



# higher education & training

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

## **MARKING GUIDELINE**

### **NATIONAL CERTIFICATE INFORMATION PROCESSING N6**

**15 NOVEMBER 2018**

**This marking guideline consists of 48 pages.**

# TYPING TECHNIQUE

## SECTION A

### TYPING TECHNIQUE: SECTION A (200)

THE CANDIDATE CANNOT FAIL BECAUSE HE/SHE COULD NOT COMPLETE OR PASS THE TIMED ACCURACY TEST.

1. THIS MARK FOR TYPING TECHNIQUE (200) IS ADDED TO THE WORD PROCESSING MARK (100) TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE). THIS MARK MUST BE SENT TO THE CD: NATIONAL EXAMINATIONS AND ADMINISTRATION.
2. ACCURACY ERRORS must be indicated with a RED /. REPETITIVE accuracy errors must be indicated with a RED CIRCLE.
3. DISPLAY ERRORS must be indicated with a BLUE X. REPETITIVE display errors must be indicated with a BLUE CIRCLE.

**QUESTION 1: MARKING SCHEDULE – TIMED ACCURACY TEST**

<b>WPM</b>	<b>50</b>	<b>55</b>		<b>WPM</b>	<b>50</b>	<b>55</b>
<b>ERRORS</b>				<b>ERRORS</b>		
<b>1</b>	<b>19</b>	<b>19</b>		<b>28</b>	<b>7</b>	<b>8</b>
<b>2</b>	<b>19</b>	<b>19</b>		<b>29</b>	<b>6</b>	<b>7</b>
<b>3</b>	<b>19</b>	<b>19</b>		<b>30</b>	<b>6</b>	<b>7</b>
<b>4</b>	<b>18</b>	<b>18</b>		<b>31</b>	<b>5</b>	<b>6</b>
<b>5</b>	<b>18</b>	<b>18</b>		<b>32</b>	<b>5</b>	<b>6</b>
<b>6</b>	<b>17</b>	<b>17</b>		<b>33</b>	<b>4</b>	<b>6</b>
<b>7</b>	<b>17</b>	<b>17</b>		<b>34</b>	<b>4</b>	<b>5</b>
<b>8</b>	<b>16</b>	<b>17</b>		<b>35</b>	<b>3</b>	<b>5</b>
<b>9</b>	<b>16</b>	<b>16</b>		<b>36</b>	<b>3</b>	<b>4</b>
<b>10</b>	<b>15</b>	<b>16</b>		<b>37</b>	<b>2</b>	<b>4</b>
<b>11</b>	<b>15</b>	<b>15</b>		<b>38</b>	<b>2</b>	<b>3</b>
<b>12</b>	<b>14</b>	<b>15</b>		<b>39</b>	<b>1</b>	<b>3</b>
<b>13</b>	<b>14</b>	<b>14</b>		<b>40</b>	<b>1</b>	<b>3</b>
<b>14</b>	<b>13</b>	<b>14</b>		<b>41</b>	<b>0</b>	<b>2</b>
<b>15</b>	<b>13</b>	<b>13</b>		<b>42</b>		<b>2</b>
<b>16</b>	<b>12</b>	<b>13</b>		<b>43</b>		<b>1</b>
<b>17</b>	<b>12</b>	<b>13</b>		<b>44</b>		<b>1</b>
<b>18</b>	<b>11</b>	<b>12</b>		<b>45</b>		<b>0</b>
<b>19</b>	<b>11</b>	<b>12</b>				
<b>20</b>	<b>10</b>	<b>11</b>				
<b>21</b>	<b>10</b>	<b>11</b>				
<b>22</b>	<b>9</b>	<b>10</b>				
<b>23</b>	<b>9</b>	<b>10</b>				
<b>24</b>	<b>8</b>	<b>10</b>				
<b>25</b>	<b>8</b>	<b>9</b>				
<b>26</b>	<b>8</b>	<b>9</b>				
<b>27</b>	<b>7</b>	<b>8</b>				