



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

NATIONAL CERTIFICATE (VOCATIONAL) AND NATED

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 'manuscript' 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 edit 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 have Word 2003; or WordPerfect which is compatible with our program, 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/marketing guideline without questions, a kind of template. It contains the correct page setup, front 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 guideline, you won't need to worry about settings and question papers or marketing guidelines 'changing' themselves later.

The visible light grey 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 act like boxes to keep information in one place, no matter in which computer the document is opened. All diagrams, drawings and pictures must be placed in shells too, to prevent them from shifting when a document is opened on another computer.

Ensure that you copy and 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 below 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 moderation: whilst clicking on a question, go to 'Layout' and click on 'View Gridlines'. If you want to add or replace a question, copy and paste one of the existing shells (of the appropriate type), delete the content and type in the new question.

PAGE 1 OF QUESTION PAPER

On the next page you will find an example of page 1 of an NC (V) question paper. (Attached as ADDENDA A-B 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. Headers on all pages except the first page: NC (V) + Name of subject + level.
3. Fill in the date and time of the examination as per the examination timetable.
4. Any additional resources (besides the question paper and any answer books) are indicated on the front page. Please remember the following:
 - (a) REQUIREMENTS are items that the examination centres provide.
 - (b) Any items that the candidates have to bring to the centre are written in sentences.
 - (c) PENS, PENCILS AND RULERS ARE NOT INDICATED.

The following TWO examples of NC (V) QUESTION PAPERS with requirements and addenda have almost all the possible information on the cover pages. Please adapt cover pages by disregarding information not applicable to that specific cover page.

EXAMPLE NC (V)



NATIONAL CERTIFICATE (VOCATIONAL) (18 font)

(space: 1 line; 12 font)

SUBJECT NAME (18 font)

(First Paper)

NQF LEVEL 2 (16 font)

(space: 1 line; 12 font)

NOVEMBER EXAMINATION (18 font)

(space: 1 line; 12 font)

(SUBJECT CODE) (16 font)

(space: 1 line; 12 font)

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

(09:00–12:00/13:00–16:00) (16 font)

(space: 3 lines, 12 font)

REQUIREMENTS: A2 drawing paper/Graph paper/Hot-rolled structural steel tables (BOE8/2) (All extra items supplied by DHET) (left-aligned)

(space: 5 lines; 12 font)

This question paper consists of 12 pages, 2 addenda/1 addendum, 3 diagram sheets, 2 information sheets/1 information sheet of 5 pages, 2 answer sheets/1 answer sheet of 3 pages, 4 formula sheets/1 formula sheet of 3 pages. (12 font, centred)

(Footer: Font Arial 10)



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NASIONALE SERTIFIKAAT (BEROEPSGERIG)

VAKNAAM
(Eerste Vraestel)
NKR VLAK 2

NOVEMBER-EKSAMEN
(VAKKODE)

XX November 2012 (X-Vraestel/Y-vraestel)
09:00–12:00/13:00–16:00

BENODIGDHEDE: A2-tekenpapier/Grafiekpapier/Warmgewasse boustaaftabelle (BOE 8/2) (Alle ekstra items verskaf deur DHOO)

Hierdie vraestel bestaan uit 12 bladsye, 1 bylae/2 bylaes, 3 diagramvelle, 2 inligtingsblaaie/1 inligtingsblad van 5 bladsye, 2 antwoordblaaie/1 antwoordblad van 3 bladsye, 4 formuleblaaie/1 formuleblad van 3 bladsye (12 font)

(Voetskrif: Font Arial 10)
Kopiereg voorbehou

Blaai om asseblief

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EXAMPLE NC (V)



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Department:
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NATIONAL CERTIFICATE (VOCATIONAL) (18 font)

(space 12 font)
SUBJECT NAME (18 font)
(First Paper)

NQF LEVEL 2 (16 font)
(space: 1 line; 12 font)

NOVEMBER EXAMINATION (18 font)

(space: 1 line; 12 font)
(SUBJECT CODE) (16 font)
(space: 1 line; 12 font)

XX November 2012 (X-Paper) (16 font)
09:00–12:00 (16 font)

(3 spaces, 12 font)

Calculators may/may not be used. (12 font)
Candidates need drawing instruments.
Candidates may take dictionaries into the examination venue.

(space: 5 lines; 12 font)

This question paper consists of 12 pages. (12 font)

(Footer: Font Arial 10)
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NASIONALE SERTIFIKAAT (BEROEPSGERIG)

VAKNAAM
NKR VLAK 2

NOVEMBER-EKSAMEN
(VAKKODE)

XX November 2012 (X-Vraestel)
09:00–12:00

Sakrekenaars mag gebruik word.
Kandidate het tekeninstrumente nodig.
Kandidate mag woordeboeke in die eksamenlokaal inneem.

Hierdie vraestel bestaan uit 12 bladsye.

(Voetskrif: Font Arial 10)
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EXAMPLE NATIONAL CERTIFICATE



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Department:
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T000(E)(A0)T
AUGUST EXAMINATION

NATIONAL CERTIFICATE

SUBJECT NAME

(SUBJECT CODE)

XX June 2012 (X-Paper)
09:00–12:00

REQUIREMENTS: Steam tables (BOE 173)

Nonprogrammable calculators may be used.

This question paper consists of 5 pages, 4 diagram sheets and 1 formula sheet.

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T000(A)(A0)T
AUGUSTUS-EKSAMEN
NASIONALE SERTIFIKAAT

VAKNAAM
(VAKKODE)

XX Junie 2012 (X-Vraestel)
09:00–12:00

BENODIGDHEDE: Stoomtabelle (BOE 173)

Nieprogrammeerbare sakrekenaars mag gebruik word.

Hierdie vraestel bestaan uit 5 bladsye, 4 diagramvulle en 1 formuleblad.

EXAMPLE 2: (use if only a certain number of questions should be answered)

In the Header
(0000000)

-2-

NC00(E)(N)(V)

TIME: 2 HOURS
MARKS: 120

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.

The following are two examples of page 2 of an NC (V) question paper. (Attached as ADDENDA A–B you will find more examples.) Note the following differences between examples 1 and 2:

1. If ALL the questions should be answered, use the first example below. However, if your question paper contains choices between questions, e.g. candidates have to answer SECTION A and any three questions in SECTION B, use the second example below.
2. REMEMBER: Check that the time allocation corresponds to the time on the first page, and that the marks indicated on this page correspond to the marks indicated on the last page of the question paper.

EXAMPLE 1: (use if all questions must be answered)

In the Header
(0000000)

-2-

NC00(E)(N)(V)

TIME: 2 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
2. Read ALL the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. Write neatly and legibly.

EXAMPLES NC

-2-

T000(E)(A8)T

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
CHEMISTRY N4
TIME: 3 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
2. Read ALL the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. Write neatly and legibly.

DEPARTEMENT VAN HOËR ONDERWYS EN OPLEIDING
 REPUBLIEK VAN SUID-AFRIKA
 NASIONALE SERTIFIKAAT
 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 aandagtig deur.
3. Nommer die antwoorde volgens die nommeringstelsel wat in hierdie vraestel gebruik is.
4. Skryf netjies en leesbaar.

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Blaai om asseblief!

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Quick Guide to Typing and Editing Question Papers
EXAMPLE NC (V) and NC

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REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

(space: 1 line; 12 font)
NATIONAL CERTIFICATE (VOCATIONAL)

(space: 1 line; 12 font)
NOVEMBER EXAMINATION

(space: 1 line; 12 font)
SUBJECT NAME (18 font)

(First Paper) (18 font)
NQF LEVEL 2 (18 font)

(space: 2 lines; 12 font)

XX NOVEMBER 2012 (X-Paper)

(space: 5 lines; 12 font)

This marking guideline consists of ... pages.

PAGE 3 OF QUESTION PAPER (NC (V) and NC)

This is an example of page 3 of the shell. 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 macros/shells (provided on the CD supplied to you for setting the question paper) – they are visible only on 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 macros/shells 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 subquestion in a macro/shell ('row').
ONE MACRO/SHELL ('ROW') = ONE QUESTION

EXAMPLE OF PAGE 3:
In the Header
(0000000)

-3-

NC00(E)(N)(V)

SECTION A

QUESTION 1

MARKING GUIDELINES

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 ADDENDA 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.

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Quick Guide to Typing and Editing Question Papers
AFRIKAANS VERSION

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Department:
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REPUBLIC OF SOUTH AFRICA

NASIENRIGLYN (26 font)

(space: 1 line; 12 font)

NASIONALE SERTIFIKAAT (BEROEPSGERIG) (18 font)

(space: 1 line; 12 font)

NOVEMBER-EKSAMEN (18 font)

(space: 1 line; 12 font)

VAKNAAM (18 font)

NKR VLAK 2 (18 font)

(space: 2 lines; 12 font)

XX NOVEMBER 2012 (18 font)

(space: 5 lines; 12 font)

Hierdie nasienriglyn bestaan uit ... bladsye. (12 font)



higher education & training
Department: Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NASIENRIGLYN

NASIONALE SERTIFIKAAT
AUGUSTUS-EKSAMEN
VAKNAAM

XX AUGUSTUS 2012

X
X
X
X
X

Hierdie nasienriglyn bestaan uit ... bladsye.

Kopiereg voorbehou

Blaai om asseblief

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In the Header MARKING GUIDELINE -2- SUBJECT NAME N3 T000(E)(A0)T

QUESTION 1

Table with 4 columns and 1 row for question 1

(Footer: Font Arial 10)
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Please turn over

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

This is an example of page 2 of the shell. DON'T DELETE THE TABLES - THEY PROVIDE THE SHELL IN WHICH TO TYPE THE MARKING GUIDELINE.

The guidance provided on macros/shells for question papers on p. 13 of this document is also applicable to the marking guideline.

You should copy and paste macros/shells as you compile the marking guideline to create enough space for all your answers.

IMPORTANT: NEVER put more than one answer or subanswer in a macro/shell ('row').
ONE MACRO/SHELL ('ROW') = ONE QUESTION

(space: 2 lines; 12 font)

VRAAG 1

Table with 4 columns and 1 row for Vraag 1

EXAMPLE OF PAGE 2 NC (V):

In the Header MARKING GUIDELINE -2- SUBJECT NAME L4 (First Paper) NC 00(E)(NXX)(V)
(First Paper' or 'Second Paper' applicable ONLY in cases of more than one paper)

SECTION A

QUESTION 1

Table with 4 columns and 1 row for Question 1

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Questions are numbered chronologically; if SECTION A consists of QUESTION 1 and QUESTION 2, then SECTION B will begin with QUESTION 3.

The following numbering system is used in NC (V) question papers - note how and where the different levels of numbering fit into the macros/shells:

Table showing numbering levels: QUESTION 1, 1.1, 1.2, 1.3, 1.3.1, 1.3.2, (a), (b), (i), (ii)

If there are no subsections in a question, NO numbering is used, for example:

QUESTION 2

Discuss the acts of parliament that govern the safety regulations on South African mines. [20]

Leave TWO lines (X) between whole questions (i.e. Questions 3 and 4) and ONE line (X) between subsections of a question (i.e. Question 4.1 and 4.2).

QUESTION 3

Explain the process of making cheese. [20]

QUESTION 4

4.1 What type of fruit is an orange? (1)

4.2 Where in South Africa are tomatoes grown throughout the year? (1)

[2]

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.	(20)
OR		
1.2	Compare private vehicles and public transport with regard to traffic control.	(20)

Numbering in matching-item questions (Column A/Column B) should be done as indicated below. Don't line up item 1.3 in Column A with item C in Column B. The two lists are to be treated as independent and each item should be followed by ONE blank line (X). Headings, first row, macros merged and centred, uppercase and bold.

COLUMN A		COLUMN B	
1.1	Organisms that are salt tolerant X	A	neutrophiles X
1.2	Organisms that spoil food with a very high sugar content X	B	saccharolytic X
1.3	Organisms that thrive in an acidic medium X	C	acidophiles X
1.4	Organisms that break down fats and oils X	D	lipolytic X
		(4 x 2)	(8)

5. PLACEMENT AND FORMATTING OF MARKS IN QUESTION PAPERS

Total marks for subquestions are placed in round brackets and centred in the 2nd column to the right of the subquestion. (8) in the example above; (2) and (6) in the examples below.

QUESTION 1

1.1	Name TWO towns in Limpopo.	(2)
-----	----------------------------	-----

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 subquestion is placed in round brackets and centred in the 2nd column to the right of the subquestion. 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) has its own column.

Please NOTE that the x symbol is used and not a small or capital x where marks are indicated e.g. 8 x 5.

Please NOTE the use of spaces before and after the x.

Press the key combination CONTROL plus ALT plus + to Insert x.

1.2	Name THREE tourist towns in Mpumalanga and give an example of ONE tourist attraction in each town.	(3 x 2)	(6)
-----	--	---------	-----

Total marks for a question are indicated in square brackets and in 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 below) are NOT allocated individually. The breakdown of the marks (4 x 2) is given in the line BELOW the last subquestion (1.3.4) and the total is given in the last column (8).

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 x 2). The total (2) indicates clearly that the ONE reason asked counts 2 marks.

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

QUESTION 1

1.1	What type of fruit is an orange?	(2)
1.2	Where in South Africa are tomatoes grown throughout the year?	(2)
1.3	Choose the correct answer word(s) from those given in brackets. Write only the word(s) next to the question number (1.3.1-1.3.4) in the ANSWER BOOK.	
1.3.1	A (cheque counterfoil/credit note) is a source document that confirms the cheque payment.	
1.3.2	A business with a turnover of (R1 000 000/R300 000) and above is compelled by the law to register as a VAT vendor.	
1.3.3	Source documents must be safely kept for at least (three/five) years.	
1.3.4	The amount of money invested by the owner to start a business is called (working capital/capital).	
		(4 x 2)
		(8)
		(12)

Marks for questions in table form are indicated as follows:

COLUMN A		COLUMN B	
1.1	Organisms that are salt tolerant	A	neutrophiles
1.2	Organisms that spoil food with a very high sugar content	B	saccharolytic
1.3	Organisms that thrive in an acidic medium	C	acidophiles
1.4	Organisms that break down fats and oils	D	lipolytic
		(4 x 2)	(8)

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

TOTAL SECTION A:	50
------------------	----

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

TOTAL:	100
--------	-----

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

TOTAL SECTION B:	50
GRAND TOTAL:	100

6. OTHER GENERAL EDITING MATTERS

The mark for a single question is shown 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 x 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 is p. (p + .) The correct abbreviation for number is: No. (No + .)

Tasks/questions are not repeated in the assessment tool.

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.✓ The THREE ticks mean ALL THREE words must be present for the candidate to get THREE marks.

NOTE: Use the maths symbol (½) ONLY TO INDICATE ½ 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 comes AFTER the tick if the sentence or phrase continues. There is also no space between successive ticks. Do NOT use textboxes to insert ticks as it may cover important information when printed.

To find ✓ click on Insert, then go to Symbols (Font: Normal Text, Subset: Mathematical Operators) go to '½' (character code 221A). To find ✓ click on Insert, then go to Symbols (Font: Wingdings 252).

The character & (ampersand) may not be used as an abbreviation for and in the question paper and the marking guideline.

Attachments to the question paper are indicated in one of the following ways:

This question paper consists of 10 pages and 3 addenda, 2 diagram sheets and 1 formula sheet of 5 pages. This question paper consists of . . . 1 information sheet of 2 pages (1 answer sheet of 3 pages – note that answer sheets are only used for certain subjects. Whenever it is possible to answer questions in the ANSWER BOOK, NO answer sheet is used). The format 1 information sheet (formula sheet, answer sheet, etc.) of 2 pages is used when the information sheet or whatever the case may be consists of MORE THAN ONE page of the SAME component of information. If the information sheet (etc.) consists of MORE THAN ONE COMPONENT of information, the format This question paper consists of 5 pages and 3 information sheets is used.

Pictures are only used if they are necessary to answer the question.

Questions are not repeated in the marking guideline.

Also note the spelling/translation of the following:

- Open-book examination/Oopboekeksamen
- Closed-book examination/Toeboekeksamen
- Black fineliner pen/Swart fynlynpenn
- Nonprogrammable/Nieprogrammeerbaar

USE OF HYPHENS AND DASHES

Dashes (–) are used in the structure of a sentence while hyphens are used in words. Please take NOTE of the latest trends in terms of the use of hyphens in words. Also NOTE the correct use of hyphen and dash.

Spaced dashes (space before and after) are used for additional information which can be deleted without influencing the sentence, e.g. His arrival – not a moment too soon – resulted in a change of attitude on the part of the delegates.

Unspaced dashes (no space before or after) are used to replace the word 'to' in a sequence of numbering (1.1–1.6), letters (A–E), dates (1–3 July or 2016–2018).

This dash is effected by simultaneously pressing the keys Ctrl and the – key on the numerical keyboard at the right of the main keyboard.

The hyphen is used only to create compound words, e.g.

- 'much-maligned man' or to attach prefixes e.g. 'co-operation, trade-in price'.

NOTE:

Words that are too long to fit on the end of a line will automatically wrap to the next line and MUST NOT BE HYPHENATED.

BOLD

The following are typed in bold and CAPITALS:

- SECTION A/AFDELING A
- QUESTION 1/VRAAG 1

- ADDENDUM 1/BYLAE 1
- FIGURE 1/FIGUUR 1 (centred beneath the figure in the question paper)
- Total marks for a question in square brackets [20]
- TOTAL/TOTAAL; GRAND TOTAL/GROOTTOTAAL
- Headings of case studies, scenarios, etc. (Centred)
- Table headings
- Captions
- NOTE/LET WEL:

NOTE:

- When referring to a figure, question or addendum in a question, capital letters without bold are used, e.g. Study FIGURE 1 and refer to the attached ADDENDUM 3.

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 Delete).
- Ensure that the cursor is still right at the end of this previous page.
- Go to Page Layout → Breaks → Next Page
- 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 Link to previous page in the ribbon and deactivate it if it has come on. Then delete Please turn over. Close the header and footer X 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.
- Save.

ITALICS

ONLY the following are italicised:

- Words/Terms/Concepts that have to be defined/described/explained, e.g. Explain the term *alternating current*.
- Botanical names of plants and names of species, e.g. *Tyrannosaurus Rex*
- Names of magazines/newspapers/Internet webpage, e.g. *Pretoria News and Beek*
- 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. Voeg in *(Insert)*.

NOTE:

- In Catering, names of chefs (e.g. Sous Chef) and dishes (e.g. hors d'oeuvres) are NOT typed in italics.
- Latin names in question papers are NOT italicised (e.g. ad hoc).

CAPITALS

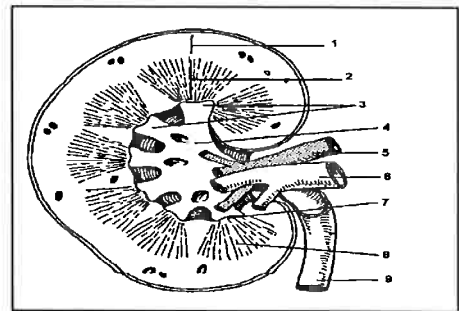
The following are capitalised:

- The number of items to be named in an answer, e.g. Name THREE types of leadership style.

- Headings of case studies and reading passages are typed in (bold) capitals.

DIAGRAMS

- Diagrams/Sketches/Addenda in the question paper must:
 - be clear
 - be centred and bold
 - be large enough for all details to be seen clearly
 - have labels at least Arial size 10 and be in the correct language
 - have a caption consisting of at least the figure number, e.g. FIGURE 1
 - be enclosed in a block/frame (1 1/2 pt)
 - acknowledge their source, where possible, inside square brackets, right aligned below the and typed in Arial size 10.



[Source: www.highlands.edu]

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 or black-and-white pictures. Colour pictures do not print well.
- Send the original versions of brochures and pamphlets to the Department, clearly indicating their position/placement in the question paper.
- Text provided in diagrams should be at least 10 pt. If it is unclear, retype it separately in a textbox that can be enlarged.
- To check their quality, make a copy of pictures on any normal photocopy machine. That gives a good idea of the quality your candidates will see, not the quality you see on your computer screen.

NOTE: TRANSLATORS AND TYPISTS CANNOT EFFECT ANY CHANGES ON A SCANNED DIAGRAM/SKETCH/ADVERTISEMENT ETC.

STATE, NAME and GIVE (NOEM en GEE)

- STATE (NOEM) – used when an answer is a statement or in the form of a sentence.
- NAME/LIST (NOEM/MAAK 'n LYS VAN) – used for all one-word answers or answers

consisting of lists of items. (Never 'List' ONE or TWO items!)

- GIVE (GEE) – used for reasons and examples.

NOTE:

- Mention (Meld)/Say (Sê)/Provide and Supply (Verskaf) are NOT used in questions.

EXPLAIN (VERDUIDELIK), DESCRIBE (BESKRYF) and DISCUSS (BESPREEK)

- EXPLAIN (VERDUIDELIK), DESCRIBE (BESKRYF) and DISCUSS (BESPREEK) – 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. 0,960 [NOT a full stop].
- A space separates thousands from hundreds and tens and hundreds of thousands from thousands [NOT a comma], e.g. 9 555 [NOT: 9,555] 192 358 [NOT: 192,358].
- For whole numbers count to the left and place spaces between groups of three digits in a number greater than 999, e.g. 932 377 663. This rule does not apply to the following:
 - Share prices in cents, e.g. 1239c
 - Dates, e.g. 2012-06-13
 - Post box and postal code numbers, e.g. PO Box 1405, PRETORIA 0001
 - Serial numbers, e.g. 2075 Main Road
 - Cellphone numbers, e.g. 082 377 6632 and telephone numbers, e.g. 021 689 4321
- The percentage symbol (%) is typed directly next to the number, e.g. 100%.
- Numerals and symbols such as 950 V 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 is written as 07:00 or 09:00 [NOT 7:00; 7am; 7h00].
- Degrees of longitude and latitude are written without spaces: 52°35'05"N.

SI UNITS

- Most of the SI units/symbols are written with small letters, except C (Celsius), A (ampere), Hz (hertz), J (joule) and W (watt) and those used to distinguish them from a similar symbol that starts with a small letter such as G for giga and g for gram.
- The symbols for SI units are NOT written in italics or bold even if the rest of the sentence is italicised or bolded. This is a legal provision although it does NOT apply to the italicised *l* (litre), e.g. The m as symbol for metre.
- A resistor has a resistance of 40 ohms.
BUT: A 40 ohm resistor.
- 'n Resistor met 'n weerstand van 40 ohm.
MAAR 'n 40 ohm-weerstand.
- SI units are NOT followed by full stops unless they occur at the end of a sentence.
- If a number is written before an SI unit, a 'hard' (non-breaking) space is inserted between the number and the symbol, e.g. 750 kg, 100 V, 50 mm.
- The correct symbols are MPa and GPa [NOT: Mpa and Gpa]. The symbol for Pascal is Pa.
- The correct symbol is km/h [NOT: km/hr or km/u].
- The correct symbol is A (ampere) [NOT: amps].
- The correct symbol is r/min [NOT: rpm; RPM; o.p.m.; revs].
- SI units do NOT have plurals, e.g. 20 kgs is WRONG; 20 kg is CORRECT.
- Degrees are written as follows:

Degrees for angles (NOT Centigrade) are written with NO space, e.g. 30°.

- Degrees Centigrade/Fahrenheit are written with a space between the numerals and the symbol, e.g. 30 °C. (Use Alt 248 on computer keyboard for degree symbol.) The °C and °F are always unspaced.

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 typists/editors/translators can access to effect changes.

How to find MS Equation 3.0 (just below Bitmap Image):

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

THE USE OF SHOW/HIDE

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

To use:

- Click on the Home tab
 - Go to Show/Hide 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 'Write only the ... next to the question number (...) in the ANSWER BOOK' can be used in any of your questions. Where (...) represents the information to be written and the question number respectively.

Multiple-choice questions/Meervoudigekeusevrae

(English):

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

(Afrikaans):

- (beantwoord in antwoordboek): Verskeie opsies word as moontlike antwoorde op die volgende vrae gegee. Kies die antwoord en skryf slegs die letter (A–D) langs die vraagnommer (1.1–1.10) in die ANTWOORDBOEK neer.

NOTE:

- The options are 'numbered' in capital letters, with no parentheses/brackets:

- A Option 1
- B Option 2
- C Option 3
- D Option 4

B	Page 2 – Instructions
1	Top left – subject code
2	Page numbers start at -2- placed top centre
3	Time correct & corresponds to cover page
4	Marks correct & correspond to last page
5	Instructions and information correct and complete
C	Basic layout
1	Subject code, page numbers & N000(E)(A00)Q on every page
2	NO page numbers on addenda
3	'Copyright reserved' justified left and 'Please turn over' justified right on bottom footer of every page, except addenda. No 'Please turn over' on last page of questions.
4	SECTIONS and QUESTIONS are bold, capitalised
5	Numbering correct and logical
6	Numbering lined up with questions
7	Marks indicated correctly
8	Marks add up to total
9	Marks lined up with questions
10	Total marks for sections/grands total indicated
11	Marks indicated on answer sheets
D	Bold, italics and uppercase
1	Bold used only for headings (SECTION A, QUESTION 1, etc.)
2	NO bold used in questions
3	Italics used for concepts that must be defined/described/explained
4	Italics used for names of newspapers/books/magazines/websites
5	Uppercase used to indicate number of items to appear in answer
6	Uppercase used to highlight 'NOT', 'NO' in multiple-choice questions
7	Uppercase without bold used to refer to figures, answer sheets and answer book in questions
8	Captions to figures in bold uppercase and centred
E	Content
1	Content is complete and correct
2	Correct standard questions used (with appropriate variations)
3	State/Name/Give used correctly
4	Appropriate grammar used
5	Spelling/typing mistakes corrected
6	ALL addenda/diagrams included
7	Formulae in papers or addenda are correct

5	No unwanted markings on diagrams
6	Diagrams are centred
7	Diagrams are all labelled (FIGURE 1/DIAGRAM 1 etc.)
H	Marking Guidelines
1	Each answer corresponds to the relevant question in the question paper
2	Questions not repeated in marking guideline
2	One macro, one answer
3	Answers are complete and correct – directly address questions asked in the question paper
4	Mark allocation is indicated and correct – corresponds to that of question paper
5	Numbering corresponds to that of question paper
6	Spelling/typing mistakes corrected
7	No unnecessary bold

F	Macros/Shells
1	One macro/shell/template, one question
2	Spacing between macros correct (one line between subquestions, two lines between whole questions)
3	Correct numbering, layout and spacing used for questions
4	Numbers are left-aligned in macros/shells
5	Marks are indicated correctly in macros/shells
6	Marks are correctly aligned to the right in macros/shells
7	Contents of questions are full justified
8	Correct macro/shell used for Column A/Column B (content and numbering in correct and separate columns); First row, macros merged and centred, text in bold uppercase
G	Diagrams
1	All diagrams are included
2	Diagrams are clear and neat
3	Writing on diagrams no smaller than Arial size 10 (must be legible)
4	Pictures are complete