



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE
INTRODUCTORY ACCOUNTING N4
6 October 2020

This marking guideline consists of 12 pages.

INSTRUCTIONS TO MARKERS**MARKING GUIDELINE**

Remember that if are required to decide on the student's behalf, he/she does not get any marks. If the accounting principle is correct, do not penalise the student more than once for a mistake.

QUESTION 4

- 4.1 Minus 1 mark if the amount is not rounded to the nearest rand (even if only one is not rounded). Then use the cents and ensure that the answer is correct.
- 4.2 Minus 1 mark if Tippex is used.
- 4.3 Don't penalise the student more than once for a mistake.

QUESTION 5

- 5.1 Minus half a mark ($\frac{1}{2}$) for each balance sheet item that appears in trading account and profit and loss account.
- 5.2 No marks if the amount is provided without details. E.g., R700 000. It should be Purchases 700 000.
- 5.3 If the trial balance is written over, no marks.
- 5.4 Mark and minus 2 marks if the student swopped the notes and the balance sheet answer book. E.g., information that should be in the balance sheet is answered in the notes answer book.
- 5.5 If the account name/heading is not in line with the correct account, no marks. Apply the marking method only for the net loss carried in notes capital, (it should be less net loss with the student's net loss as per his/her income statement).

QUESTION 6

- 6.1 If the student entered the amount in more than one column, no marks.
- 6.2 If the student entered the correct account under sundry account, but he/she entered the amount in the wrong column, no marks.
- 6.3 If the transactions are in more than one place (for example in the petty cash journal, cash receipts journal and the cash payments journal), no marks.

- 6.4 It should be commission received, rent received, discount received (not commission, rent and discount), capital (not capital contribution), etc. No marks for non-compliance.
- 6.5 In the cash receipts journal, mark the analysis of the receipts column together with the details column. No marks for non-compliance.
- 6.6 In the cash payments journal, mark the bank column together with the payee column. No marks for non-compliance.
- 6.7 In the petty cash journal, the details column should be marked together with total column. No marks for non-compliance.
- 6.8 If one of the folio numbers is left out or wrong in the petty cash account, minus one (1) mark.
- 6.9 In the petty cash journal, the details column should be marked together with total column. No marks for non-compliance.

QUESTION 7

- 7.1 If the details or the amount in the bank reconciliation are wrong, no marks.
- 7.2 If the format of the bank reconciliation is wrong, no marks.