higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE ORIENTATION
NQF LEVEL 2

17 February 2020

This marking guideline consists of 13 pages.

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INSTRUCTIONS TO MARKERS

1. Markers are required to work out the question paper before the marking guideline is discussed.

2. Accuracy errors are marked with a red /. Accuracy errors refer to spelling errors, omission of text/numbers and repetition of text/numbers. The mark allocated for accuracy indicates the maximum marks that can be deducted for accuracy errors, for example, if 5 marks are allocated for accuracy, a candidate will only lose a maximum of 5 marks for accuracy, even if the number of accuracy errors exceeds 5 in that specific question.

3. Manipulation errors are marked with a blue x next to the corresponding manipulation number. Manipulation marks that are awarded for correct answers are indicated with a blue ✓ next to the corresponding manipulation number. For example, if 10 marks are allocated for manipulation, then numbers 1-10 must be written next to the blue x or ✓ in the same position indicated on the marking guideline.

4. If an irregularity is detected during the marking process, the script must be marked and the irregularity recorded on the cover page of the script and on the marksheet as per National Examination instructions. An irregularity report must be completed.

5. The marks achieved for each question is written on the bottom right of the PRINTOUT of each question in the following table format:

	A	**M**	**T**
Total possible mark –			
Total of candidate's errors –			
Total mark achieved –			

6. The candidate's total mark is transferred to the cover of the EXAMINATION FOLDER next to the corresponding question number.

7. If a candidate handed in a PRINTOUT but achieved 0 for the question, then 0 is written on the cover next to the corresponding question number.

8. If a candidate did not hand in a PRINTOUT a line is drawn across the block next to the corresponding question number.

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9. If a candidate handed in a duplicate printout of the question (without striking it out/cancelling it), mark the question that would benefit the candidate and draw a line across the extra printouts with a notation ‘DUPLICATE’.

10. All PRINTOUTS must have the candidate's EXAMINATION NUMBER AND A consistent watermark. If a candidate handed in a printout without an EXAMINATION NUMBER and a consistent watermark, the printout must be marked and reported as an irregularity. The EXAMINATION NUMBER and a consistent watermark are required to ensure authenticity as per examination instructions.

11. Only mark what the marking guideline indicates. Do not penalise candidates for automatic formatting or styles used, for example in Office 2007.

12. If a candidate used the incorrect programme to answer a question, e.g. MS Word instead of MS Excel, marks must be awarded for accuracy (as well as upper case/lower case and letter spacing), but penalised for manipulation. The candidate will lose all manipulation marks that are programme specific, as this assesses the candidate’s ability to use the specified programme, i.e. MS Word (QUESTIONS 1 and 2), MS Excel (QUESTIONS 3 and 4) and MS PowerPoint (QUESTION 5).

13. If a candidate produced an incorrect printout (e.g. a print screen image of a question), marks must be awarded for accuracy and any manipulation which can be assessed from the given printout. The candidate will lose marks for the printout and any other manipulation instruction that is incorrect and can not be assessed from the printout.

14. If a candidate does not use a specified font style, the candidate must be penalised unless the scripts are accompanied by a report indicating that the required font style was not available on the MS Office version used at the examination centre OR it is established by the marking team that the version indicated on the cover of the examination folder did not provide for the specified font.

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SECTION A: WORD PROCESSING

QUESTION 1

ACCURACY	5
MANIPULATION	15
TOTAL	20

MARK	ACCURACY
✓✓✓✓✓	Penalise all typing errors. Accuracy errors include spelling, omissions and repetition of text. Deduct ONE mark per error up to a maximum of 5 marks. **NOTE:** Do not penalise the same error twice. Spacing and letter case are covered in manipulation points 12 and 13. Do not penalise again.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
1.2	1	✓	Font type: Calibri
	2	✓	Font size: 14
1.3	3	✓	Header inserted with Examination (L/A)
	4	✓	QUESTION 1 right-aligned
	5	✓	QUESTION 1 in header upper case
1.4	6	✓	Main heading: Font type - Bodoni MT Black
	7	✓	Main heading: Font size 18
1.5	8	✓	Main heading in upper case
	9	✓	Main heading underlined
1.6	10	✓	“Unwanted pregnancies” underlined
	11	✓	“Sexual transmitted infections” underlined
1.1	12	✓	Line and letter spaces between words consistent (Penalise once only)
	13	✓	Upper and lower case throughout document (Excluding QUESTION in header)
1.8	14	✓	Printed document as ONE page
	15	✓	Page orientation: Portrait

✓1 Font type: Calibri
✓2 Font size: 14

✓3 Exam No: Left-aligned

Main heading:
✓ 6 Font type: Bodoni MT Black
✓ 7 Font size: 18
✓ 8 Upper case
✓ 9 Underlined

✓4 Question No: Right-aligned
✓5 QUESTION NO: Upper case

EXAMINATION NUMBER

QUESTION 1

RISKY SEXUAL ENCOUNTERS

There are situations and/or environments in which people are more likely to be at risk of risky sexual experiences. These experiences can harm you. Knowing what these situations are can help you to avoid them.

These risky encounters are dangerous and could lead to something bad and unpleasant. Risky encounters could develop in situations with unforeseen and unexpected consequences. It may affect a person emotionally, financially and physically and have an impact on your future goals and dreams. Unwanted pregnancies and sexually transmitted infections are some of the most common examples of such behaviour.

✓ 10 "Unwanted pregnancies" underlined
✓ 11 Sexually transmitted infections underlined.
✓ 12 Letter/Line spacing.
✓ 13 Upper/lower case (excluding header).
✓ 14 Printed document as ONE page
✓ 15 Page orientation: Portrait

A	M	T
5	15	20

[20]

QUESTION 2

ACCURACY	3
MANIPULATION	17
TOTAL	20

MARK	ACCURACY
✓✓✓	Only mark newly added text. Do not penalise twice. Deduct one mark per error up to a maximum of 3 marks. **NOTE:** If candidate retyped the document, ignore accuracy errors applicable to text in QUESTION 1.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
2.2	1	✓	Question changed to QUESTION 2
2.3	2	✓	Main heading italics
2.4	3	✓	Right-aligned first paragraph
2.5	4	✓	2nd paragraph font type: Baskerville Old Face
	5	✓	2nd paragraph font size 16
2.6	6	✓	1st “risky encounters” in bold
	7	✓	2nd “risky encounters” in bold
2.7	8	✓	New text inserted
2.8	9	✓	New heading font type: Arial Narrow
	10	✓	New heading font size 16
	11	✓	New heading bold
2.9	12	✓	Newly inserted text numbered
2.10	13	✓	Numbered text font type: Bradley Hand
	14	✓	Numbered text size 14
2.1	15	✓	Upper/Lower case throughout the document
2.13	16	✓	Printed document as ONE page
	17	✓	Page orientation: Portrait

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EXAMINATION NUMBER

✓ 1 QUESTIONS 1 to 2
✓ 2 Main heading italics
✓ 3 Paragraph 1 right aligned

QUESTION 2

RISKY SEXUAL ENCOUNTERS

✓4 2nd paragraph in Baskerville Old Phase
✓5 2nd paragraph font size 16

There are situations and/or environments in which people are more likely to be at risk of risky sexual experiences. These experiences can harm you. Knowing what these situations are can help you to avoid them.

✓ 6. 1st "Risky encounters" bold
✓ 7. 2nd "Risky encounters" bold
✓ 8 New text inserted

These **risky encounters** are dangerous and could lead to something bad and unpleasant. **Risky encounters** could develop into situations with unforeseen and unexpected consequences. It may affect a person emotionally, financially and physically and have an impact on your future goals and dreams. Unwanted pregnancies and sexually transmitted infections are some of the most common examples of such behaviour.

HOW TO PREVENT THE RISK OF UNWANTED SEXUAL ACTIVITIES.

✓ 9. New heading Arial Narrow
✓ 10. New heading size 16

✓11 New heading bold
✓12 Newly inserted text numbered

1. Take your drink with you, do not leave it on the counter.
2. Do not accept any drinks from strangers.
3. Avoid walking alone in isolated places.
4. Do not hang out with much older men.
5. Do not accept lifts from strangers.
6. Do not go home with someone you do not know well.

✓ 13 Numbered text Bradley Hand
✓ 14 Numbered text font size 14
✓ 15 Upper/Lower case throughout document
✓ 16 Printed document – ONE page
✓ 17 Page orientation: Portrait

A	M	T
3	17	20

[20]

TOTAL SECTION A: 40

SECTION B: SPREADSHEET

QUESTION 3

ACCURACY	3
MANIPULATION	12
TOTAL	15

MARK	ACCURACY
✓✓✓	Penalise all typing errors. Accuracy errors include spelling, omissions and repetition of text. Deduct ONE mark per error in the document up to a maximum of 3 marks.

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
3.2	1	✓	Font type: Candara
	2	✓	Font size 12
3.3	3	✓	QUESTION 3 in capital letters cell A row 1
	4	✓	EXAMINATION NUMBER cell A row 2
3.4	5	✓	Heading font type: Cooper Black
	6	✓	Heading font size: 18
3.5	7	✓	Merged and centred all headings in row 6
3.6	8	✓	Column headings in row 6: Size 16
3.7	9	✓	Adjust column widths
3.1	10	✓	Upper/Lower case throughout
3.8	11	✓	ONE A4 page
	12	✓	Portrait

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	A	B	C	D	E
1	QUESTION 3				
2	EXAMINATION NUMBER				
3					
4	**RISKY SEXUAL BEHAVIOUR**				
5					
6	RISKY BEHAVIOUR	EASTERN CAPE		NORTH-WEST	
7		SELIOT HIGH	MONTRI HIGH	BADIEN HIGH	SNOWO HIGH
8	Sex without protection	2	6	2	5
9	Mouth-to-genital contact	12	5	8	25
10	Prostitution	1	3	2	3
11	Having multiple sex partners	44	68	43	90
12	Anal sex	2	4	1	2
13	Drugs and sex	2	6	9	4

✓1 Font type: Candara
✓2 Font size: 12
✓3 QUESTION 3 upper case cell A1
✓4 Exam number cell A2
✓5 Heading font type: Cooper Black
✓6 Heading font size 18
✓7 Merged and centred all headings in Row 6
✓8 Column headings in Row 6 – Size 16
✓9 Column widths adjusted
✓10 Upper/Lower case throughout.
✓11 ONE A4 page
✓12 Page orientation: Portrait

A	M	T
3	12	15

[15]

QUESTION 4

ACCURACY	4
MANIPULATION	21
TOTAL	25

MARK	ACCURACY
✓✓✓✓	Mark only newly typed text (only penalise once for same typing error)

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
4.1	1.	✓	Changed QUESTION 3 to QUESTION 4.
4.2	2.	✓	Column TOTAL RISK inserted
	3.	✓	Row TOTAL PER HIGH SCHOOL inserted
	4.	✓	Row AVERAGE SNOWO HIGH inserted
4.3	5.	✓	Merged and centred main heading over A4-F4
4.4	6.	✓	All column headings bold in row 6
4.5	7.	✓	Names of schools in italics
	8.	✓	Names of schools right-aligned
	9.	✓	Names of school underlined
4.6	10.	✓	Types of risky behaviours in font type: Arial Narrow
	11.	✓	Names of risky behaviours size 14
4.7	12.	✓	Total risk across schools calculated
	13.	✓	SUM of all risks per individual school calculated
	14.	✓	AVERAGE SNOWO correctly calculated
4.8	15.	✓	All figures displayed as numbers without decimal places
4.9	16.	✓	Horizontal lines inserted
4.9	17.	✓	Vertical lines inserted
4.10	18.	✓	Adjusted column widths – all data visible
4.10	19.	✓	Adjusted column widths – spreadsheet fits on ONE A4 page landscape
4.12	20.	✓	Printed spreadsheet with row and column lines – ONE A4 page
	21.	✓	Page orientation: Landscape

[25]

	A	B	C	D	E	F
1	QUESTION 4					
2	EXAMINATION NUMBER					
3						
4	**RISKY SEXUAL BEHAVIOUR**					
5						
6	**RISKY BEHAVIOUR**	**EASTERN CAPE**		**NORTH-WEST**		**TOTAL RISK**
7		***SELIOT HIGH***	***MONTRI HIGH***	***BADIEN HIGH***	***SNOWO HIGH***	
8	Sex without protection	2	6	2	5	15
9	Mouth to genital contact	12	5	8	25	50
10	Prostitution	1	3	2	3	9
11	Having multiple sex partners	44	68	43	90	245
12	Anal sex	2	4	1	2	9
13	Drugs and sex	2	6	9	4	21
14						
15	**TOTAL PER HIGH SCHOOL**	63	92	65	129	
16	**AVERAGE SNOWO HIGH**				22	

✓1 Question changed to 4

✓2 Column TOTAL RISK inserted
✓3 Row TOTAL PER HIGH school inserted
✓4 Row AVERAGE SNOWO HIGH inserted

✓ 7 Names of schools in italics
✓ 8 Names of schools right-aligned
✓ 9 Names of schools underlined

✓5 Main heading merged and centred
✓6 All column headings bold

✓10 Types of risky behaviour in font type Arial Narrow
✓11 Types of risky behaviour in font size 14
✓12 Total risk calculated
✓13 Sum of all risk per school calculated
✓14 Average calculated
✓15 Figures in numbers without decimal places
✓16 Horizontal lines inserted
✓17 Vertical lines inserted
✓18 Column widths adjusted – all data visible
✓19 Column widths adjusted – spreadsheet fits on ONE A4 page landscape

✓ 20 Printed spreadsheet with row and column lines – ONE A4 page
✓21 Page orientation: Landscape

A	M	T
4	21	25

TOTAL SECTION B: 40

SECTION C: POWERPOINT

QUESTION 5

ACCURACY	2
MANIPULATION	18
TOTAL	20

MARK	ACCURACY
✓✓	All typing errors in slides. (Deduct 2 marks for spelling, omissions and repetitions). (**NOTE**: If candidates typed the slide style words e.g. SLIDE 1: TITLE and TEXT or instructions, deduct one mark in total only.)

QUESTION NUMBER	NUMBERING	MARK	MANIPULATION
5.2	1.	✓	SLIDE 1: Title slide
5.2.1	2.	✓	Heading font: Lucida Handwriting
	3.	✓	Heading font size 50
5.2.2	4.	✓	EXAMINATION NUMBER inserted
	5.	✓	QUESTION 5 inserted
5.3	6.	✓	SLIDE 2: Two-content
5.3.1	7.	✓	Title font: Bernard MT Condensed
	8.	✓	Title font size 50
	9.	✓	Heading centred
5.3.2	10.	✓	Left column bulleted
5.3.3	11.	✓	Right column numbered
5.4	12.	✓	SLIDE 3: Title only
5.4.1	13.	✓	Font type: Arial Rounded
	14.	✓	Font size 62
5.4.2	15.	✓	All content centred
5.1	16.	✓	Upper/Lower case (including QUESTION 5)
5.5	17.	✓	Printed as a HANDOUT, THREE slides per page
	18.	✓	ONE portrait page

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RISKY SEXUAL BEHAVIOUR

EXAMINATION NUMBER
QUESTION 5

✓1 Slide type: Title slide
✓2 Heading font: Lucida Handwriting
✓3 Font Size 50
✓4 Exam number inserted
✓5 QUESTION 5 on next line

SIGNS OF RISKY SEXUAL BEHAVIOUR

- Going to parties with people you don't know well
- Leaving drinks unattended
- Alcohol binging
- Accepting lifts from strangers
- Walking home alone at night

1. Go out with people you know.
2. Take your drink with you.
3. Do not drink too much.
4. Phone a friend or family.
5. Walk in a group or phone a taxi.

✓ 6 Slide type: Two-content
✓ 7 Heading Bernard MT Condensed
✓ 8 Size 50
✓ 9 Heading centred
✓10 Left column bulleted
✓11 Right column numbered

Love yourself enough to care about your life. You only have one life, treasure it!

A	M	T
2	18	20

✓12 Slide type: Title only
✓13 Font type: Arial Rounded
✓14 Font size 62
✓15 All content centred

✓16 Upper\lower case throughout (including QUESTION 5)
✓17 Printed handouts, THREE per slide
✓18 ONE A4 portrait page

[20]

TOTAL SECTION C: 20
GRAND TOTAL: 100

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