines inserted
13	Any additional manipulation errors

QUESTION 7A

EXAMINATION NUMBER

QUESTION 7A

NCUTVET COLLEGE

TEST MARKS: PERSONNEL MANAGEMENT N6

Surname and Initials	Test 1	Test 1	Test 2	Test 2
	50 %		75 %	
Kotze E	30		57	
Africa R	25		70	
Mahlangu T	23		61	
Kruger M	41		50	
Jaars C	44		56	
Jansen Y	19		63	
Saal V	34		60	

- 1 rows
- 2 justification
- 3 letter spaces
- 4 uc/lc
- 5 font and/or font size
- 6 paper orientation, ONE page
- 7 examination no left, header
- 8 QUESTION 7A right, header, uc
- 9 column headings
- 10 format of figures
- 11 column widths, cell addresses, no row and column headings
- 12 lines inserted
- 13 any additional errors

A	M	T
4	3	7

(7)

QUESTION 7B**ACCURACY: 4****MANIPULATION: 22****TOTAL: 26**

ACCURACY ERRORS	
[Gouws G with figures]	not keyed in and/or incorrect
[AVERAGE]	not keyed in and/or incorrect
[HIGHEST]	not keyed in and/or incorrect
[LOWEST]	not keyed in and/or incorrect
[NUMBER OF STUDENTS]	not keyed in and/or incorrect

NO	MANIPULATION ERRORS
1	Rows not inserted and/or incorrect
2	Justification incorrect
3	Letter spaces incorrect
4	Upper case and/or lower case incorrect
5	Font and/or font size incorrect (Arial 10, Calibri 11, Courier New 12 acceptable)
6	Landscape orientation incorrect and/or does not fit on ONE page and/or incorrect
7	[QUESTION 7A] in the header not changed to [QUESTION 7B] and/or incorrect
8	[NCUTVET COLLEGE] not changed to 18 pt, centred and bold and/or incorrect
9	[TEST MARKS: PERSONNEL MANAGEMENT N6] not changed to 14 pt, bold and underlined and/or incorrect
10	[AVERAGE] not inserted and/or incorrect
11	Column headings not changed to capital letters, bold and right-aligned and/or incorrect
12	Surname and Initials column not centred and/or incorrect
13	[GOUWS with figures] not inserted and/or incorrect
14	[MAHLANGU with figures] not deleted and/or incorrect
15	[HIGHEST] not inserted and/or incorrect
16	[LOWEST] not inserted and/or incorrect
17	[NUMBER OF STUDENTS] not inserted and/or incorrect
18	A: Calculation not inserted and/or incorrect
19	A: Calculation not inserted and/or incorrect
20	B: Calculation not inserted and/or incorrect
21	C: Calculation not inserted and/or incorrect
22	D: Calculation not inserted and/or incorrect
23	E: Calculation not inserted and/or incorrect
24	[HIGHEST], [LOWEST], [NUMBER OF STUDENTS] not inserted in capital letters and italics and/or incorrect
25	Surname and Initials with corresponding figures not sorted alphabetically in descending order and/or incorrect
26	Horizontal lines not inserted as indicated and/or additional lines inserted and/or incorrect
27	Vertical lines not inserted as indicated and/or additional lines inserted and/or incorrect
28	[TEST 1%], [TEST 2%] and [AVERAGE] not displayed as % with 1 decimals and/or incorrect
29	[HIGHEST], [LOWEST] and [NUMBER OF STUDENTS] not displayed as integers and/or incorrect
30	Column widths not adjusted and/or correct cell addresses not used and/or spreadsheet not printed with row and column headings and/or incorrect
31	Any additional errors

QUESTION 7B

EXAMINATION NUMBER

7 change to 7B

QUESTION 7B

	A	B	C	D	E	F	G	H	I	J	K
1	NCUTVET COLLEGE										
2	— 26 27 8 18 pt, merge and centre, bold										
3	<u>TEST MARKS: PERSONNEL MANAGEMENT N6</u>										
4	10 insert										
5	SURNAME AND INITIALS			TEST 1		TEST 1	TEST 2	TEST 2	AVERAGE		
6				50		%	75	%	11 uc, bold, right-align		
7	25 sorted Z-A	12 centre			18		19		20		
8		Saal V		34	68.0%	60	80.0%		74.0%		
9		Kruger M		41	82.0%	50	66.7%		74.3%		
10		Kotze E		30	60.0%	57	76.0%		68.0%		
11		Jansen Y		19	38.0%	63	84.0%		61.0%		
12		Jaars C		44	88.0%	56	74.7%		81.3%		
13		Gouws G		40	80.0%	67	89.3%		84.7%	13 insert	
14		Africa R		25	50.0%	70	93.3%		71.7%		
15	14 Mahlangu deleted										
16	HIGHEST			15 insert			70	21			
17	LOWEST			16 insert		19	22				
18	NUMBER OF STUDENTS			17 insert		7	23				

- 24 uc, italics
- 1 rows
- 2 justification
- 3 letter spaces
- 4 uc/lc
- 5 font and/or font size
- 6 landscape, ONE page

- 28 % and 1 decimal
- 29 integers
- 30 column widths, cell addresses, row and column headings
- 31 any additional errors

A	M	T
4	22	26

(26)

QUESTION 7C**ACCURACY: 3****MANIPULATION: 6****TOTAL: 9****ACCURACY ERRORS**

[PERSONNEL MANAGEMENT], [EXAMINATION NUMBER], [QUESTION 7C] not keyed in and/or incorrect

NO	MANIPULATION ERRORS
1	[PERSONNEL MANAGEMENT], [EXAMINATION NUMBER] and [QUESTION 7C] not inserted as chart titles and/or incorrect
2	[PERSONNEL MANAGEMENT], [EXAMINATION NUMBER] and [QUESTION 7C] not inserted over 3 lines and/or incorrect
3	Column graph not created and/or incorrect
4	Percentages not displayed on graph and/or incorrect
5	Legend not displayed to the right of the graph and/or incorrect
6	Incorrect information used for graph
7	Graph not printed as new sheet and/or incorrect
8	Capital letters/small letters incorrect
9	Letter spaces incorrect
10	Landscape orientation incorrect

QUESTION 7C



- 1

chart titles
- 2

3 lines
- 3

column graph
- 4

% displayed on graph
- 5

legend right
- 6

correct information
- 7

new sheet
- 8

uc/lc
- 9

letter spaces
- 10

landscape

A	M	T
3	6	9

(9)
[42]

TOTAL SECTION C: 85
GRAND TOTAL: 200