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## basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

## NATIONAL SENIOR CERTIFICATE

**GRADE 12** 

## FEBRUARY/MARCH 2014 MEMORANDUM/MARK SHEET

MARKS: 200					FINAL	. MARK		
CENTRE NUMBER					SPEEI ENDO	) RSEMENT		WPM
EXAMINATION NUMBER								
QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	16	46	19	46	47	18	8	200
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum/mark sheet consists of 14 pages.

EXAMINATION							
_							
NUMBER							
NOMBEK							

QUESTION 1 File name: 1Form\_Vorm Total Q1: 16

No	rogramme_Program document  Paper settings and page orientation • Paper size is set to A4 ✓ • Page orientation is portrait ✓  Font: 'Contestant's Personal Data Form' • White font ✓ • Bold Italic ✓ • Black background: highlight/paragraph fill ✓  Tab settings • Tab set at 15 cm ✓ • Solid line leader tab ✓ • Applied to create 2 lines ✓  Shape • Block (square) added ✓ consistent with the 'No' option (Note to marker: • Do not allocate the mark if the shape is different from the 'No' option.)  Text to table • Text converted to a table with four columns ✓  (Note to marker: • Accept different cell widths.)  Line spacing • Single line spacing applied ✓ to paragraph  Justification and paragraph shading • Full justification ✓ • Orange paragraph shading applied ✓ to both the paragraphs		lax Ma	ark	Candidate Mark
1Prog	ramme_Program document				
1.1	Paper size is set to A4 ✓	1		2	
1.2	<ul> <li>White font ✓</li> <li>Bold Italic ✓</li> </ul>	1 1 1		3	
1.3	<ul> <li>Tab set at 15 cm ✓</li> <li>Solid line leader tab ✓</li> </ul>	1 1 1		3	
1.4	<ul> <li>Block (square) added ✓ consistent with the 'No' option</li> <li>(Note to marker:</li> <li>Do not allocate the mark if the shape is different from</li> </ul>	1		1	
1.5	<ul> <li>Text converted to a table with four columns ✓</li> <li>(Note to marker:</li> </ul>	1		1	
1.6	•	1		1	
1.7	<ul> <li>Full justification ✓</li> <li>Orange paragraph shading applied ✓ to both the</li> </ul>	1		2	
	Accept orange shading applied to both or part of the two paragraphs.)				
1.8	<ul> <li>Page border</li> <li>4½ pt ✓ shadow page border ✓</li> <li>Page border applied only to second page ✓</li> </ul>	2		3	
	Total for QUESTION 1			[16]	

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EVARAINIATION							
EXAMINATION							
MUMPED							
NUMBER							

QUESTION 2 File name: 2Info\_Inlig Total Q2: 46

No	Criteria	М	ax Mark	Candidate Mark
2.1.1	<ul> <li>Header</li> <li>Examination number is highlighted in a yellowish colour ✓</li> </ul>	1	1	
	<ul> <li>(Note to marker:</li> <li>Ignore the alignment of the examination number as the left alignment is the default.)</li> </ul>			
2.1.2	The text 'Rules' right aligned ✓ in the header	1	1	
2.1.3	Horizontal line added below the text of the header ✓  (Note to marker:  • Ignore spelling.  • Ignore the weight/position of the horizontal line.)	1	1	
2.2	<ul> <li>WordArt/Fontwork</li> <li>Any wave shape applied ✓ (MSWord)         Favorite 2 style applied (LibreOffice)</li> <li>WordArt/Fontwork is a bluish colour ✓</li> <li>WordArt/Fontwork reads from bottom to top (90°) ✓</li> <li>Appears on left of the page without overlapping/hiding any other objects ✓</li> <li>Stretched from bottom to top of page ✓</li> </ul>	1 1 1 1	5	
2.3	<ul> <li>Images</li> <li>Absolute Position set to exactly 8 cm ✓ below the top margin ✓</li> <li>Excess red background of photo is removed ✓</li> <li>Photo is resized and fits inside the picture frame ✓</li> <li>Caption '2013 Winner' added ✓ below the photo frame</li> <li>(Note to marker:</li> <li>Ignore if a label is included with the caption.</li> <li>Accept any horizontal alignment of the caption</li> </ul>	1 1 1 1	5	
2.4	<ul> <li>below the picture frame.)</li> <li>Style: Title</li> <li>Title style applied ✓ to Table of Contents at the top of page 2</li> </ul>	1	1	

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NUMBED							
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0.5	01 1- 011			
2.5	<ul> <li>Style: Contest</li> <li>Contest style is modified to a), b), c) numbering format ✓</li> <li>All 8 instances (sub-paragraph headings) updated ✓</li> </ul>	1	2	
	<ul> <li>(Note to marker:</li> <li>Check that the automatic update is checked.</li> <li>Accept if numbering does not start at a).</li> <li>Accept first mark only if the numbering style includes brackets.)</li> </ul>			
2.6	<ul> <li>Table of Contents</li> <li>Table of contents shows two levels ✓</li> <li>Updated to include Contest style as level 2 ✓</li> <li>(Note to marker:</li> <li>Accept even if the Contest style has not been mostification)</li> </ul>	1 1	2	
2.7	<ul> <li>modified.)</li> <li>Page footer</li> <li>Page number inserted in Page footer ✓</li> <li>from third page onwards ✓ (Section break appears on second page)</li> <li>Different odd ✓ and even page numbers ✓</li> <li>Third page is numbered as 'Page 1' ✓</li> </ul>	1 1 2 1	5	
	<ul> <li>(Note to marker:</li> <li>Award the first mark if only the number 1 appears without the word 'Page'.)</li> </ul>			
2.8.1	<ul> <li>Customised bullets</li> <li>Bullets applied ✓</li> <li>Heart-shaped symbols ✓</li> <li>Greenish colour ✓</li> </ul>	1 1 1	3	
2.8.2	<ul> <li>Bullet position and Text distance</li> <li>Indent at/Text distance 1.5 cm ✓</li> <li>Bullet position/aligned at 0.5 cm ✓</li> </ul>	1	2	
2.9	Font effect  • Emboss effect is applied ✓ to 'Who may enter?'	1	1	
2.10	Indent paragraphs  • First line indent ✓ is set  (LibreOffice: First line indent)	1	2	
2.11	by 2 cm ✓ Paragraph spacing	'	2	
2.11	<ul> <li>15 pt after spacing ✓</li> <li>'Don't add space between paragraphs of the same style' is unchecked ✓</li> </ul>	1		

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NUMBER							

2.12	Bookmark: CD		1	
	<ul> <li>Bookmark CD created ✓ (on the fourth page)</li> </ul>	1		
2.13	Hyperlink: on Fantastic Evening Creation		2	
	<ul> <li>Hyperlink inserted on Fantastic Evening Creation ✓</li> </ul>	1		
	<ul> <li>Links to the bookmark Fantastic ✓</li> </ul>	1		
2.14	First table: Table borders		1	
	<ul> <li>No table borders appear ✓</li> </ul>	1		
2.15.1	Second table: First row		1	
	<ul> <li>First row merged ✓</li> </ul>	1		
2.15.2	Second table: Text in first row		2	
	The text 'Order of appearance of contestants' has			
	been moved ✓ to top row of the table	1		
	<ul> <li>Text is horizontally centred in the row ✓</li> </ul>	1		
	(Note to marker:			
	<ul> <li>Do not allocate the 1st mark if text is copied, not moved.)</li> </ul>			
2.15.3	Second table: Table border		3	
	<ul> <li>3 pt ✓ dotted ✓ outside border only ✓</li> </ul>	3		
	(Note to marker:			
	Do not allocate the 3rd mark if the inside borders were changed.)			
2.16	Line and page breaks		3	_
	<ul> <li>Widow/orphan control is unchecked ✓</li> </ul>	1		
	<ul> <li>Line and page break &gt; keep with next ✓ is checked</li> </ul>	1		
	<ul> <li>Line and page break &gt; keep lines together ✓ is checked</li> </ul>	1		
	Total for QUESTION 2		[46]	

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EXAMINATION							
NUMBER							

QUESTION 3 File name: 3Votes\_Stemme Total Q3: 19

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work. (The cell reference may differ depending on the candidate's response).
- Candidate may use multiple formulae or cells as 'building blocks' to answer the questions.

No	Criteria	M	lax M	ark	Candidate Mark
3.1	Heading: Cells A1:G1  • Heading is fully visible ✓ (Row height is adjusted)	1		1	
3.2	Column H  • Is hidden ✓	1		1	
3.3	<ul> <li>Cells A2:B2: Alignment and Fill</li> <li>Vertical alignment is set to Distributed ✓</li> <li>Patterned fill is applied ✓</li> <li>(Note to marker:</li> <li>Allocate 2<sup>nd</sup> mark if applied to another nearby cell range.)</li> </ul>	1		2	
3.4	<ul> <li>Cell K9: = MIN(G4:G41)</li> <li>Function: MIN ✓</li> <li>Cell range: G4:G41 ✓</li> <li>(Note to marker:</li> <li>Also accept = SMALL(G4:G41,1).)</li> </ul>	1		2	
3.5	<ul> <li>Conditional Formatting</li> <li>Conditional formatting applied to column G ✓</li> <li>Correct criteria used to select top 8 scores ✓</li> <li>Greenish fill applied ✓</li> <li>(Note to marker: For MSO 2003 accept: =LARGE(\$G\$4:\$G\$41),MIN(8,(COUNT(\$G\$4:\$G\$41)))&lt;=G4.)</li> </ul>	1 1 1		3	
3.6	Cell K10: = COUNTIF(G4:G41,">G43")  • Function: COUNTIF ✓  • Cell range: G4:G41 ✓  • Criterion: >G43 ✓ or > 63.3	1 1 1		3	
3.7	<ul> <li>Chart/Graph: Cells J4:K7</li> <li>Chart/graph created ✓</li> <li>3D ✓ column ✓ chart/graph type</li> <li>Title 'Top Scores' appears ✓ above the chart/graph ✓ (Note to marker: Ignore spelling)</li> <li>Horizontal gridlines not displayed ✓</li> <li>Legend not displayed ✓</li> </ul>	1 2 1 1 1		7	
	Total for QUESTION 3			[19]	

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EXAMINATION							
NUMBER							

QUESTION 4 File name: 4Results\_Resultate Total Q4: 46

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work. (The cell reference may differ depending on the candidate's response).
- Candidate may use multiple formulae or cells as 'building blocks' to answer the questions.

No	Criteria	Ма	х Ма	rk	Candidate Mark
4Resu	Its_Resultate spreadsheet				
4.1	Delete a worksheet  • Sheet1 deleted ✓	1		1	
4Winn	ers_Wenners worksheet				
4.2	<ul> <li>Cell E4: =ROUNDUP((D4/\$D\$2)*100,0)</li> <li>ROUNDUP function used ✓</li> <li>Division operator used ✓ correct cells, ✓ i.e. D4/D2</li> <li>Absolute cell reference applied to D2 ✓ (\$D\$2 or D\$2)</li> <li>Multiply by 100 ✓ (*100)</li> <li>No decimal places ✓</li> <li>(Note to marker:</li> <li>Ignore if any brackets are left out.)</li> </ul>	1 2 1 1		6	
4.3.1	Cell I5: =(SUM(E5:H5)+H5)/5  or =(SUM(E5:G5)+2*H5)/5  • Add the final marks SUM(E5,F5,G5,H5) ✓ or (E5+F5+G5+H5) or SUM(E5:H5) • H5 added a second time ✓ • Divide by 5 ✓ (Note to marker:	1 1 1		3	
		_ ·			

					1
4.3.2	Cell K6: =IF(E6=J6,"Introduction",IF(F6=J6,"Dance costume",IF(G6=J6,"Evening wear","Interview")))			5	
	IF Function ✓	1		]	
	<ul> <li>Correct range and option for IF true first category ✓ E6=J6, "Introduction",</li> </ul>	1			
	<ul> <li>Correct range and option for IF true second category ✓ F6=J6, "Dance costume",</li> </ul>	1			
	Correct range and option for IF true third category ✓	1			
	G6=J6, "Evening wear"  ■ Default False displays the last category ✓	1			
4.4	Cell O7: =LARGE(I4:I41,2)			3	
	Function: LARGE ✓	1			
	Correct range: I4:I41 ✓	1			
	<ul> <li>Position in the range: 2 ✓</li> </ul>	1			
4.5	Cell O9: =AVERAGE(J4:J41)			2	
	Function: AVERAGE ✓	1			
	Correct range: J4:J41 ✓	1			
4.6	Find and Replace (Column C)		<u> </u>	2	
	The letter 'S' is replaced by 'School' ✓	1			
	<ul> <li>For <u>all</u> the records ✓</li> </ul>	1			
	(Expect 38 occurrences.)				
4Info_	Inlig worksheet				
4.7	Tab colour			1	
	Tab colour is changed to a bluish colour ✓	1			
4.8	Cell A3: = RANDBETWEEN(100,999)			3	
	Function RANDBETWEEN ✓	1			
	Lower bound 100  ✓	1			
	Upper bound 999  ✓	1			
	(Note to marker:				
	Also accept				
	• =ROUND(RAND()*1000,0)+1				
	• =TRUNC(RAND()*900)+100				
	• or other functions that give a correct answer.)				
		<u> </u>	<u></u>	L	Ĺ

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4.9	Cell L3: =IF(K3<=9,CONCATENATE("0",K3),K3)  To determine whether a 0 should be added:  IF function ✓  Condition: K3 ✓<= 9 ✓ or <10 (Accept any other valid conditions)  Value IF true:  Function CONCATENATE ✓ or & operator  "0" ✓  K3 ✓  Value IF false  K3 ✓  (Note to marker:  Accept other valid responses, for example:	1 2 1 1 1	7	
	=IF(LEN(K3<2),CONCATENATE("0",K3),K3) =IF(K3>10,K3,CONCATENATE("0",K3)) =IF(LEN(K3<2),"0"&K3,K3).)			
4Fees_	_Gelde worksheet			
4.10	Cell B3: =SUMIF('4Info_Inlig'!F3:F40,"District_Distrik 4", '4Info_Inlig'!G3:G40) or =SUMIF('4Info_Inlig'!F3:F40, '4Info_Inlig'!F3 '4Info_Inlig'!G3:G40)  • Function SUMIF ✓ used • Correct range '4Info_Inlig'! ✓ F2:F40 ✓ • Criteria = "District 4" ✓ • Sum range '4Info_Inlig'! ✓ G2:G40 ✓  (Expected answer: 1890)	1 2 1 2	6	
4.11	Chart/graph		7	
7.11	<ul> <li>Dark brown border appears around the title ✓</li> <li>Data labels appear for each bar ✓</li> <li>Major vertical gridlines appear ✓</li> <li>The longest bar (District 4) is a different colour ✓ to the other bars</li> <li>X-axis title reads 'Amount_Bedrag' ✓</li> <li>X-axis units set to 25 ✓</li> <li>X-axis maximum number set to 350 ✓</li> </ul>	1 1 1 1 1 1	,	
	Total for QUESTION 4		[46]	

EXAMINATION							
NUMBER							
NOMBEK							

QUESTION 5 File names: 5Final\_Finaal, 5Vote\_Stem Total Q5: 47

No	Criteria	Ма	x Mar	k	Candidate Mark
Table:	51Tbl				
5.1	<ul> <li>New table called <b>51Tbl</b> created ✓</li> <li><i>ID</i> field exists ✓</li> </ul>	1 1		2	
Table:	52Planning_Beplanning		I I		
5.2.1	Primary key			1	
	<ul> <li>Primary key is set on the Code_Kode field ✓</li> </ul>	1			
5.2.2	Field: Leader_Leier			1	
	<ul> <li>Required property is set to Yes ✓</li> </ul>	1			
5.2.3	Field: Task_Taak			1	
	<ul> <li>Data type changed to Memo ✓</li> </ul>	1			
<b>5</b> 0 4	(LibreOffice: Accept OTHER)				
5.2.4	Field: Date_Datum	4		2	
	<ul> <li>New field called Date_Datum inserted ✓</li> <li>Data type set to Date format ✓</li> </ul>	1 1			
	<ul> <li>Data type set to Date format ✓</li> </ul>	'			
	(Note to marker:				
	<ul> <li>Accept any placement of the Date_Datum field in the</li> </ul>				
	table.)				
5.2.5	Field: Cost_Koste			1	
	<ul> <li>The data type is set to Currency ✓ format</li> </ul>	1			
5.2.6	Field: Cost_Koste: Validation Rule	•		3	
	<ul><li>&gt;0 ✓ and ✓&lt;500 ✓</li></ul>	3			
	Or any other valid response, e.g.				
	Between 1 and 499				
	>=1 and <=499				
	<u>LibreOffice</u> : Mark allocation shown as ☑				
	Filter is applied ☑				
	Condition 1: Age_Oud field is <19  ☑				
	Condition 2: District_Distrik field is 'District 1' ☑				
Table:	53Contestants_Deelnemers				
5.3	Record deleted			1	
	Record of Bonisile Xhasa does not exist ✓	1			
5.4	Insert (Copy and Paste)	4		2	
	<ul> <li>Values from 5Final_Finaal ✓ appear in the Score Punt field ✓</li> </ul>	1			
	LibreOffice: Mark allocation shown as ☑				
	New table created ☑				
	Only values from <b>Column A</b> (Surnames) and <b>Column G</b>				
	(Final Scores) appear ☑				
	1 11				

EXAMINATION							
NUMBER							

Query:	MyQry			
5.5	<ul> <li>Query called MyQry created ✓</li> <li>District_Distrik, Name_Naam, Surname_Van fields are displayed ✓</li> <li>District_Distrik field is sorted in ascending order ✓</li> <li>Surname_Van field is sorted in ascending order ✓</li> <li>InTime_Betyds field: False ✓ or No</li> <li>(Note to marker:</li> <li>Expect 6 records but accept 7 records if the record for Bonisile Xhasa (question 5.3) was not removed.)</li> </ul>	1 1 1 1 1	5	
Query:	Qry56			,
5.6	<ul> <li>New field created called Owe_Skuld ✓ (Award the mark irrespective of the field name.)</li> <li>Owe_Skuld: 200 ✓ - ✓ [Amount_Bedrag] ✓</li> <li>Criterion: &gt; 0 ✓</li> <li>Only the Name_Naam, Surname_Van and Owe_Skuld fields are displayed ✓</li> <li>(Note to marker:</li> <li>Expect 21 records.)</li> </ul>	1 3 1 1	6	
Form:	Frm57			
5.7	<ul> <li>The IDnumber_IDnommer field does not display ✓</li> <li>Picture Type property of image control is set to 'stretch' ✓</li> <li>(LibreOffice: The scale property of the image button control is set to Keep Ratio/Fit to size.)</li> <li>The heading reads 'Contest_Kompetisie' ✓ in the header (LibreOffice: Display print layout to see the header)</li> <li>Allow Deletions set to No ✓</li> <li>Filter applied ✓ to Amount_Bedrag field ✓ set on R200 ✓</li> <li>Examination number is entered in a label ✓ in the form footer ✓</li> </ul>	1 1 1 1 3 1 1	9	
	(Note to marker:  Expect 17 records.)			

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Report	: RptWinners_Wenners			
5.8	<ul> <li>Name_Naam field moved next to Surname_Van field ✓</li> <li>Grouped by District_Distrik field ✓</li> <li>Sorted by Score_Punt field ✓ descending order ✓</li> <li>In group footer ✓ = count ✓ ([Surname_Van]) ✓ or = count(*)</li> <li>Highest score =Max([Score_Punt]) ✓ appears in the report footer ✓</li> </ul>	1 1 2 3	9	
Report	: MyRpt			
5.9	<ul> <li>Report named MyRpt ✓ (and not QryAge_Ouderdom)</li> <li>Report based on QryAge_Ouderdom query ✓</li> <li>Background colour of report header is a yellowish colour ✓</li> <li>Date appears in report footer ✓</li> <li>(Note to marker:         <ul> <li>If report called MyRpt is not present check for a report called QryAge_Ouderdom</li> <li>Do not allocate the last mark if date appears twice.)</li> </ul> </li> </ul>	1 1 1	4	
	Total for QUESTION 5		[47]	

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EXAMINATION							
NUMBER							
HOMBEL							

QUESTION 6 File names: 6Scores\_Punte, 6Interview\_Onderhoud 6Envelope\_Koevert, 6Merge\_Saamvoeg

Total Q6: 18

No	Criteria	Max Mark		Candidate Mark
6Inter	view_Onderhoud document			
6.1	<ul> <li>Table appears in document ✓</li> <li>4 columns ✓</li> <li>Column headings retained ✓ Name_Naam, Surname_Van, and Final Score_Finale Punt</li> <li>In the order Number, Name_Naam, Surname_Van, and Final Score_Finale Punt ✓</li> <li>Only the top 20 contestants are displayed ✓</li> <li>Final Score_Finale Punt column is arranged from highest to lowest score ✓</li> <li>Column A contains consecutive numbers 1 to 20 ✓</li> <li>(Note to marker:</li> <li>Allocate the 4<sup>th</sup> mark for the order Name, Surname and Final Score irrespective of the number column appearing or not appearing.</li> <li>Column A does not necessarily need a heading.</li> <li>Allocate the last mark irrespective of where the column appears.)</li> </ul>	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	7	
6.2	Link		2	
	<ul> <li>Link to the 6Scores_Punte spreadsheet appears ✓</li> </ul>	1  -		
6000	Link appears as an spreadsheet icon ✓     Director Constant	1		
	es_Punte, 6Envelope_Koevert, 6Merge_Saamvoeg			
6.3	<ul> <li>DL size envelope is selected ✓</li> <li>Name and surname merge fields inserted ✓ in correct position ✓</li> <li>Word 'Score' is inserted ✓</li> <li>Score merge field appears 1 tab space away from 'Score' ✓</li> <li>Filter applied to recipients who scored 'Greater than or equal' ✓ to 70 ✓</li> <li>Text watermark 'Winner' is inserted ✓</li> <li>Merge completed and saved as 6Merge_Saamvoeg ✓</li> <li>(Note to marker: Expect 12 records.)</li> </ul>	1 1 1 1 2 1	9	
	Total for QUESTION 6		[18]	

## QUESTION 7 File names: 7Doc\_Dok, 7Password\_Wagwoord and Old\_Oud folder Total Q7:8

No	Criteria	Max Mark		Candidate Mark				
Old_Oud folder								
7.1	The subfolder called Today_Vandag has been deleted/removed ✓ from the Old_Oud folder	1		1				
7.2	<ul> <li>Shortcut created to 7Beauty_Skoonheid file ✓</li> <li>Shortcut appears in the Old_Oud folder ✓</li> </ul>	1		2				
7Passw	vord_Wagwoord file	I			1			
7.3	• <b>7Password_Wagwoord</b> has been saved with the password '123'. ✓  ( <i>Note to marker</i> :	1		1				
	Accept any password.)							
7Doc_D	<b>Pok</b> document	l			1			
7.4	Line numbering  ■ Continuous line numbering is displayed ✓	1		1				
7.5.1	Number of paragraphs  • 25 paragraphs ✓	1		1				
7.5.2	File path and file name  • Response should be similar to the following file path:  C:\CandidateNo\Old_Oud\ ✓ Statistics2009.pdf ✓  (Note to marker:  • File path will vary according to the candidate's examination folder structure.)	2		2				
	Total for QUESTION 7			[8]				
	TOTAL				[200]			