



**higher education  
& training**

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

# **MARKING GUIDELINE**

**NATIONAL CERTIFICATE (VOCATIONAL)**

**LIFE ORIENTATION**

(Second paper)

**NQF LEVEL 4**

**19 February 2020**

**This marking guideline consists of 24 pages.**

**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 and omission/addition 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 five 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. The marks achieved for each question is written on the bottom right of the PRINTOUT for each question in the following table format:

Write the total possible mark in this space	A	M	T
Write the number of errors in this space			
Write the mark achieved in this space and circle the total mark			○

5. The candidate's total mark per question is transferred to the cover of the examination folder next to the corresponding question number.
6. If a candidate handed in a PRINTOUT, but achieved ZERO for the question, then 0 (ZERO) is written on the cover next to the corresponding question number.
7. If a candidate did not hand in a PRINTOUT a line is drawn through the block next to the corresponding question number.
8. If a candidate handed in duplicate PRINTOUTS 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 the notation 'Duplicate'.
9. 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. Both the EXAMINATION NUMBER and a consistent watermark is required to ensure authenticity as per examination instructions.

10. If a candidate did not produce a PRINTOUT for QUESTION 2 (i.e. completed the merge process before/without printing the primary document) mark as follows:
- Mark the first PRINTOUT of QUESTION 3 as QUESTION 2, but penalise for merge fields not inserted. Indicate on the top of the PRINTOUT that this PRINTOUT was marked as QUESTION 2.
  - Mark the second PRINTOUT/letter of QUESTION 3 as QUESTION 3. The candidate must be awarded marks for all correct work in QUESTION 3 (including merged information on the first letter) to avoid the candidate being penalised twice for the insertion of merge fields.
11. If a candidate used the incorrect program to answer a question, for example MS Word instead of MS Access for QUESTION 9, marks must be awarded for accuracy (as well as upper case/lower case and letter spacing), but penalised for other manipulation. The candidate will lose all manipulation marks that are program specific, as this assesses the candidates' ability to use the specified program i.e. MS Word (QUESTIONS 1-3), MS Excel (QUESTIONS 4-7) and MS Access (QUESTIONS 8-10).
12. If a candidate produced an incorrect PRINTOUT (for example, a print screen image of QUESTION 8), 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 which is incorrect and cannot be assessed from the PRINTOUT.
13. If a candidate does not use the 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 that examination centre OR it is established by the marking team that the version indicated on the cover of the examination folder does not provide the specified font.
14. 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 mark sheet as per national examination instructions. An irregularity report must be completed.
-

**SECTION A: WORD PROCESSING****QUESTION 1**

ACCURACY	MANIPULATION	TOTAL
8	12	20

QUESTION NUMBER	MARKS	ACCURACY
1.5	8	<p>Penalise all spelling errors and omissions/additions (deduct ONE mark for every missing/additional word) in the document up to a maximum of 8 marks.</p> <p>NOTE: Repeated errors must be penalised once only.</p> <p>Incorrect letter spacing, line spacing, upper case and lower case are penalised as manipulation errors.</p>

QUESTION NUMBER	MARKS	MANIPULATION
1.1	1✓	MS Word or MS Access – data source (Penalise if the document was keyed in as an MS Word table instead of a data source document)
1.2	2✓	Arial, size 12 (both must be correct)
1.3	3✓	MS Word: Header inserted MS Access: Table renamed (Accept with or without the comma)
1.3	4✓	MS Word: EXAMINATION NUMBER, QUESTION 1 centred (on one line) MS Access: EXAMINATION NUMBER, QUESTION 1 used as table name
1.4	5✓	Field names – Uppercase
1.4	6✓	Field names - Centred
1.5	7✓	Upper case/Lower case correct
1.5	8✓	Letter spacing correct
1.6	9✓	Landscape
1.7	10✓	Column width adjusted - All text visible
1.7	11✓	Column width adjusted – Data for each record is displayed on one line
1.9	12✓	Print data source on ONE A4 page landscape (Penalise if the document was not created as a data source document)

1✓ Data source document MS Word or MS Access  
2✓ Arial 12

3✓ Header/Table renamed  
4✓ Exam no. Question no. centred/Table name

## EXAMINATION NUMBER, QUESTION 1

5✓ Field names – Upper case  
6✓ Field names – Centred

NAME	SURNAME	INDUSTRY	ELECTRONIC DEVICES	WEBSITES
Katinka	Brink	HEALTH AND WELLNESS	Cellphone	www.health24.com
Thompson	Krutz	TOURISM	Smartphone	www.thisinsi.com
Analise-Marie	Dreyer	SOFTWARE	Tablet	www.medicaldaily.com
Vusumuzi	Mdlopi	CONSTRUCTION	iPad	www.bustle.com
Jennieve	Jenson	AGRICULTURE	Laptop	www.humnutrition.com

**NB:**

If the candidate did not create a data source document, but typed an MS Word table, penalise as follows:

- Deduct 2 manipulation marks i.e. No. 1 (create data source) and No. 12 (print data source )
- Deduct 2 accuracy marks if the words FIELD NAMES and RECORD 1 are keyed in, i.e. 1 mark for "FIELD NAME" and 1 mark for "RECORD 1" Circle repeated errors for RECORD 2-5.

7✓ Upper case/Lower case correct  
8✓ Letter spacing correct  
9✓ Landscape  
10✓ Column width adjusted – text visible  
11✓ Column width adjusted – data on one line  
12✓ Print data source on ONE page landscape

A	M	T
8	12	20

**QUESTION 2**

ACCURACY	MANIPULATION	TOTAL
11	37	48

QUESTION NO.	MARKS	ACCURACY
2.5	8	Penalise all spelling errors and omissions/additions (deduct ONE mark for every missing/additional word) in the document up to a maximum of 11 marks.  NOTE: Repeated errors must be penalised once only. Incorrect letter spacing, line spacing, upper case and lower case are penalised as manipulation errors.
2.16	3	

QUESTION NO.	MARK	MANIPULATION
2.1	1✓	Ms Word <b>NB: REFER TO INSTRUCTION 10 on PAGE 3</b>
2.2	2✓	Footer inserted
2.2	3✓	EXAMINATION NUMBER AND QUESTION NUMBER both centred on the same line (Accept with or without "and")
2.3	4✓	Cambia, size 12
2.4	5✓	Correct date inserted (accept any format)
2.5	6✓	Upper case/lower case correct
2.5	7✓	Letter spacing correct
2.5	8✓	Line spacing correct
2.5	9✓	Spell check used – i.e. no spelling errors in document
2.6	10✓	Insert merge field –«NAME» Penalise each merge field if it is keyed in and not inserted as a merge field
2.6	11✓	Insert merge field – «SURNAME»
2.6	12✓	Insert merge field – «INDUSTRY»
2.6	13✓	Insert merge field – «ELECTRONIC_DEVICES»
2.6	14✓	Insert merge field – «WEBSITES»
2.7	15✓	Merge fields in italics - «NAME» and «SURNAME»
2.7	16✓	Merge fields in italics - «INDUSTRY»
2.7	17✓	Merge fields in italics - «ELECTRONIC_DEVICES» «WEBSITES»
2.8	18✓	Main heading - font Elephant, 16 (both must be correct)
2.8	19✓	Main heading centred
2.9	20✓	2 <sup>nd</sup> sentence - underlined
2.9	21✓	The correct underlining style used – double underline
2.10	22✓	Appropriate picture inserted Accept any picture as limited pictures may be accessible
2.10	23✓	Picture is in the correct position
2.11	24✓	Picture is resized to fit document on one A4 page portrait
2.12	25✓	2 columns created
2.12	26✓	Columns are created in the correct position.

		Penalise if other text is displayed as two columns
2.12	27✓	Correct text is displayed in each column Penalise if the column break is inserted in the incorrect position.
2.13	28✓	Correct bullet style is inserted
2.13	29✓	Bullets aligned at the left margin. Penalise if the bullets are indented.
2.14	30✓	Shading applied to first bullet. Penalise only if the shading is too dark or too light
2.15	31✓	Last bullet (right column) in bold
2.15	32✓	Last bullet (right column) centred
2.16	33✓	Table is inserted in the correct position as indicated
2.16	34✓	Table is correct – only four rows & one column as indicated
2.16	35✓	Content of the table is right aligned as indicated
2.16	36✓	Outer border of the table is changed to the correct style as indicated Accept any border with a 'dashed' line
2.18	37✓	Print the document on ONE A4 page portrait

**NB: If the PRINTOUT for QUESTION 2 is not submitted i.e. documents were merged before printing:**

- Mark the first PRINTOUT of QUESTION 3 (merged letter) as QUESTION 2 (primary document).
- Clearly indicate on the PRINTOUT - “marked as QUESTION 2”

19 February 2020

«NAME» «SURNAME»  
«INDUSTRY»

Dear Members

✓✓ ✓✓ ✓✓  
ACCURACY (2.5)10✓ «NAME»  
11✓ «SURNAME»  
12✓ «INDUSTRY»1✓ MS Word  
2✓ Footer inserted  
3✓ Exam no. and Ques no. centred on 1 row  
4✓ Cambia, 12  
5✓ Correct date inserted (any format)  
6✓ Upper case/lower case correct  
7✓ Letter spacing correct  
8✓ Line spacing correct  
9✓ Spell check used – no spelling errors**THE 7 DAY NO-SUGAR CHALLENGE**18✓ Elephant, size 16  
19✓ Centred

The no-sugar diet has gain popularity as more people look for effective ways to stay healthy and lose weight.

20✓ Underlined  
21✓ Double underline

We are keen to share this information with you and all your social media contacts on your electronic devices, such as your «ELECTRONIC\_DEVICES» by logging onto «WEBSITES».

13✓ «ELECTRONIC\_DEVICES»  
14✓ «WEBSITES»  
15✓ Merge fields in italics - «NAME» «SURNAME»  
16✓ Merge fields in italics - «INDUSTRY»  
17✓ Merge fields in italics - «ELECTRONIC\_DEVICES»  
«WEBSITES»22✓ Any picture inserted  
23✓ Picture in correct position  
24✓ Picture resized to fit document on ONE A4 page portrait

Cutting down on sugar is the single best thing you can do for your body and brain. The following are some of the benefits for the '7 Day No-Sugar Challenge':

28✓ Correct bullet style used  
29✓ Bullets aligned at left margin - penalise if indented  
30✓ First bullet - shaded

- Clearer skin: Acne/pimples gone within a few days and skin tone improved.
- Increased energy: Energy to go running or even catch up with friends.
- Increased weight loss: Losing a few kilos is always welcome.

25✓ Two columns created  
26✓ Columns in correct position  
27✓ Correct text in each column

- Motivation to eat healthier: Preference is given to sugar-free or low-sugar choices.
- Stronger willpower: Able to resist cravings and temptations.

31✓ last bullet bold  
32✓ last bullet – centred

- **Improved health: Reduce the risk of type 2 diabetes.**

✓✓ ✓  
ACCURACY  
(2.16) (table)

Reducing sugar intake promotes the following:

Increased wellness

Lower risk of illness and disease

Weight loss and prevention of obesity

33✓ Correct position  
34✓ Four rows only  
35✓ Content right aligned  
36✓ Outer border correct  
37✓ Print on ONE page portrait

Share this knowledge and empower others to enjoy a healthier lifestyle!

Penalise two accuracy errors (maximum) if last sentence is omitted.

EXAMINATION NUMBER QUESTION 2

A	M	T
11	37	48



**QUESTION 3**

ACCURACY	MANIPULATION	TOTAL
-	12	12

QUESTION NUMBER	MARK	MANIPULATION
3.1		Opened QUESTION 2
3.2	1✓	Changed to QUESTION 3
3.3	2✓	Merged data source and primary document
3.4	3✓	Analise-Marie Dreyer
3.4	4✓	SOFTWARE
3.4	5✓	Tablet
3.4	6✓	www.medicaldaily.com
3.4	7✓	Jennieve Jenson
3.4	8✓	AGRICULTURE
3.4	9✓	Laptop
3.4	10✓	www.humnutrition.com
3.6	11✓	Only letters to AM Dreyer and J Jenson Penalise if all letters are printed
3.6	12✓	Each letter is printed on ONE A4 portrait page

**NB: The marks for numbers 1- 6 must be indicated on the second PRINTOUT if the first PRINTOUT is marked as QUESTION 2.**

19 February 2020

*Analise-Marie Dreyer*  
*SOFTWARE*

- |    |                                     |
|----|-------------------------------------|
| 1✓ | Changed to QUESTION 3 in the footer |
| 2✓ | Merged documents                    |
| 3✓ | Analise-Marie Dreyer                |
| 4✓ | SOFTWARE                            |

Dear Members

**THE 7 DAY NO-SUGAR CHALLENGE**

The no-sugar diet has gain popularity as more people look for effective ways to stay healthy and lose weight.

We are keen to share this information with you and all your social media contacts on your electronic devices, such as your *Tablet* by logging onto *www.medicaldaily.com*.



- |    |                      |
|----|----------------------|
| 5✓ | Tablet               |
| 6✓ | www.medicaldaily.com |

Cutting down on sugar is the single best thing you can do for your body and brain. The following are some of the benefits for the '7 Day No-Sugar Challenge':

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>○ Clearer skin: Acne/pimples gone within a few days and skin tone improved.</li> <li>○ Increased energy: Energy to go running or even catch up with friends.</li> <li>○ Increased weight loss: Losing a few kilos is always welcome.</li> </ul> | <ul style="list-style-type: none"> <li>○ Motivation to eat healthier: Preference is given to sugar-free or low-sugar choices.</li> <li>○ Stronger willpower: Able to resist cravings and temptations.</li> <li>○ <b>Improved health: Reduce the risk of type 2 diabetes.</b></li> </ul> |
|--|---|

Reducing sugar intake promotes the following:
Increased wellness
Lower risk of illness and disease
Weight loss and prevention of obesity

Share this knowledge and empower others to enjoy a healthier lifestyle!

EXAMINATION NUMBER QUESTION 3

19 February 2020

*Jennieve Jenson*  
**AGRICULTURE**7✓ Jennieve Jenson  
8✓ AGRICULTURE

Dear Members

**THE 7 DAY NO-SUGAR CHALLENGE**

The no-sugar diet has gain popularity as more people look for effective ways to stay healthy and lose weight.

We are keen to share this information with you and all your social media contacts on your electronic devices, such as your *Laptop* by logging onto *www.humnutrition.com*.



9✓ Laptop  
10✓ www.humnutrition.com  
11✓ Only the two correct letters printed  
12✓ Printed on A4 portrait pages

Cutting down on sugar is the single best thing you can do for your body and brain. The following are some of the benefits for the '7 Day No-Sugar Challenge':

- Clearer skin: Acne/pimples gone within a few days and skin tone improved.
- Increased energy: Energy to go running or even catch up with friends.
- Increased weight loss: Losing a few kilos is always welcome.
- Motivation to eat healthier: Preference is given to sugar-free or low-sugar choices.
- Stronger willpower: Able to resist cravings and temptations.
- **Improved health: Reduce the risk of type 2 diabetes.**

Reducing sugar intake promotes the following:
Increased wellness
Lower risk of illness and disease
Weight loss and prevention of obesity

Share this knowledge and empower others to enjoy a healthier lifestyle!

EXAMINATION NUMBER QUESTION 3

A	M	T
-	12	12

**TOTAL SECTION A: 80**

**SECTION B: SPREADSHEET****QUESTION 4**

ACCURACY	MANIPULATION	TOTAL
6	16	22

QUESTION NUMBER	MARKS	ACCURACY
4.4	6	<p><b>Penalise all spelling errors, omissions and additions</b> (deduct ONE mark for every missing/additional text) in the document up to a maximum of 6 marks. (Spell Check)</p> <p>NOTE: Repeated errors must be penalised once only.</p> <p>Incorrect letter spacing, line spacing, upper case and lower case are penalised as manipulation errors.</p>

QUESTION NUMBER	MARK	MANIPULATION
4.1	1✓	MS Excel used to create the spreadsheet <b>Penalise if:</b> - incorrect cells are used - row and column headings are keyed in
4.2	2✓	Footer inserted
4.2	3✓	Question number centre-aligned and Examination Number right-aligned
4.3	4✓	Font: Berlin Sans FB, size 12 (both must be correct)
4.4	5✓	Upper case and lower case correct
4.4	6✓	Letter spacing correct
4.5	7✓	Merge and right-align across columns A to D (row 1)
4.6	8✓	Algerian, 16 (row 1)
4.7	9✓	Column heading centred horizontally in each column
4.7	10✓	Column headings (columns A and B) centred vertically, i.e. merged and centred across ROWS 3-5
4.8	11✓	Column headings in italics
4.9	12✓	Figures in column D – two decimals
4.10	13✓	Horizontal lines correct
4.10	14✓	Vertical lines correct
4.11	15✓	Column widths adjusted and all data visible
4.13	16✓	Spreadsheet printed on one A4 portrait page without row and column headings

**NB: Accept full stop or comma as a decimal point. Penalise only if it is used inconsistently = ONE accuracy error**

- 1✓ MS Excel used– refer to previous page  
2✓ Footer inserted  
3✓ Question number centred and Examination Number right-aligned

- 4✓ Berlin Sans FB, size 12  
5✓ Upper case/Lower case correct  
6✓ Letter space correct  
7✓ Merge and right-align across A-D (row 1)  
8✓ Algerian, 16 (row 1)

### MEAN BLOOD GLUCOSE (MBG)

Percentage Increase: 12%

<i>LEVEL</i>	<i>RISK</i>	<i>Milligrams per deciliter</i>	<i>Millimoles per litre</i>
		<i>MG/DL</i>	<i>MMOL/L</i>
Dangerously high	Very high	315	17.40
High	High	280	15.60
High	High	215	11.00
Borderline	Medium	150	8.20
Borderline	Medium	120	7.00
Low	Medium	70	3.90
Dangerously low	High	50	2.80
Normal	No risk	108	0.60
AVERAGE MG/DL			
HIGHEST MMOL/L			

- 9✓ Column headings centred horizontally  
10✓ Column headings (A and B) centred vertically  
11✓ Column headings in italics

- 12✓ 2 decimals (column D)  
13✓ Horizontal lines correct  
14✓ Vertical lines correct  
15✓ Column width adjusted  
16✓ Print on ONE portrait page – without row and column headings

A	M	T
6	16	22

**QUESTION 5**

ACCURACY	MANIPULATION	TOTAL
6	29	35

QUESTION NUMBER	MARKS	ACCURACY
5.4	6	<b>Penalise all spelling errors, omissions and additions in new rows and columns only</b>  (Deduct ONE mark for every missing/additional text) in the document up to a maximum - marks as indicated on the next page.

QUESTION NUMBER	MARKS	MANIPULATION
5.1		Open QUESTION 4
5.2	1✓	Question number changed to QUESTION 5
5.3	2✓	Merge and centre the main heading (across columns A-G)
5.4	3✓	Upper case/Lower case used correctly
5.4	4✓	Letter spacing used correctly
5.4	5✓	New column headings inserted in the correct position (columns D, E and G)
5.4	6✓	New row inserted in the correct position (row 15)
5.5	7✓	Column heading in row 3 merged and centred across column C3-E3 and F3 and G3
5.5	8✓	New column headings displayed correctly in two rows (rows 4 and 5)
5.6	9✓	New column headings – centred
5.6	10✓	New column headings – bold
5.7	11✓	Calculations performed in the correct cells
5.7.1	12✓	Calculation correct – 10% increase in MG/DL
5.7.2	13✓	Calculation correct – Increased MG/DL
5.7.3	14✓	Calculation correct – Projected Increase (Absolute cell reference marked in QUESTION 6)
5.7.4	15✓	Calculation correct – Average MG/DL
5.7.5	16✓	Calculation correct – Lowest Increase in MG/DL
5.7.6	17✓	Calculation correct – Highest MMOL/L
5.8	18✓	Autofill – formulae inserted in column D
5.8	19✓	Autofill – formulae inserted in column E
5.8	20✓	Autofill – formulae inserted in column G
5.9	21✓	Column D and E – ONE decimal
5.9	22✓	Column G - ONE decimal
5.10	23✓	Column widths adjusted – all data visible
5.10	24✓	Landscape
5.11	25✓	Horizontal lines inserted – new columns/rows
5.11	26✓	Vertical lines inserted – new columns/rows
5.12	27✓	Insert a thick outer border (rows 14-16)
5.14	28✓	Print on ONE A4 page (landscape marked in number 24)
5.14	29✓	Print without row and column headings

## QUESTION 5 EXAMINATION NUMBER

- 1✓ Question number changed
- 2✓ Merge and centre main heading (A-G)
- 3✓ Upper case/Lower case
- 4✓ Letter spacing

- 5✓ New columns inserted (D, E and G)
- 6✓ New row inserted (row 15)
- 7✓ Column headings merged and centred C3-E3 and F3-G3
- 8✓ New column headings in two rows (rows 4 and 5)
- 9✓ New column headings centred
- 10✓ New column heading bold
- 11✓ Calculations in correct cells

## MEAN BLOOD GLUCOSE (MBG)

Percentage Increase: 12%

LEVEL	RISK	Milligrams per deciliter			Millimoles per Litre		
		MG/DL	10% Increase in MG/DL	Increased MG/DL	MMOL/L	Projected Increase	
Dangerously high	Very high	315	12✓ 31.5	13✓ 346.5	17.40	14✓ 2.1	
High	High	280	28.0	308.0	15.60	1.9	
High	High	215	21.5	236.5	11.00	1.3	
Borderline	Medium	150	15.0	165.0	8.20	1.0	
Borderline	Medium	120	12.0	132.0	7.00	0.8	
Low	Medium	70	7.0	77.0	3.90	0.5	
Dangerously low	High	50	5.0	55.0	2.80	0.3	
Normal	No risk	108	10.8	118.8	0.60	0.1	
AVERAGE MG/DL		163.5	15✓				
LOWEST INCREASE IN MG/DL			5	16✓			
HIGHEST MMOL/L					17.40	17✓	

NEW COLUMNS  
ACCURACY  
✓✓✓✓

NEW ROW (ROW 15)  
ACCURACY ✓✓

- 18✓ Autofill – formula inserted in column D
- 19✓ Autofill – formula inserted in column E
- 20✓ Autofill – formula inserted in column G
- 21✓ One decimal (columns D and E)
- 22✓ One decimal (Column G)
- 23✓ Column width adjusted – all data visible
- 24✓ Landscape

- 25✓ Horizontal lines correct
- 26✓ Vertical lines correct
- 27✓ Thick outer border (rows 14-16)
- 28✓ Print – One A4 page
- 29✓ No row and column headings

A	M	T
6	29	35

QUESTION 5

EXAMINATION NUMBER

**QUESTION 6**

ACCURACY	MANIPULATION	TOTAL
-	12	12

QUESTION NUMBER	MARK	MANIPULATION
6.2	1✓	Footer replaced with a header
6.2	2✓	QUESTION 6 and EXAMINATION NUMBER - centred (Accept on one or two rows)
6.3	3✓	Displayed formula - =C6*10%
6.3	4✓	Displayed formula - =SUM(C6:D6) or =C6+D6
6.3	5✓	Displayed formula - using absolute cell reference (F6*\$B\$2) Penalise if absolute cell reference not used
6.3	6✓	Formula with absolute cell reference copied as indicated Penalise if formula copied without absolute cell reference
6.3	7✓	Displayed formula - AVERAGE(C6:C13)
6.3	8✓	Displayed formula - MIN(D6:D13)
6.3	9✓	Displayed formula - MAX(F6:F13)
6.4	10✓	Column width adjusted – All formulae visible
6.6	11✓	Printed on ONE A4 page
6.6	12✓	Landscape



1✓ Footer replaced with a header  
2✓ Question number and examination number.  
centred

## MEAN BLOOD GLUCOSE (MBG)

Percentage Increase: 0.12

LEVEL	RISK	Milligrams per deciliter			Millimoles per Litre	
		MG/DL	10% Increase in MG/DL	Increased MG/DL	MMOL/L	Projected Increase
			3✓	4✓ Accept =C6+D6		
Dangerously high	Very high	315	=C6*10%	=SUM(C6:D6)	17.4	=F6*\$B\$2
High	High	280	=C7*10%	=SUM(C7:D7)	15.6	=F7*\$B\$2
High	High	215	=C8*10%	=SUM(C8:D8)	11	=F8*\$B\$2
Borderline	Medium	150	=C9*10%	=SUM(C9:D9)	8.2	=F9*\$B\$2
Borderline	Medium	120	=C10*10%	=SUM(C10:D10)	7	=F10*\$B\$2
Low	Medium	70	=C11*10%	=SUM(C11:D11)	3.9	=F11*\$B\$2
Dangerously low	High	50	=C12*10%	=SUM(C12:D12)	2.8	=F12*\$B\$2
Normal	No risk	108	=C13*10%	=SUM(C13:D13)	0.6	=F13*\$B\$2
AVERAGE MG/DL		=AVERAGE(C6:C13)	7✓ AVERAGE			
LOWEST INCREASE IN MG/DL			=MIN(D6:D13)	8✓ MIN		
HIGHEST MMOL/L				=MAX(F6:F13)	9✓ MAX	

5✓ Absolute cell reference used

6✓ Absolute cell ref. copied

10✓ Column width adjusted  
11✓ Printed on ONE page  
12✓ Landscape

A	M	T
-	12	12

### NB:

Do not penalise for repeated error: If incorrect cells were used in QUESTION 5, penalise once only for incorrect cell reference and award marks for correct formula

Alternate formulae may be accepted however No. 5 and No. 6 must include absolute cell references.

**QUESTION 7**

ACCURACY	MANIPULATION	TOTAL
1	10	11

QUESTION NUMBER	MARK	ACCURACY
7.6	1	Penalise spelling errors, omissions and additions in the chart title/axis titles - maximum of 1 mark.

QUESTION NUMBER	MARK	MANIPULATION
7.1		Opened QUESTION 5
7.2	1✓	3-D Column chart inserted
7.3	2✓	Column chart placed below spreadsheet as an object
7.4	3✓	Column chart resized to fit document on one A4 landscape page
7.5	4✓	Vertical axis title inserted: FIGURES Accept any format (Vertical or rotated)
7.5	5✓	Horizontal axis title inserted: RISK LEVELS
7.6	6✓	Chart title inserted above the chart
7.6	7✓	Chart title in Arial Narrow, size 12 (both must be correct)
7.7	8✓	Legend displayed on the left of the chart
7.7	9✓	Legend contains the correct information: MG/DL and Increased MG/DL Penalise if the Legend displays "Series 1 and Series 2"
7.9	10✓	Printed ONE A4 page landscape

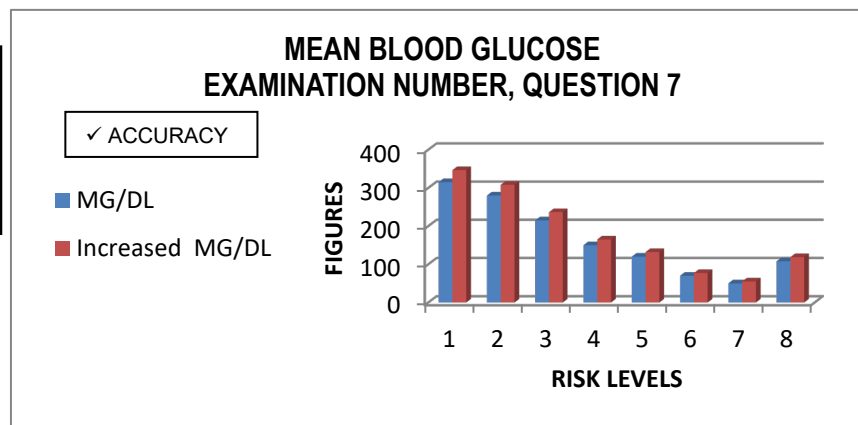
**MEAN BLOOD GLUCOSE (MBG)**

Percentage Increase:

12%

<i>LEVEL</i>	<i>RISK</i>	<i>Milligrams per deciliter</i>			<i>Millimoles per Litre</i>	
		<i>MG/DL</i>	<b>10% Increase in MG/DL</b>	<b>Increased MG/DL</b>	<i>MMOL/L</i>	<b>Projected Increase</b>
Dangerously high	Very high	315	31.5	346.5	17.40	2.1
High	High	280	28.0	308.0	15.60	1.9
High	High	215	21.5	236.5	11.00	1.3
Borderline	Medium	150	15.0	165.0	8.20	1.0
Borderline	Medium	120	12.0	132.0	7.00	0.8
Low	Medium	70	7.0	77.0	3.90	0.5
Dangerously low	High	50	5.0	55.0	2.80	0.3
Normal	No risk	108	10.8	118.8	0.60	0.1
<b>AVERAGE MG/DL</b>		163.5				
<b>LOWEST INCREASE IN MG/DL</b>		5				
<b>HIGHEST MMOL/L</b>		17.40				

- 1✓ Column chart inserted
- 2✓ Chart inserted as object below spreadsheet
- 3✓ Column chart resized
- 4✓ Vertical axis title inserted
- 5✓ Horizontal axis title inserted



- 6✓ Chart title above the chart
- 7✓ Chart title – Arial Narrow, 12
- 8✓ Legend displayed on the left
- 9✓ Correct information displayed in the legend (Penalise “Series 1...”)
- 10✓ Print on ONE A4 page landscape

<b>A</b>	<b>M</b>	<b>T</b>
1	10	11

**SECTION C****QUESTION 8**

ACCURACY	MANIPULATION	TOTAL
2	10	12

QUESTION NUMBER	MARK	ACCURACY
8.3	2	Penalise typing errors, omissions and additions in the field names - maximum of 2 marks.  Accept WITH or WITHOUT the ID column – DO NOT PENALISE

QUESTION NUMBER	MARK	MANIPULATION
8.1	1✓	MS Access used to create the database Penalise if file extension is not: '.accdb'
8.1	2✓	Database file name: DIABETES
8.2	3✓	Table name: EXAMINATION NUMBER, QUESTION 8
8.3	4✓	Short Text (Accept 'Text' as older version may be used).
8.3	5✓	Double (All 3 must be correct)
8.3	6✓	18
8.3	7✓	8
8.3	8✓	8
8.3	9✓	8
8.4	10✓	Database structure printed on ONE portrait page without extra properties and indexes

1✓ MS Access (.accdb)  
2✓ File name: DIABETES  
3✓ Table name: EXAMINATION NUMBER, QUESTION 8

C:\Users\user\Documents\DIABETES.accdb  
Table: EXAMINATION NUMBER, QUESTION 8

Saturday, December 10, 2019  
Page: 1

**Columns**

Name

GEOGRAPHIC REGIONS  
% STATS 2014  
% STATS 2019  
ESTIMATED % INCREASE

✓✓ ACCURACY

Type

Short Text  
Double  
Double  
Double

4✓

5✓

Size

18  
8  
8  
8  
8

6✓  
7✓  
8✓  
9✓

10✓ Print on ONE portrait page without extra properties and

A	M	T
2	10	12

**QUESTION 9**

ACCURACY	MANIPULATION	TOTAL
9	9	18

QUESTION NUMBER	MARKS	ACCURACY
9.3	8	Penalise all typing errors, omissions and additions in the records only (deduct ONE mark for every missing word) up to a maximum of 9 marks.
9.4	1	Penalise typing errors and omissions in the new record

QUESTION NUMBER	MARK	MANIPULATION
9.1		Opened Table
9.2	1✓	Table renamed: EXAMINATION NUMBER, QUESTION 9
9.3	2✓	Upper case/lower case correct
9.3	3✓	Letter spacing correct
9.4	4✓	New record added to table
9.5	5✓	Table sorted according to 'GEOGRAPHIC REGIONS' column with ALL corresponding data
9.5	6✓	Table sorted in ascending order
9.6	7✓	Find and replace 8.5 with 10.8 Penalise if not replaced 3 times
9.7	8✓	Column width adjusted – all data visible
9.9	9✓	Print the table on one A4 landscape page

- 1✓ Table renamed: Examination Number, QUESTION 9

2✓ Upper and lower case

3✓ Letter spacing

EXAMINATION NUMBER, QUESTION 9

GEOGRAPHIC REGIONS	% STATS 2014	% STATS 2019	ESTIMATED % INCREASE
Africa	5.9	7.3	10.8
America	5.5	8.3	9.5
Caribbean	3.5	10.3	11.5
Europe	4.1	6.6	10.8
Mediterranean	4.9	10.6	11.4
North America	3.1	6.3	10.8
Oceania	5.9	8.6	11.9
South America	4.4	8.4	9.7
South East Asia	4.5	8.3	11.4

Accuracy

✓✓✓✓✓✓✓✓

(Records only)

Accuracy ✓

(New record)

- 4✓ New record added

5✓ Table sorted – Geographic Regions column

6✓ Table sorted – ascending order

7✓ Find and replace – 8.5 with 10.8 (3 times)

8✓ Column width adjusted

9✓ Print on ONE A4 page landscape

A	M	T
9	9	18

**QUESTION 10**

ACCURACY	MANIPULATION	TOTAL
2	8	10

QUESTION NUMBER	MARKS	ACCURACY
10.5	1	Penalise spelling error, omission and addition in the Report Header up to a maximum of 1 mark.
10.6	1	Penalise spelling error, omission and addition in new text below the report

QUESTION NUMBER	MARK	MANIPULATION
10.1		Opened Table: QUESTION 9
10.2	1✓	Report created using Report Wizard
10.3	2✓	Only two fields used in the Report
10.3	3✓	The correct fields used in the Report: GEOGRAPHIC REGIONS and ESTIMATED % INCREASE
10.4	4✓	Columnar layout used
10.5	5✓	Report header correctly inserted: EXAMINATION NUMBER, QUESTION 10, INCREASE IN DIAGNOSIS
10.6	6✓	Text inserted in the correct position
10.7	7✓	Amount calculated correctly
10.9	8✓	Printed on ONE page portrait

EXAMINATION NUMBER, QUESTION 10, INCREASE IN DIAGNOSIS

		✓ ACCURACY			
GEOGRAPHIC REGIONS	Africa		<div>1✓ Report created using Report Wizard</div> <div>2✓ Only 2 fields used in the Report</div> <div>3✓ Correct TWO fields used in the report</div> <div>4✓ Columnar layout used</div> <div>5✓ Report header inserted</div>		
ESTIMATED % INCREASE		10.8			
GEOGRAPHIC REGIONS	America				
ESTIMATED % INCREASE		9.5			
GEOGRAPHIC REGIONS	Caribbean				
ESTIMATED % INCREASE		11.5			
GEOGRAPHIC REGIONS	Europe				
ESTIMATED % INCREASE		10.8			
GEOGRAPHIC REGIONS	Mediterranean				
ESTIMATED % INCREASE		11.4			
GEOGRAPHIC REGIONS	North America				
ESTIMATED % INCREASE		10.8			
GEOGRAPHIC REGIONS	Oceania				
ESTIMATED % INCREASE		11.9			
GEOGRAPHIC REGIONS	South America				
ESTIMATED % INCREASE		9.7			
GEOGRAPHIC REGIONS	South East Asia				
ESTIMATED % INCREASE		11.4			
AVERAGE INCREASE		10.9	<div>6✓ Amount calculated correctly</div> <div>7✓ Text inserted in correct positon</div> <div>8✓ Printed on 1 A4 page portrait</div>		
✓ ACCURACY					
			A	M	T
			2	8	10

TOTAL SECTION C: 40  
GRAND TOTAL: 200