

NAMIBIA SENIOR SECONDARY CERTIFICATE

OFFICE ADMINISTRATION AND KEYBOARDING ORDINARY LEVEL

4348/1

PAPER 1 Timed Speed and Accuracy Test

10 minutes

Marks 20

2017

Additional Materials: A4 Printing Paper (6 sheets)

INSTRUCTIONS AND INFORMATION TO CANDIDATES

- Write your Name, Centre Number and Candidate Number in the spaces provided on the cover sheet.
- Insert a header. Type your Name and Surname, left aligned and your Candidate Number two tab stops thereafter.
- Use '**Courier New**' as the font style and the **font size** must be **12**, unless otherwise indicated.
- Save the question.
- Insert a footer.
 - **MS Word 2003:** Go to **View**, click **Header and Footer**, click **Switch between Header and Footer** to Footer, click **Insert auto text**, click Filename and path.
 - **MS Word 2007/2010:** Save document first, go to **Insert**, click **Footer**, edit **Footer (bottom)**, click on Quick Parts arrow (on top at Menu Bar), field, Field dialogue box open - under *Categories*: change **all to document information**, under *field names* click on **File Name**, on right at **Field options** click on box to **add path to filename**, left bottom click on **field codes**, click **OK**.
- Print an extra page. While Word is still open go to **File**.
 - **MS Word 2003:** Click **Print**, click **Options**, under *Include with documents*, click **Document properties**, click **OK**.
 - **MS Word 2007/2010:** Click **Options**, click **Display**, under *Printing Options* tick **Print document properties**, click **OK**.
- Save your work at regular intervals.
- At the end of this paper, staple each answer securely together and place them inside the cover sheet.

This document consists of **3** printed pages and **1** blank page.



Republic of Namibia

MINISTRY OF EDUCATION, ARTS AND CULTURE

1 Speed and Accuracy Test: 10 minutes

Type the following Speed and Accuracy Test in one-and-a-half line spacing with three line spaces between paragraphs.

Margins must be 1”.

Paragraphs must be blocked.

A minimum speed of 30 w.p.m. is required.

The limits for 30, 35, 40, 45, 50, 55 and 60 w.p.m. are clearly indicated.

Save this question on the computer as: “PAPER 1”.

[20]

There are a number of guidelines that can be followed in taking examinations efficiently, the first of which is being prepared. This means being prepared for the kind and scope of examination you are to take and for all the questions you may be asked, not just some of them. It means having a thorough mastery of your subject matter, not a hazy acquaintance with it.

It is important to have a good night’s sleep before a test or examination. There are always some students who will brag that if they had not worked until the early hours of the morning they would have been unable to answer some of the questions. No doubt this sometimes happens, but often the answers produced by such students are muddled and irrelevant. Get ready the night before the materials you will require in the examination room such as pens, watch, calculator and any other materials you may be allowed to take in.

When you enter the examination room, read thoroughly the instructions to candidates on the front of the paper. Determine exactly the number and choice of questions that should be attempted. The first sight of the paper is always a little disconcerting, even to those who are well prepared. Some questions which had been confidently expected will nowhere appear, while some that do appear may seem impossibly difficult. Therefore it is as well to take the extra time to consider the paper as a whole before developing your plan of attack.

Select and mark those questions you will attempt ^{30 w.p.m.} and the order in which you will do them, starting with the questions that are easiest for you and leaving the more difficult ones until last. This seems obvious advice, but students sometimes tackle questions because they seem to be important, or ^{35 w.p.m.} because they seem difficult.

The next step is to make a rough time budget. Allocate the time you can afford to spend on each question according to the number of questions to be done, the total time at your disposal, and the marks value of each ^{40 w.p.m.} question. Before starting any particular question, read it through very carefully and make sure that you have interpreted the question correctly.

If you do write too much on some questions you will have insufficient time to complete the other questions. ^{45 w.p.m.} It is better to leave an answer unfinished and to attempt another, than to hand in less than the required number. If you find that the time is up before completing the last question it could be to your advantage to give a short summary or the framework ^{50 w.p.m.} of the answer before starting to write down in detail. The reason for this advice is that two half-answers will usually get more marks than one full answer, however well completed. The examiner cannot give you any credit for something ^{55 w.p.m.} you have not attempted.

Try to write reasonably legibly throughout the examination. Far too many students' handwriting is almost impossible to read, and others' can be read only with difficulty. It is important that you write legibly as some examiners ^{60 w.p.m.} have difficulty in trying to decipher illegible scripts.

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