



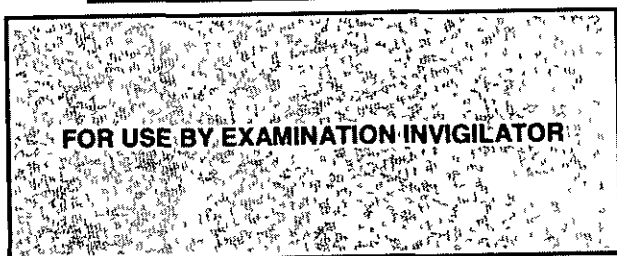
HRM2605 (Unique number 476816)

May/June 2017

HUMAN RESOURCE MANAGEMENT FOR LINE MANAGERS

STUDENT NUMBER									

IDENTITY NUMBER											



Question no.	Marks*	
	Examiners	
	1	2
Section A*		
Section B		
1		
2		
3		
Total for Section B		
Total for paper		

Module

Number of paper

Date of examination

Examination centre

**Please note that the mark for Section A, the total for the paper and the final mark will not be written on the paper although all these components as well as the year mark (if applicable) will be taken into account*

WARNING

- 1 A candidate who without authorisation takes into the examination venue any book, document or object which could assist him in the examination, and does not hand over such material to the invigilator before the official commencement of the examination, will be guilty of infringing the University's examination regulations and will be liable to punishment as determined by Council
- 2 Rough work may be done only on the examination question paper and must be labelled as such see insert at the end of the paper
- 3 No notes may be made on any part of the body, such as the hands, or on any garment
- 4 This page/paper is the property of the University and under no circumstances may the candidate retain it or take it out of the examination venue

NB: PLEASE COMPLETE THE ATTENDANCE REGISTER ON THE BACK PAGE, TEAR OFF AND HAND TO THE INVIGILATOR

HRM2605

(476816)

May/June 2017

HUMAN RESOURCE MANAGEMENT FOR LINE MANAGERS

Duration 2 Hours

70 Marks

EXAMINERS

FIRST

MRS M DU PLESSIS

SECOND

MS M SUKDEO

Closed book examination

This examination question paper remains the property of the University of South Africa and may not be removed from the examination venue

This paper consists of 21 pages including instructions for the completion of the mark reading sheet and an attendance register

INSTRUCTIONS

- 1 This examination paper consists of two sections, section A and section B
- 2 **Section A** must be completed in pencil on the mark reading sheet. The mark reading sheet must be handed in together with your examination paper
- 3 **Section B** must be completed in the examination paper in the space provided. Answer **two** of the three questions from section B in the space provided. Please use headings and subheadings and make sure that your handwriting is legible
- 4 Encircle the number of each question you complete in Section B on the cover of the examination paper in the column ("Question No") dedicated for this purpose. See example below

Question No	1		2	
Section A				
Section B				
→ ①				
②				
3				

Note: Only two questions will be marked. If you answered three questions, only your first two will be marked.

- 5 A page for rough work has been included for your convenience and use in the middle of the exam paper. Rough work will not be marked
- 6 Please write legibly
- 7 Define all the concepts in your answers and read the questions carefully

[TURN OVER]

SECTION A – MULTIPLE-CHOICE QUESTIONS**This section must be completed on the mark-reading sheet. Use a PENCIL when completing the mark-reading sheet.**

- 1 Tanweer was moved from shop assistant to general manager after he had worked in the shop for five years and had proven his loyalty and skills. In his position as general manager, Tanweer has more responsibility and his salary has increased. Which internal staffing move is applicable to Tanweer?

Tanweer was _____

- 1 promoted
- 2 demoted
- 3 transferred
- 4 dismissed

- 2 You are a line manager at Company X and are busy conducting performance appraisal interviews. Which of the following are the types of information that you would want to convey to each employee in the interview?

- a performance improvement feedback
- b corporate goal feedback
- c personal relations feedback
- d quality assurance information
- e salary information

- 1 a, b and e
- 2 a, b and d
- 3 c, d and e
- 4 b, c and e

- 3 "The process whereby people acquire capabilities to aid in the achievement of organisational goals"

Which human resource (HR) concept is defined in the citation above?

- 1 training
- 2 development
- 3 education
- 4 learning

- 4 The Shakers is a team in The Moving Company. The company is divided into ten moving teams, each with a unique name and team leader. The company's compensation system is structured in a way where each team is rewarded for the amount of moves that they do. If they do more than what is expected of them, the whole team gets an incentive. Which type of performance-based pay system is applicable in The Moving Company's case?

- 1 individual incentive plan
- 2 piece-rate system
- 3 organisational incentive plan
- 4 team-based incentive system

[TURN OVER]

- 5 Three approaches to job design are available to managers a specialisation-intensive approach, a motivation-intensive approach and a newer approach known as the sociotechnical approach Each approach has various methods available to redesign jobs Which one of the options below is **not** a method that forms part of the motivation-intensive approach to job design?
- 1 job rotation
 - 2 virtual team
 - 3 job enlargement
 - 4 job enrichment
- 6 Simon, a line manager at Company X, is busy with the yearly performance appraisal process He is a people person who focuses on the personal characteristics of an employee, for example loyalty, dependability, creativity and communication skills To him it is more important who a person is and not what they do or accomplish on the job Which type of performance criteria is he focused on?
- 1 trait-based criteria
 - 2 behaviour-based criteria
 - 3 results or outcome-based criteria
 - 4 personality-based criteria
- 7 Anika wants to determine the relative worth of a job in her organisation that has an influence on the organisation's pay system Which HR function should Anika engage in?
- 1 job analysis
 - 2 job design
 - 3 job evaluation
 - 4 wage survey
- 8 Isaac is a picker and packer in a large warehouse His compensation is determined by a schedule of pay grades and he is paid by an hourly rate This makes it easier when Isaac works overtime or weekends, his hours are calculated through a clocking system and he is paid accordingly Which pay system is used in Isaac's case?
- 1 time-based system
 - 2 employee/person-based system
 - 3 performance-based system
 - 4 incentive-based system
- 9 Donna is busy with performance appraisals She has given Mary a high rating because she arrives early for work every day and makes coffee for the whole office However, she has not taken into account that Mary often misses deadlines and that her work is sloppy Which rater error is Donna guilty of?
- 1 rater bias
 - 2 halo effect
 - 3 leniency
 - 4 central tendency
- 10 "The process through which the goals a company sets itself, as put forth in its mission statement and company plan, are translated into HR objectives to ensure that the company is neither overstaffed nor understaffed, and that employees with the appropriate talents, skills and desire are available to carry out their tasks in the right jobs at the right times"

Which HR concept is defined in the citation above?

[TURN OVER]

- 1 human resource planning
- 2 human resource supply analysis
- 3 strategic human resource planning
- 4 *strategic recruitment and selection planning*

Read the following short scenario and then answer questions 11, 12 and 13 that follow

You are the newly appointed finance manager at a tertiary college. Top management have a traditional management style and think orientation is a waste of time and money. You are aware of the benefits of an effective orientation programme and you have scheduled a meeting with the college's top management to explain this to them and to plead with them to implement an orientation programme.

- 11 Which of the following would you present to them as the advantages of an effective orientation programme?

An effective orientation programme can lead to _____

- a higher job satisfaction
- b a lower labour turnover
- c joint decision making
- d an improved work-life balance
- e a reduction in absenteeism
- f higher performance

- 1 a, b, c and d
- 2 b, c, d and e
- 3 c, d, e and f
- 4 a, b, e and f

- 12 During your meeting with top management they have agreed that an orientation programme is necessary in the college. They have placed you in charge of planning, designing and implementing an effective orientation programme for the college. Which of the following are important planning considerations that you have to keep in mind when designing an orientation programme?

- a orientation policy
- b teams and groups in the organisation
- c materials, facilities and personnel to be used
- d organisational strategic goals
- e budget

- 1 a, c and e
- 2 a, b and c
- 3 c, d and e
- 4 b, c and d

- 13 Which information should be considered when an orientation programme is designed?

- 1 training information and financial information
- 2 job-related information and training information
- 3 technical information and general information
- 4 job-related information and general information

- 14 "The manipulation of the content, functions and relationships of jobs in a way that both accomplishes organisational goals and satisfies the personal needs of individual job holders "

Which HR concept is defined in the citation above?

- 1 job evaluation
- 2 job analysis
- 3 job design
- 4 job enrichment

- 15 "The placement of individuals already in the service of the organisation is based on additional information such as all aspects of their performance since appointment, as well as skills, competencies and qualifications obtained "

Which HR concept is defined in the citation above?

- 1 career planning
- 2 selection
- 3 internal staffing
- 4 internal recruitment

- 16 Which statement best describes a job specification and a job description?

- 1 A job specification focuses on abilities for jobholders, whereas a job description focuses on what jobholders do
- 2 A job description focuses on qualifications for job holders, whereas a job specification focuses on what jobholders do
- 3 A job specification occurs before a job analysis, whereas a job description occurs after a job analysis
- 4 A job specification occurs after a job analysis, whereas a job description occurs before a job analysis

- 17 Donny has been appointed as the section manager of the production section in a large warehouse. He has been informed by the general manager that he needs to report on the training and development (T&D) needs in his section. What are some of his other responsibilities as a manager with regard to T&D?

- a providing technical information
- b coordinating T&D efforts
- c monitoring T&D needs
- d conducting and monitoring continuing on-the-job T&D
- e preparing skills-T&D materials

- 1 a, c and e
- 2 a, c and d
- 3 c, d and e
- 4 b, c and d

- 18 Which of the following is **not** an effect of HIV/AIDS in the workplace?

- 1 Absence from work and worker attrition is likely to increase as people fall ill and take sick leave
- 2 Employees will require time off to care for sick family members
- 3 Many employees will want to take compassionate leave
- 4 People will want time off for medical testing

[TURN OVER]

- 19 Which of the following are regarded as the most important Acts that employers have to keep in mind when recruiting new employees?
- a Labour Relations Act 66 of 1995
 - b Basic Conditions of Employment Act 75 of 1997
 - c Employment Equity Act 55 of 1998
 - d Occupational Health and Safety Act 85 of 1993
 - e Compensation for Occupational Injuries and Diseases Act 130 of 1993
- 1 a, b and d
 - 2 b, c and e
 - 3 c, d and e
 - 4 a, b and c
- 20 Which step in the strategic human resource planning (SHRP) process entails determining the total manpower requirements of the company?
- 1 environmental analysis
 - 2 HR supply analysis
 - 3 strategy development
 - 4 HR demand analysis
- 21 Which of the following is **not** a purpose of training and development?
- 1 improved performance
 - 2 managerial succession
 - 3 orienting new employees
 - 4 solving organisational problems
- 22 Nomhlanhla is the safety officer at A–Z Waste Management Services. Nomhlanhla wants to implement a safety-incentive programme in the organisation. She needs to inform the operations manager of all the benefits of such a programme to get the go-ahead for implementation. Which of the following are benefits of a safety-incentive programme that she can point out to him?
- a reduction in insurance premiums
 - b reduction in related legal expenses
 - c savings in salaries/wages and benefits paid to injured employees
 - d less overtime and training of new employees to replace injured employees
 - e greater productivity
- 1 a, b and c
 - 2 b, c, d and e
 - 3 a, b, c, d and e
 - 4 b, d and c
- 23 When SHRP is fully integrated, there are a number of benefits to the organisation. Which of the following is **not** such a benefit?
- 1 The organisation gains a better understanding of the HR implications of company strategies
 - 2 The organisation recruits experienced talent well in advance of needs
 - 3 There is improved planning of assignments and other employee developmental actions such as lateral moves to permit longer range broadening of managerial perspectives
 - 4 The organisation becomes more productive and pays more competitive salaries

[TURN OVER]

- 24 Which of the following are the reasons why an organisation has to design and implement a successful internal staffing programme?
- a employee dissatisfaction
 - b increasing unemployment
 - c increasing concerns with job security
 - d employee turnover and absenteeism
 - e changing employee attitudes and concerns
- 1 a, b and e
 - 2 a, c and e
 - 3 b, c and d
 - 4 c, d and e
- 25 Which of the following is **not** an organisational policy/strategy used to control stress in an organisation?
- 1 preventive management
 - 2 management by targets
 - 3 maintaining a productive culture
 - 4 controlling the physical environment
- 26 Which of the following represent the only three grounds on which an employee can be fairly dismissed?
- 1 misconduct, illness and poor work performance
 - 2 operational requirements, incapacity and theft
 - 3 misconduct, incapacity and operational requirements
 - 4 poor work performance, dishonesty and retrenchment
- 27 Which of the following are external recruitment methods?
- a direct applications
 - b job posting
 - c employee referrals
 - d advertising
 - e bulletin boards
- 1 a, c and d
 - 2 a, b and c
 - 3 b, d and e
 - 4 b, c and e
- 28 When Sally went on maternity leave, her employer appointed a temporary employee to fill her position while she was away. When Sally returned after four months, she was informed that the new employee would fill her position permanently and that Sally was no longer employed. On what grounds can Sally bring a case against her employer at the Commission for Conciliation, Mediation and Arbitration (CCMA)?
- 1 unfair labour practice
 - 2 automatically unfair dismissal
 - 3 unfair suspension
 - 4 unfair dismissal

- 29 The Peoples' Union wants to conclude a certain type of trade union security agreement with the employer of the organisation where it is the majority representative trade union. It wants to conclude an agreement whereby all the employees covered by the agreement, are required to become members of The Peoples' Union. Which type of agreement is this?
- 1 closed shop agreement
 - 2 agency shop agreement
 - 3 collective agreement
 - 4 bargaining council agreement
- 30 Maria has been working as a chef at a hotel for five years and expects to be promoted to head chef in the near future. She has attended several workshops and has contributed a lot to improving the quality of food the hotel offers. During the last few months, she has turned out to be an excellent chef at executive functions. Unfortunately, her supervisor, Mr Stevens, who she does not get along well with, is considering appointing someone from outside the hotel in the position of head chef. Which of the following are disadvantages of Mr Stevens employing an external candidate?
- a The individual's ability to fit in with the rest of the organisation is unknown
 - b There would be unhealthy competition among employees
 - c It will destroy the incentive of current employees to strive for promotion
 - d There will be an increased adjustment problem
- 1 a, b and c
 - 2 a, b and d
 - 3 b, c and d
 - 4 a, c and d

[TOTAL FOR SECTION A = 30 MARKS]

[TURN OVER]

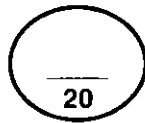
SECTION B - ESSAY QUESTIONS

Answer two of the three questions from this section in the space provided. Please use headings and subheadings and make sure that your handwriting is legible. Encircle the numbers of the questions you answer on the cover page of the examination paper. See example below:

Question No.	1	2
Section A		
Section B		
①		
②		
3		

Note: If you answer all three questions only the first two will be marked.

Question 1



← Students should not write in this space

1 1 Line managers play a central role in human resource management. Discuss the role of the line manager in the following human resource functions

- 1 1 1 Strategic human resource planning (2)
- 1 1 2 Job design (2)
- 1 1 3 Orientation (2)
- 1 1 4 Performance appraisal (2)
- 1 1 5 Training and development (2)

[10]

[TURN OVER]

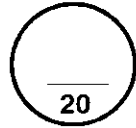
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13 To accommodate employees living with HIV/AIDS managers should develop workplace policies and programmes to manage HIV/AIDS in the workplace Explain how line managers could accommodate employees living with HIV/AIDS by discussing the objectives of the Code of Good Practice on Key Aspects of HIV/AIDS and Employment which are of relevance to employers (5)



[TURN OVER]

Question 2



← **Students should not write in this space**

2.1 Abigail is a receptionist at a large accounting firm in Johannesburg. You have realised that her performance and quality of work is below standard. She is also constantly late and her attitude towards you, her work and colleagues is unacceptable. As a line manager, it is your responsibility to determine why an employee is performing at an unsatisfactory level and to seek solutions to eliminate the problem(s). Identify and discuss the steps that you, as a line manager, would follow to determine why Abigail is an unsatisfactory performer. (6)

2 2 Evaluate the following statement and then answer the questions that follow

“Before recruitment and selection can commence, a job analysis must be done for a job ”

2 2 1 Define the following concepts

- (a) Recruitment (1)
- (b) Selection (1)
- (c) Job analysis (1)

(/3)

2 2 2 Identify and briefly discuss two end products of the job analysis process (4)

[TURN OVER]

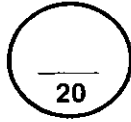
(/4)

2 2 3 Explain how the information obtained from the job analysis can be used in the recruitment and selection process (3)

(/3)



[TURN OVER]

Question 3

← Students should not write in this space

- 3.1 Alice, an employee in your department, wants to apply for a more senior position in the organisation. She is, however, concerned that her application will not be considered because, according to the company's recruitment policy, no internal recruitment is allowed. As a line manager you know that advertising positions internally first could be beneficial to both the organisation and the employee. What arguments can you use to convince top management and HR of the benefits of the appointment of Alice? (5)

**[TURN OVER]**

- 3 4 Camille is an Australian citizen who immigrated to South Africa two months ago to run the Johannesburg branch of an international company. During your first encounter with Camille she has indicated that she is concerned with the process that is followed to identify employees for training and development. You have reassured her that the phases of the traditional training process are followed when training needs are identified. Explain to Camille what the first, and most important, phase of the traditional model entails by firstly defining the phase and then describing the levels at which a needs assessment may be conducted. (5)



[TOTAL FOR SECTION B = 40 MARKS]

CHECKLIST	✓
Did you complete all your personal particulars on the cover of the examination paper?	
Did you complete all the multiple choice questions?	
Have you placed your completed mark reading sheet into the examination paper?	
Have you encircled the numbers of the TWO questions you completed in Section B of the paper on the cover of the examination paper?	

PART 1 (GENERAL/ALGEMEEN) DEEL 1

STUDY UNIT # g PSY100 X
STUDIE-EENHEID BY PSY100-X

INITIALS AND SURNAME
VOORLETTERS EN VAN

DATE OF EXAMINATION
DATUM VAN EKSAMEN

PAPER NUMBER
VRAESTELNOMMER

STUDENT NUMBER
STUDENTENOMMER

UNIQUE PAPER NO
UNIEKE VRAESTEL NR

EXAMINATION CENTRE (E.G. PRETORIA)
EKSAMENSENTRUM (BY PRETORIA)

For use by examination invigilator
Vir gebruik deur eksamenopsiener

- IMPORTANT**
- USE ONLY AN HB PENCIL TO COMPLETE THIS SHEET
 - MARK LIKE THIS
 - CHECK THAT YOUR INITIALS AND SURNAME HAS BEEN FILLED IN CORRECTLY
 - ENTER YOUR STUDENT NUMBER FROM LEFT TO RIGHT
 - CHECK THAT YOUR STUDENT NUMBER HAS BEEN FILLED IN CORRECTLY
 - CHECK THAT THE UNIQUE NUMBER HAS BEEN FILLED IN CORRECTLY
 - CHECK THAT ONLY ONE ANSWER PER QUESTION HAS BEEN MARKED
 - DO NOT FOLD
- BELANGRIK**
- GEBRUIK SLEGS N HB POTLOOD OM HIERDIE BLAD TE VOLTOOI
 - MERK AS VOLG
 - KONTROLEER DAT U VOORLETTERS EN VAN REG INGEVUL IS
 - VUL U STUDENTENOMMER VAN LINKS NA REGS IN
 - KONTROLEER DAT U DIF KORREKTE STUDENTENOMMER VFRSTREK HET
 - KONTROLEER DAT DIE UNIEKE NOMMER REG INGEVUL IS
 - MAAK SEKER DAT NET EEN ALTERNATIEF PER VRAAG GEMERK IS
 - MOENIE VOU NIE

PART 2 (ANSWERS/ANTWOORDE) DEEL 2

1	(1) (2) (3) (4) (5)	36	(1) (2) (3) (4) (5)	71	(1) (2) (3) (4) (5)	106	(1) (2) (3) (4) (5)
2	(1) (2) (3) (4) (5)	37	(1) (2) (3) (4) (5)	72	(1) (2) (3) (4) (5)	107	(1) (2) (3) (4) (5)
3	(1) (2) (3) (4) (5)	38	(1) (2) (3) (4) (5)	73	(1) (2) (3) (4) (5)	108	(1) (2) (3) (4) (5)
4	(1) (2) (3) (4) (5)	39	(1) (2) (3) (4) (5)	74	(1) (2) (3) (4) (5)	109	(1) (2) (3) (4) (5)
5	(1) (2) (3) (4) (5)	40	(1) (2) (3) (4) (5)	75	(1) (2) (3) (4) (5)	110	(1) (2) (3) (4) (5)
6	(1) (2) (3) (4) (5)	41	(1) (2) (3) (4) (5)	76	(1) (2) (3) (4) (5)	111	(1) (2) (3) (4) (5)
7	(1) (2) (3) (4) (5)	42	(1) (2) (3) (4) (5)	77	(1) (2) (3) (4) (5)	112	(1) (2) (3) (4) (5)
8	(1) (2) (3) (4) (5)	43	(1) (2) (3) (4) (5)	78	(1) (2) (3) (4) (5)	113	(1) (2) (3) (4) (5)
9	(1) (2) (3) (4) (5)	44	(1) (2) (3) (4) (5)	79	(1) (2) (3) (4) (5)	114	(1) (2) (3) (4) (5)
10	(1) (2) (3) (4) (5)	45	(1) (2) (3) (4) (5)	80	(1) (2) (3) (4) (5)	115	(1) (2) (3) (4) (5)
11	(1) (2) (3) (4) (5)	46	(1) (2) (3) (4) (5)	81	(1) (2) (3) (4) (5)	116	(1) (2) (3) (4) (5)
12	(1) (2) (3) (4) (5)	47	(1) (2) (3) (4) (5)	82	(1) (2) (3) (4) (5)	117	(1) (2) (3) (4) (5)
13	(1) (2) (3) (4) (5)	48	(1) (2) (3) (4) (5)	83	(1) (2) (3) (4) (5)	118	(1) (2) (3) (4) (5)
14	(1) (2) (3) (4) (5)	49	(1) (2) (3) (4) (5)	84	(1) (2) (3) (4) (5)	119	(1) (2) (3) (4) (5)
15	(1) (2) (3) (4) (5)	50	(1) (2) (3) (4) (5)	85	(1) (2) (3) (4) (5)	120	(1) (2) (3) (4) (5)
16	(1) (2) (3) (4) (5)	51	(1) (2) (3) (4) (5)	86	(1) (2) (3) (4) (5)	121	(1) (2) (3) (4) (5)
17	(1) (2) (3) (4) (5)	52	(1) (2) (3) (4) (5)	87	(1) (2) (3) (4) (5)	122	(1) (2) (3) (4) (5)
18	(1) (2) (3) (4) (5)	53	(1) (2) (3) (4) (5)	88	(1) (2) (3) (4) (5)	123	(1) (2) (3) (4) (5)
19	(1) (2) (3) (4) (5)	54	(1) (2) (3) (4) (5)	89	(1) (2) (3) (4) (5)	124	(1) (2) (3) (4) (5)
20	(1) (2) (3) (4) (5)	55	(1) (2) (3) (4) (5)	90	(1) (2) (3) (4) (5)	125	(1) (2) (3) (4) (5)
21	(1) (2) (3) (4) (5)	56	(1) (2) (3) (4) (5)	91	(1) (2) (3) (4) (5)	126	(1) (2) (3) (4) (5)
22	(1) (2) (3) (4) (5)	57	(1) (2) (3) (4) (5)	92	(1) (2) (3) (4) (5)	127	(1) (2) (3) (4) (5)
23	(1) (2) (3) (4) (5)	58	(1) (2) (3) (4) (5)	93	(1) (2) (3) (4) (5)	128	(1) (2) (3) (4) (5)
24	(1) (2) (3) (4) (5)	59	(1) (2) (3) (4) (5)	94	(1) (2) (3) (4) (5)	129	(1) (2) (3) (4) (5)
25	(1) (2) (3) (4) (5)	60	(1) (2) (3) (4) (5)	95	(1) (2) (3) (4) (5)	130	(1) (2) (3) (4) (5)
26	(1) (2) (3) (4) (5)	61	(1) (2) (3) (4) (5)	96	(1) (2) (3) (4) (5)	131	(1) (2) (3) (4) (5)
27	(1) (2) (3) (4) (5)	62	(1) (2) (3) (4) (5)	97	(1) (2) (3) (4) (5)	132	(1) (2) (3) (4) (5)
28	(1) (2) (3) (4) (5)	63	(1) (2) (3) (4) (5)	98	(1) (2) (3) (4) (5)	133	(1) (2) (3) (4) (5)
29	(1) (2) (3) (4) (5)	64	(1) (2) (3) (4) (5)	99	(1) (2) (3) (4) (5)	134	(1) (2) (3) (4) (5)
30	(1) (2) (3) (4) (5)	65	(1) (2) (3) (4) (5)	100	(1) (2) (3) (4) (5)	135	(1) (2) (3) (4) (5)
31	(1) (2) (3) (4) (5)	66	(1) (2) (3) (4) (5)	101	(1) (2) (3) (4) (5)	136	(1) (2) (3) (4) (5)
32	(1) (2) (3) (4) (5)	67	(1) (2) (3) (4) (5)	102	(1) (2) (3) (4) (5)	137	(1) (2) (3) (4) (5)
33	(1) (2) (3) (4) (5)	68	(1) (2) (3) (4) (5)	103	(1) (2) (3) (4) (5)	138	(1) (2) (3) (4) (5)
34	(1) (2) (3) (4) (5)	69	(1) (2) (3) (4) (5)	104	(1) (2) (3) (4) (5)	139	(1) (2) (3) (4) (5)
35	(1) (2) (3) (4) (5)	70	(1) (2) (3) (4) (5)	105	(1) (2) (3) (4) (5)	140	(1) (2) (3) (4) (5)

Specimen only

MARK READING SHEET INSTRUCTIONS

Your mark reading sheet is marked by computer and should therefore be filled in thoroughly and correctly

USE ONLY AN HB PENCIL TO COMPLETE YOUR MARK READING SHEET

PLEASE DO NOT FOLD OR DAMAGE YOUR MARK READING SHEET

Consult the illustration of a mark reading sheet on the reverse of this page and follow the instructions step by step when working on your sheet

Instruction numbers ① to ⑩ refer to spaces on your mark reading sheet which you should fill in as follows

- ① Write your paper code in these eight squares, for instance

P	S	Y	1	0	0	-	X
---	---	---	---	---	---	---	---

- ② The paper number pertains only to first-level courses consisting of two papers

WRITE

0	1
---	---

 for the first paper and

0	2
---	---

 for the second. If only one paper, then leave blank

- ③ Fill in your initials and surname
- ④ Fill in the date of the examination
- ⑤ Fill in the name of the examination centre
- ⑥ WRITE the digits of your student number HORIZONTALLY (from left to right). Begin by filling in the first digit of your student number in the first square on the left, then fill in the other digits, each one in a separate square
- ⑦ In each vertical column mark the digit that corresponds to the digit in your student number as follows [-]
- ⑧ WRITE your unique paper number HORIZONTALLY
NB Your unique paper number appears at the top of your examination paper and consists only of digits (e.g. 403326)
- ⑨ In each vertical column mark the digit that corresponds to the digit number in your unique paper number as follows [-]
- ⑩ Question numbers 1 to 140 indicate corresponding question numbers in your examination paper. The five spaces with digits 1 to 5 next to each question number indicate an alternative answer to each question. The spaces of which the number correspond to the answer you have chosen for each question and should be marked as follows [-]

◆ For official use by the invigilator. Do not fill in any information here

UNISA
University of South Africa
attendance register
(university copy)

Fill-in/MCQ



Examination period

Student number

Surname

First Names

Subject

Code of paper

Number of paper

Centre

Date

This is to certify that I have read the rules governing the examinations as set out on the inside cover of this examination answer book and in the examination instructions
That the information supplied by me in this answer book is correct and valid
I undertake to adhere to the procedures rules and regulations of the University of South Africa as published in the official brochures

Signature of candidate

ID Number

Batch No
28092015MCQ

Signature of invigilator

UNISA invigilator's personnel number

NOTE Not a valid document if not completed by the Invigilator

UNISA
University of South Africa
attendance register
(student copy)

Fill-in/MCQ



Examination period

Student number

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First Names

Subject

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Signature of candidate

ID Number

Batch No
28092015MCQ

Signature of invigilator

UNISA invigilator's personnel number

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Tear

Tear