



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE INTRODUCTORY ACCOUNTING N4

21 November 2022

This marking guideline consists of 14 pages.

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 Deduct 2 marks if amounts are not rounded to the nearest rand (even if there is only 1 that is not rounded off). Then you work with the cents, and make sure it is correct.
- 1.2 Deduct 2 marks if Tipp-Ex is used.
- 1.3 Don't penalise a student more than once for a mistake.

QUESTION 2

- 2.1 If there was no entry 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 circled mark.
- 2.2 If the transactions are in more than one place (for example, they are recorded in the bank reconciliation and cashbook, or both side of the cashbook), no marks.
- 2.3 If there is an amount under analysis of receipts, minus two (2) marks.
- 2.4 If the details or the amount in the bank reconciliation are wrong, no marks.
- 2.5 Make sure that the debit balance as per cashbook in the reconciliation is the student's own balance.
- 2.6 On the debit side of the cashbook mark the bank column together with the details column.
- 2.7 On the credit side of the cashbook mark the bank column together with payee (beneficiary) column, 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 the correct account under sundry accounts, but he/she recorded the amount under the wrong column, no marks.
- 3.3 If the transactions are in more than one place (for example, they are recorded in the petty cash journal, cash receipt journal, and the cash payment journal), no marks.

- 3.4 It must be commission income, rent income, discount income (not commission, rent and discount), capital (not capital contribution), etc. No marks for non-compliance.
- 3.5 In the cash receipt journal, mark the analysis of the receipt column together with the details' column. No marks for non-compliance.
- 3.6 In the cash payment journal, mark the bank column together with the payee column. No marks for non-compliance.
- 3.7 In the petty cash journal, the details column is marked together with total column. No marks for non-compliance.
- 3.8 If one of the folio numbers are left out or wrong in the petty cash account, minus one (1) mark.
- 3.9 In the petty cash account, the details column is marked together with the amount column.

QUESTION 4

- 4.1 No marks, if the amount is provided without details e.g., 700 000. It should be Purchases 700 000.
- 4.2 If the trial balance is written over, no marks.
- 4.3 If the account name/heading is not line with the correct amount, no marks. Do not apply the marking method, hence there is no adjustment. The answer must be correct.