A QUICK GUIDE TO THE TYPING AND EDITING OF QUESTION PAPERS AND MARKING GUIDELINES

NATIONAL CERTIFICATE (VOCATIONAL) AND NATED

Quick Guide to Typing and Editing Question Papers

1. INTRODUCTION

Like any publisher, the Department of Higher Education and Training sets certain standards for the typing and editing of question papers and marking guidelines. Normally, the transcript that you submit has to undergo some formatting and editing to finalise the layout and general feel of the question paper and marking guideline. This guide aims to show you how to format and add your own question paper and marking guideline, which will ultimately lead to a better product.

2. DIFFERENT COMPUTERS, DIFFERENT DISPLAYS

Since you won’t be setting your question paper and marking guideline at the Department, it is safe to assume that your computer will work a little differently from ours. This may be because you work with a different program (e.g. Word 2007 where we use Word 2002) or Word/WordPerfect which is compatible with our programs, but not the same or because the settings in the same program are different. When we open your question paper or marking guideline, it may look jumbled and some information may have moved or may have got lost. To prevent this, you should follow the guidelines set out in this document.

3. THE 'SHELL'

The shell is a question paper-handling guideline without questions, a kind of template. It contains the correct page setup, font page, instructions page, and space for you to type your questions/answers. If you use this shell when you type your question paper and marking guidelines, you won’t need to worry about settings and question papers or marking guidelines changing themselves later.

The visible light gray lines are the shells which are visible only on the electronic version of the document and do not appear on the printed version. These shells are the areas used for typing. They will be removed to keep information in one place, no matter which computer the document is opened. All diagrams, drawings and pictures must be placed to shells too, to prevent them from shifting when a document is opened on any computer.

Ensure that you may not paste the correct shells to add questions or other information.

Use a new shell for each new question or sub-question.

DO NOT USE THE ENTER KEY TO LET THE SHELL CONTINUE ONTO THE NEXT PAGE. Stop the shell two or three lines before the footer. Then move the cursor to a position outside and behind the shell and use the CONTROL and ENTER keys in unison to move onto the next page. Copy and paste a new shell here, two spaces below the header.

THERE IS A SHELL FOR EVERY NEED. DO NOT TYPE ANYTHING OUTSIDE A SHELL.

To view the shells on a document received for marking, whilst clicking on a question, go to 'Insert' and click on 'Show/Hide'. Then, go to 'Insert' and click on 'Fields'.

EXAMPLE NC (V)

SUBJECT NAME (18 font)

NOF LEVEL 2 (16 font)

NOVEMBER EXAMINATION (18 font)

XX November 2012 (X-Paper/T-Paper) (16 font)

REQUIREMENTS: A2 drawing paper/Graph paper/Non-rounded structural steel tables (B0/8K) (All extra items supplied by DHEI) (left-aligned)
higher education & training
Department: Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NASIONALE SERTIFIIKAAT (BEROEPSGERIG)

VAKNAAM
(Eerste Vraestel)
NKR VLAK 2
NOVEMBER-EKSAMEN
(VAKKODE)
XX November 2012 (X-Vraestel/Y-vraestol)
09:00-12:00/13:00-16:00

REKENINGE HEBBE: A2-tekenapers/Grafiekoopies/Warmgewasse boekesteile
telle (BOE 8/2) (Alle ekstra items verskaf deur DNOO)

Hierdie vraestel bestaan uit 12 bladsye, 1 bylaat/2 bylaas, 3 diagrammekaartje,
2 indigingsblaaie; 1 indigingsblad van 6 bladsye, 2 antwoordblaatjies; 1 antwoordblaad van
3 bladsye, 4 formuleblaatjies; 1 formuleblad van 3 bladsye (12 blads)

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REPUBLIC OF SOUTH AFRICA

NASIONALE SERTIFIIKAAT (BEROEPSGERIG)

VAKNAAM
NKR VLAK 2
NOVEMBER-EKSAMEN
(VAKKODE)
XX November 2012 (X-Vraestel)
09:00-12:00

Sakrekening mag gebruik word.
Kandidate het tekeninstrumente nodig.
Kandidate mag woordboeke in die skemaantekenaal inneem.

Hierdie vraestel bestaan uit 12 bladsye.

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T000(A)(A01)
AUGUSTUS-EKSAMEN
NASIONALE SERTIFIKAAAT
VAKNAAM
(VAKKODE)
XX Junie 2012 (X-Vraestel)
09:00–12:00

BENODIGHEDE: Stroombetrie (BOE 173)

Nieprogrammeerbare sakrekensars mag gebruik word.

Hierdie vraestel bestaan uit 5 biede, 4 diagrammelle en 1 formuliele.

NOTE: If you answer more than the required number of questions only the required number of questions will be marked. All work you do not want to be marked must be clearly crossed out.

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions in SECTION A.
2. Answer any THREE questions in SECTION B.
3. Read ALL the questions carefully.
4. Number the answers according to the numbering system used in this question paper.
5. Write neatly and legibly.
DEPARTEMENT VAN HOËR ONDERWYS EN OPLEIDING
REPUBLIC VAN SUID-AFRIKA
NASIONALE SERTIFKAAT
VAKNAAM
TYD: 3 UUR
PUNTE: 100

LET WEL: Indien jy meer as die vereiste getal vrae beantwoord, sal slegs die vereiste getal nagesien word. Alle werk wat jy nie wil laat nasien nie, moet duidelik deurgehaal word.

INSTRUKSIES EN INLIGTING
1. Beantwoord AL die vrae.
2. Lees AL die vrae aandegig deur.
3. Nommer die antwoorde volgens die nomenclatuur in die vraestel getroud.
4. Skreif nadjies en leesbaar.

MARKING GUIDELINE

PAGE 1 OF QUESTION PAPER (NC (V) and NC)

This is an example of page 1 of the syllabus, PLEASE DON'T DELETE THE TABLES. THEY PROVIDE THE SHELL IN WHICH TO TYPE YOUR QUESTION PAPER SO THAT IT CONFORMS TO THE
STANDARD FORMAT.

The visible tables (light grey) below are your macroshells (provided on the CD supplied to you for testing the question paper) – they are visible only in the electronic version of a question paper and do not appear on the printed version. This is the space where you type your questions.

You need to copy and paste macrosheets as you work so as to create enough space for all your questions as you set the question paper.

IMPORTANT: NEVER put more than one question or sub-question in a macroshell (row).

EXAMPLE OF PAGE 3:
In the header

SECTION A

QUESTION 1

MARKING GUIDELINE

PAGE 1 OF MARKING GUIDELINE

On the next page you will find an example of page 1 of an NC (V) marking guideline. (Attached as
APPENDIX C – D you will find more examples.)

Take note of the following:
1. Type your subject name in the 'SUBJECT NAME' space and insert the subject code in the
   'SUBJECT CODE' space.
2. Fill in the date and time of the examination as per the examination timetable.

NASIENRIGLYN (26 font)

NASIONALE SERTIFKAAT (BEROEPSGERIG) (18 font)

NOVEMBER-EKSAMEN (18 font)

VAKNAAM (18 font)

NK R V L A K 2 (18 font)

XX NOVEMBER 2012 (18 font)

Hierdie nasiensriglyn bestaan uit ... bladyns. (12 font)
HIERDIE NASIENRIGLYN bestaan uit 20 bladsye.

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**NASIONALE SERTIFIKAT**

**AUGUSTUS-EKSAMEN**

**VAKNAAM**

**XX AUGUSTUS 2012**

X
X
X
X

Hierdie nasienriglyn bestaan uit 20 bladsye.

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Kopiëre naafbladsy:

Baal om asseblief

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**EXAMPLE OF PAGE 2 NC (V):**

In the Header:

MARKING GUIDELINE
SUBJECT NAME NC 95(E) (40)(V)

FIRST PAGE

"First Page" or "Second Page" applicable ONLY in cases of more than one paper

SECTION A

QUESTION 1

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NOTE:

The guidance provided on numbering, marks and editing in the following SECTIONS 4 to 6 of this document is also available to the marking guideline.

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In the case of a choice between questions or subquestions, all the choices must carry the same marks and only one choice contributes to the total marks of the question/section. For example:

Answer QUESTION 1.1 or QUESTION 1.2.

**QUESTION 1**

1.1 Discuss the advantages and disadvantages of private vehicles with regard to traffic.

1.2 Compare private vehicles and public transport with regard to traffic control.

Total marks for a question are indicated in square brackets and bold at the end of the question. All marks must be correctly aligned to the right. Marks for short questions (1.3.1-1.3.4 below) to which the SAME INSTRUCTION applies (e.g. 1.3.1) are NOT allocated individually. The breakdown of the marks (4 = 2) is given in the line BELOW the last sub-question (1.3.4) and the total is given in the last column (6).

Do NOT break down marks which are clear to understand. For example, when the candidate has to give ONE reason which counts 2 marks it is unnecessary to break it down by saying (1) (2). The total (2) indicates clearly that the ONE reason asked counts 2 marks.

When marking the guideline gives 4 reasons while only 1 of those specific reasons is needed, the breakdown of the end of the 4 reasons is given on the SAME LINE AS THE LAST REASON as (Key 1-4). When ANY OTHER APPLICABLE reason not mentioned in the marking guideline can also be given, the breakdown is indicated as (Any applicable 1-2). The breakdown is NOT indicated as Any ONE APPLICABLE ANSWER (1-2).

**QUESTION 1**

1.1 What type of fish is an orange? [2]

1.2 Where in South Africa are tamarind trees grown (through the year)? [2]

Choosing the correct answer(s) from those given in brackets. Write only the number(s) next to the question number (1.3.1-1.3.4) in the ANSWER BOOK.

1.3.1 A (cheque/credit/loan) note is a source document that confirms the cheque payment.

1.3.2 A business with a turnover of R1 000 000/300 000/500 000 and above is compelled by the law to register as a VAT vendor.

1.3.3 Source documents must be strictly kept for at least 5 years.

1.3.4 The amount of money invested by the owner to start a business is called working capital/capital.

**QUESTION 2**

2.1 How many three birth titles in Japan and give an example of ONE cultural attraction in each town. [3 (x 2) = 6]

2.2 Vivaldi: Three birth titles in London and give an example of ONE cultural attraction in each town.

5. PLACEMENT AND FORMATTING OF MARKS IN QUESTION PAPERS

Total marks for subquestions are placed in round brackets and centred in the 3rd column to the right of the sub-question number (6) in the example above, (2) and (6) in the examples below.

**QUESTION 2**

2.1 What type of fish is an orange? [2]

2.2 Vivaldi: Three birth titles in London and give an example of ONE cultural attraction in each town. [3 (x 2) = 6]

Where an indication is provided of how the marks for a subquestion are arrived at, the detailed mark allocation is provided in brackets at the end of the column in which the question appears, while the total for the sub-question is placed in round brackets and centred in the 3rd column to the right of the sub-question. DO NOT type (3 x 2 = 6) or (3 x 2) = 6. Take note that (3 x 2) appears in the same column as the question, whereas the (6) is its own column.

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Mark for questions in table form are indicated as follows:

**COLUMN A**

<table>
<thead>
<tr>
<th>QUESTION 1.1</th>
<th>QUESTION 1.2</th>
<th>QUESTION 1.3</th>
<th>QUESTION 1.4</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. neutrophils</td>
<td>B. eosinophils</td>
<td>C. basophils</td>
<td>D. lymphocytes</td>
</tr>
</tbody>
</table>

At the end of a SECTION, the total marks for that section are indicated as follows:

**TOTAL SECTION A**: 60

The total of the paper can be indicated in two ways. If there are no SECTIONS in the paper:

**TOTAL**: 60

If a paper has two or more SECTIONS, the grand total is indicated after the last of the LAST SECTION. The marks must be correctly aligned to the right.

**TOTAL SECTION B**: 60

**GRAND TOTAL**: 120

6. OTHER GENERAL EXAMINATION MATTERS

- The mark for a single question is given on the SAME line as the last sentence of that question. When a question consists of an instruction which applies to subquestions, marks are not allocated individually (see previous page) but given as a breakdown with a total on the line BELOW the last sentence or question, for example (2 + 2) = 4 or whatever the case may be.

- Do not use abbreviations for words like hour, minutes, degrees, minimum and maximum. The correct abbreviation for page p. (5) or 5p. = 5 pages. The correct abbreviation for number is: No. (100 = 100th).

- Tasks/questions are not repeated in the assessment book.

- The correct use of ticks is important. It is used to facilitate marking and to ensure accurate and consistent marking. For example: An apple is red or green and is round. X" The THREE ticks mean ALL THREE words must be present for the candidate to get THREE marks.

- Use the marks symbol (v) ONLY TO INDICATE 5 mark and NOT 1 mark. Use a tick (✓) for 1 mark. There is no space between the last word or punctuation mark and the tick but a space occurs AFTER the tick if the sentence or phrase continues. There is also no space between consecutive ticks. Do NOT use slashes to insert ticks as they may cover important information when printed.

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ADDITIONAL TIPS

- FIGURE 1: SUGAR (1 cent, beneath you in the question paper)
- TOTAL: (TOTAL) (TOTAL) (TOTAL) (TOTAL)
- Table headings:
- Captions
- NOTE: JUET LANG

NOTE:
- When referring to a figure, question or addition in a question, capital letters without bold are used, e.g., Study FIGURE 1 and refer to the attached ADDENDUM A.

HOW TO DELETE "Please turn over" ON THE LAST PAGE

- Delete page break on previous page if there is one (put the cursor on the page break and press [Del]).
- Ensure that the cursor is still right at the end of this previous page.
- Go to Page Layout – Show – Hide Page Breaks.
- You will notice that the header on the last page has now disappeared.
- Click twice in the space of the header on the previous page, highlight it and copy this header. (control- c)
- Move the cursor to the header space on the last page.
- Click once. Before you paste the header here, look at Link to Previous page in the ribbon and deactivate it. Now paste the header you have copied.
- Go to Please turn over at the bottom of the page that you want to delete and click on it.
- Again first look at previous page in the ribbon and deactivate it if it has come on. Then delete Please turn over.
- Close the header and footer at the top right.
- You will notice that there may be a border around the last page. Click on the page again, go to Page Layout and click on Page borders. Click on None and then go to Apply: this section first page only and click OK.
- Save.

ITALICS

ONLY the following are italicized:
- Words/terms/Concepts that have to be defined/meant in shorthand/planned, e.g., explain the term incoming current.
- Botanical names of plants and names of species, e.g., Pyrenaeaeflexua.
- Names of magazines/newspapers/Internet websites, e.g., Prentice-Hall and Reel.
- Only in computer subjects, such as Office Data Processing and Life Orientation Paper 2, where computer terminology is inserted in the Afrikaans question paper, e.g., using in (itself).

CAPITALS

The following are capitalized:
- The number of items to be named in an answer, e.g., NAME THREE types of leadership style.

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- Give (COE) – used for reasons and examples.
- Meridian (mid); Day (SDP); Source and Supply (Werkst) are NOT used in questions.

EXPLAIN (VEROUDJELI), DESCRIBE (BEWEY), and DISCUSS (BESPREK) – used when a much higher cognitive level is tested; answer consists of at least more than one sentence.

NUMBERS

- For numbers use the number ’0’ (NOT: the letter ‘O’), e.g., 0.955.
- For decimal fractions use the comma, e.g., 0.980 (not a full stop).
- A space separates thousands from hundreds and tens and hundreds of thousands from thousands (NOT: a comma), e.g., 5,955 (NOT: 5,955) 192,356 (NOT: 192,356).
- For whole numbers count to the left and place spaces between groups of three digits in a number greater than 999, e.g., 612,377,663. This rule does not apply to the following:
- Share prices in tens, e.g., 12396.
- Post box and postal code numbers, e.g., PO Box 1405, PRETORIA 0001.
- Serial numbers, e.g., 2073 Miss Road.
- Telephone numbers, e.g., 083 377 6632 and telephone numbers, e.g., 021 869 4321.
- The percentage sign (%) is typed directly next to the number, e.g., 100%.
- Numerals and symbols such as 500V should always be kept together especially at the end of a line. Do NOT separate the number and the SI unit; they have to appear in the same line.
- Ratios: spaces between numerals and, e.g., 5:6.
- Time: written as 07:00 or 09:00 (NOT: 7:00; 9:00).
- Degrees of longitude and latitude are written with the symbols: 52°37'45"N.

B. LIMITS

- Most of the SI units have written text with small letters, except C (Celsius), A (ampere), Hz (hertz), J (joules), and W (watt) and those used to distinguish them from a similar symbol that starts with a small letter such as Co (for cobalt) and Ga (for gallium).
- The symbols for SI units are NOT written in Italic or bold even if the rest of the sentence is italicized or bolded. This is a local precaution although it does not apply to the italicized f (litre), e.g., the litre as unit for volume.
- A resistor has a resistance of 40 ohms. BUT: A 40-ohm resistor.
- A regular 1st word in an unstressed word is 40 ohm.
- MAAN (4 ohm) is unstressed.
- SI units are NOT followed by full stops unless they occur at the end of a sentence.
- If a number is written on an SI list, a hand- (or broken) space is inserted between the number and the symbol, e.g., 10 V, 100 V, 1000 V.
- The correct symbols are MPA and GPA (NOT: N, MPa and GPa). The symbol for Pascal is Pa.
- The correct symbol is kJ (NOT: kJ-cal or kJ-calory).
- The correct symbol is A (amper) (NOT: amp) and A.
- The correct symbol is m (meters) (NOT: m, mms, etc.) and m.
- SI units do NOT have plurals, e.g., 20 kg is WRONG; 20 kg is CORRECT.
- Degrees are written as follows:

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- Diagrams/Sketches/Additions in the question paper must:
- o be clear
- o be careful and bold
- o be large enough for all details to be seen clearly
- o have labels at least 11pt size and be in the correct language
- o have a caption consisting of at least 10 pt figure number, e.g., FIGURE 1
- o be enclosed in a box/triangle (1½ pt)
- o acknowledge the source, where possible, inside square brackets, right aligned below the ... and typed in Initial size 10.

[Source: www.mypreprints.md]

FIGURE 1

HINTS:
- Try to find pictures on the Internet instead of using newspapers and magazines which need to be scanned and which results in distortions and poor quality. The quality will be better.
- Try to use line diagrams black-and-white pictures. Colour pictures do not print well.
- Send the original versions of brochures and pamphlets to the Department, clearly indicating their placement/movement in the question paper.
- Text provided in diagrams should be at least 10 pt. If it is unclear, retype it separately in a box that can be relocated.
- To check their quality, make a copy of pictures on any normal photocopy machine. That gives a good basis of the quality your candidates will see, not the quality you see on your computer screen.

NOTE: TRANSLATORS AND TIPTIPS CANNOT EFFECT ANY CHANGES ON A SCANNED DIAGRAM/SCHEMATICAL/ARTWORK ETC.

STATE, NAME and GIVE (NO EM GEE)

- STATE (NOM), – used when an answer is a statement or in the form of a sentence.
- NOEMUS (NOEMMAAN in LYT VUN) – used for all one-word answers or answers.

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- Degrees for angles (NOT: Centigrade) are written with NO space, e.g., 30°.
- Degrees Centigrade/absolute are written with a space between the numeral and the symbol, e.g., 30 °C. (Use ARE 248 on computer keyboard for degree symbol.) °C and °F are always unpunctuated.

EQUATIONS

Equations are difficult to work with – Only use MS Equation 3.0 which is provided within Microsoft Word when inserting equations as this is the only program tipkalks/tiptips can access to effect changes.

How to find MS Equation 3.0

- Go to Insert
- Go to Object
- Select down the list and select MS Equation Editor 3.0.

THE USE OF SYMBOLS

The use of the symbol/numberic symbol can be used to check if all information is aligned and that fine spacing etc is correct.

To use:
- Click on the Home tab.
- Click on the symbol/numberic symbol.
- If it is activated the symbol is highlighted. If it is not activated, the symbol is not highlighted.

7. STANDARD QUESTION FORMULATIONS

Candidates get used to a certain formulation of questions such as multiple-choice and matching items questions. Below are the standard question formulations. These are mostly used in SECTION A of a question paper.

HINT:
- The sentence ‘Which of the ...’ is the question number ( ) in the ANSWER BOOK.
- Candidates must delete this in any of your questions. Where ( ) represents the information to be written in the question and number respectively.

Multiple-choice questions/Verwoordel gelyksanteke

- (answer in answer box). Various options are given as possible answers to the following questions. Choose the answer and write it only the letter (A-G) next to the question number (1.1–1.10) in the ANSWER BOOK.

- Important:
  - (Because incorrect answer/blok). Verwoordel options word as noontjie antwoorde op die volgende vraag: Geskik om die antwoord in die oorlopsteck of letter (A-G) langs die vragnummer (1.1–1.10) in die ANTWOORDBOEK leer.

- NOTE:
  - The options are numbered in capital letters, with no punctuation/brackets:
    - A Option 1
    - B Option 2
    - C Option 3
    - D Option 4
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B Page 2 — Instructions

1. Formatting guidelines:
   - Page 2 — Inserted code
   - Page number at top of every page
   - Text should be typed in a legible font
   - Margins should be consistent throughout the document
   - Instructions and information should be clear and concise

C Basic layout

1. Subject, page number, and instructions at the top of every page.
2. Bold, italics, and uppercase:
   - Bold used for headings (SECTION I, QUESTION 1, etc.)
   - Italics used to emphasize text
   - Uppercase used to indicate the number of items to appear in the answer
3. Content:
   - Correct standard questions used
   - Correct standard questions used
   - All sidebars and footnotes included
   - All figures and diagrams are included

D Macros/Shells

1. Correctly insert subheadings and labels
2. Spacing between main content (make sure between subheadings, two lines between main content)
3. Correctly insert citations and sources (make sure all citations are correct)
4. Formatting is consistent throughout the document
5. Margins are consistent
6. All figures and diagrams are labeled
7. All tables and figures are included

E Diagrams

1. All diagrams are included
2. Diagrams are clear and well-labeled
3. Diagrams are clear and well-labeled
4. All figures and diagrams are included

H Marking Guidelines

1. Each answer corresponds to the relevant question in the question paper
2. Question numbers should be marked on the question paper
3. One answer, one mark
4. Answers should be concise and clear
5. All answers are correct and complete
6. Spelling and grammar are correct
7. All answers are consistent
8. No supplementary data

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