



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE INTRODUCTORY ACCOUNTING N4

4 June 2021

This marking guideline consists of 13 pages.

INSTRUCTION TO MARKERS

Remember, if you have to make the decision for the student, 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 1

- 1.1 Less 1 mark if not rounded to the nearest rand (even if there is only 1 that is not rounded). Then work with the cents and make sure it is correct.
- 1.2 Less 1 mark if Tipp-Ex is used.
- 1.3 Do not penalise the student more than once for a mistake.

QUESTION 2

- 2.1 If no entries were made in the cashbook, no marks for the total of bank. If the wrong entries were made and the total is correctly calculated give him/her a circle mark.
- 2.2 If the transactions are in more than one place (example in the bank reconciliation and cashbook), no marks.
- 2.3 If there is an amount under analysis of receipts, minus 1 mark.
- 2.4 If the details or the amount in the bank reconciliation are wrong, no marks.
- 2.5 Make sure that the credit balance as per bank account in the reconciliation is the student's own balance. Give him/her a circle mark.
- 2.6 Mark the bank column together with the details column in the cash receipts journal.
- 2.7 Mark the bank column together with the payee (beneficiary) column in the cash payments journal. No marks if the amount or the detail is wrong.

QUESTION 3

- 3.1 If the student wrote the amount in more than one column, no marks.
- 3.2 If the student wrote under sundry account the correct account, but he/she fills the amount under the wrong column, no marks.
- 3.3 If the transactions are in more than one place (example in the petty cash journal, cash receipt journal and cash payment journal), no marks.
- 3.4 It must be commission received, rent received, discount received (not commission, rent and discount), capital (not capital contribution), etc. No marks for noncompliance.
- 3.5 In the cash receipt journal, mark the analysis of the receipt column together with the details column, no marks for noncompliance.
- 3.6 In the cash payment journal, mark the bank column together with the payee column. No marks for noncompliance.
- 3.7 In the petty cash journal, the details columns are marked together with total column. No marks for noncompliance.

QUESTION 4

- 4.1 No marks if the amount is provided without details, e.g. R700 000 when it should be Purchases R700 000.
- 4.2 If the trial balance is written over, no marks.
- 4.3 Minus 2 marks if the student swapped the notes and the balance sheet answer book, e.g. information that should be in the balance sheet is answered in the notes.
- 4.4 If the account name/headings 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).