

## **SAMPLE MODEL PROJECT PAPERS 9-12 MARKING GUIDELINES**

### **KJSEA PROJECT SAMPLE PAPER 9**

#### **1. Construction of a raised performance stage**

##### **a) Scaffolding diagram — 12 marks**

For the 2.5 m high stage, the scaffolding should have:

- a) Firm base/sole boards – provide a stable foundation.
- b) Standards/uprights – vertical pillars supporting the scaffold.
- c) Ledgers – horizontal layouts connecting the standards.
- d) Guard rails – prevent workers from falling.
- e) Mid-rails – provide additional fall protection.
- f) Toe boards – prevent tools and materials from falling.
- g) Cross braces – strengthen and stabilize the scaffold.
- h) Working platform – provides a safe surface for workers.
- i) Safe access ladder – allows workers to climb onto the platform.

For the drawing: Draw two or more vertical uprights, connect them with horizontal ledgers, add diagonal cross-bracing, then draw the working platform at the top. Add a guard rail and mid-rail above the platform and a toe board along the platform edge. Label at least three safety features clearly.

##### **b) Two types of PPE — 8 marks**

| <b>PPE</b>     | <b>FUNCTION</b>                                                               | <b>WHY IT IS NECESSARY</b>                                                             |
|----------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Helmet         | Protects the head from falling objects and materials.                         | Workers are constructing an elevated stage, so tools or materials may fall from above. |
| Safety Harness | Secures a worker and reduces their risk of falling from an elevated platform. | The workers will be working about 2.5m above the ground.                               |

##### **c) Daily scaffolding inspection procedure — 8 marks**

Before work begins each day:

- 1. Check the foundation/base to ensure it is firm, level and stable.
- 2. Inspect all standards/uprights for bending, cracks, damage or looseness.
- 3. Check ledgers and braces to ensure they are firmly connected.
- 4. Inspect the working platform for broken, loose or missing boards.

5. Check guard rails, mid-rails and toe boards to ensure they are securely fixed.
6. Inspect the access ladder/stairway and ensure it is stable and safe to use.
7. Check the scaffold connections and supports for loose bolts, clamps or joints.
8. Remove any unsafe scaffold from use, report defects and repair them before workers are allowed onto it.

## 2. Intermediaries in distribution

The debate topic is: “Intermediaries are always beneficial in the distribution of goods and services.”

### a) Arguments in favour of intermediaries — 6 marks

1. They bridge the gap between producers and consumers.

Intermediaries such as wholesalers and retailers make goods available to consumers in convenient locations.

2. They provide storage facilities.

Wholesalers and other intermediaries store goods until they are required by consumers, ensuring there is a continuous supply.

3. They reduce the distribution burden on producers.

Intermediaries purchase goods in bulk and distribute them to different markets, allowing producers to concentrate on production rather than selling directly to every consumer.

Other acceptable benefits:

Provide market information to producers.

Break bulk quantities into smaller quantities suitable for consumers.

Transport goods closer to consumers.

Promote and advertise products.

Bear some risks associated with distribution.

Provide credit facilities in some cases.

## 3. ICT practical tasks

### a) PowerPoint presentation — 3 marks

A suitable presentation could contain 3 slides:

Slide 1: Title

## INTERMEDIARIES IN DISTRIBUTION

Benefits of Intermediaries

Slide 2: Benefits

- ✓ Bridge the gap between producers and consumers.
- ✓ Provide storage facilities.
- ✓ Reduce the distribution burden on producers.

Slide 3: Conclusion

Intermediaries play an important role in ensuring that goods and services reach consumers efficiently and conveniently.

Presentation guidelines:

- ✓ Use a clear, professional theme.
- ✓ Use appropriate font size.
- ✓ Use short bullet points.
- ✓ Include relevant images/icons where appropriate.
- ✓ Avoid overcrowding the slides.

b) Naming and exporting files — 3 marks

Use a clear standard naming convention, for example:

Spreadsheet: Intermediaries\_Debate\_Data.xlsx.

Presentation: Intermediaries\_Debate\_Presentation.ppt.

PDF: Intermediaries\_Debate\_presentation.pdf.

use File → Export/Save As → PDF in PowerPoint to create the printable PDF.

## **KJSEA PROJECT SAMPLE PAPER 10**

1. Driving tools safety and usage guide

(a) Sketches — 8 marks

The learner should draw four separate, fully labelled sketches:

1. Claw hammer Labels:

Head

Face

Claw

Eye

Handle

Grip

2. Ball-peen hammer Labels:

Face

Ball peen

Head

Eye

Handle

Grip

3. Flat-head screwdriver Labels:

Handle

Shank

Tip/blade

Ferrule

4. Phillip's screwdriver Labels:

Handle

Shank

Cross-shaped tip

Ferrule

Guideline: Draw each tool large and clearly. Use straight label lines and write labels neatly. The question specifically requires simple, clear and fully labelled sketches.

(b) Safe use and unsafe practice — 12 marks

| TOOL                         | SAFE PRACTICE                | UNSAFE PRACTICE                                             |
|------------------------------|------------------------------|-------------------------------------------------------------|
| <b>Claw hammer</b>           | Hold the handle firmly       | Do not use a hammer with a loose handle                     |
| <b>Ball-peen hammer</b>      | Use the correct face         | Do not strike a hardened surface with an unsuitable hammer. |
| <b>Flat head screwdriver</b> | Place the flat flip properly | Do not use the screwdriver as a chisel                      |

Practical demonstration guideline: The learner should demonstrate the correct grip, correct positioning of the tool and controlled movement. Safety goggles should be worn where there is a risk of flying particles.

(c) Workshop maintenance practices — 8 marks

Any four well-explained points:

1. Clean the tools after use – remove dirt, dust and other materials.
2. Store tools properly – keep them in a toolbox or designated storage area.
3. Inspect tools regularly – check for loose handles, damaged tips or cracked parts.
4. Repair or replace damaged tools – faulty tools should not be used in the workshop.

Other acceptable points include oil/lubricate metal parts where necessary and keeping screwdriver tips in good condition.

## 2. Tax Clinic

The learner is required to prepare a short presentation of about 200 words explaining PAYE and VAT, including who is primarily responsible for paying each and how the taxes contribute to national development.

Suitable presentation answer

### PAYE and VAT

Good morning, everyone. Today I am going to explain the difference between PAYE and VAT.

PAYE means Pay As You Earn. It is a tax deducted from the employment income of employees. The employer calculates and deducts the required amount from the

employee's salary and remits it to the government. Therefore, the employee is primarily responsible for the tax, while the employer is responsible for deducting and submitting it.

VAT means Value Added Tax. It is a tax charged on the consumption of taxable goods and services. The final consumer bears the cost of VAT, while a registered business collects the tax from customers and remits it to the government.

The two taxes are different because PAYE is mainly associated with employment income, while VAT is associated with the consumption of taxable goods and services.

Paying taxes is important because the government uses tax revenue to provide essential public services and develop the country. Tax revenue helps finance areas such as education, healthcare, roads, security and other public services.

Therefore, businesses and individuals should meet their tax obligations. This, they do by paying PAYE and VAT correctly and on time. This way, we all contribute to national development and improve the welfare of citizens.

### **3. PowerPoint presentation — about 4 slides**

The paper asks for about four slides showing the differences between PAYE and VAT and their importance to national development.

#### **Slide 1 — Title**

##### **PAYE AND VAT**

Understanding Taxes and their Importance to National Development

Name: \_\_\_\_

Class: \_\_\_\_

Date: \_\_\_\_

#### **Slide 2 — PAYE**

PAYE – Pay As You Earn

- a) Tax charged on employment income.
- b) It is deducted from an employee's salary.
- c) The employer deducts and remits the tax to the government.
- d) The employee is primarily responsible for the tax.

Example:

An employee earns a salary → PAYE is deducted → the balance is paid to the employee.

### **Slide 3 — VAT**

VAT – Value Added Tax

- a) Tax charged on taxable goods and services.
- b) The final consumer bears the cost.
- c) Registered businesses collect and remit VAT to the government.
- d) VAT is included in the price paid for taxable goods and services.

Example:

Customer buys a taxable product → pays VAT → business remits the VAT to the government.

### **Slide 4 — Importance to National Development**

Why PAYE and VAT are Important

- a) Provide government revenue.
- b) Help finance education.
- c) Support healthcare services.
- d) Help build and maintain roads and other infrastructure.
- e) Support security and other public services.
- f) Promote national development and improve citizens' welfare.

### **Conclusion:**

Paying taxes is a responsibility that helps build the nation.

### **KJSEA PROJECT SAMPLE PAPER 11**

1. Selection of materials
  - Appropriateness (2 marks)
  - Selected at least two different materials (2 marks)
2. Sketching
  - Interpretation (1 mark)
  - Correct pictorial (2 marks)

- Proportionality (2 marks)

- Neatness (1 mark)

3. a) Selecting appropriate tools and stating their use (2 marks)

b) Using the tools

- Correct use of measuring and marking tools (2 marks)

- Correct use of cutting tools (4 marks)

- Ensuring safety when using tools (2 marks)

4. a) Assembling of the parts

- Use of correct method of assembly (2 marks)

- Firmness (1 mark)

- Workmanship (1 mark)

b) Captivating decoration (2 marks)

5.a) Creating a worksheet and typing the name of materials used and their quantities (2 marks)

b) Using appropriate formula or function to compute the total quantity (1 mark)

6. a) Taking photos

Photos of materials used (1 mark)

Photos of the pencil holder (1 mark)

b) Sharing the photos taken using an ICT tool (1 mark)

7. Ways of identifying target market

- Observing learner's needs for example loss of pens and pencils

- Enquiring from friends/classmates/schoolmates/family

- Looking at the age/interest/fashion/preferences

- By analysing social media trends

8. Factors to consider when setting the price of the pencil holders

- Cost of material used

- Time spent to make the holder

- Market price of similar pencil holders

-Financial ability to buy

-Profit margin

-Competition

9. Social media, posters, drawings

## **KJSEA PROJECT SAMPLE PAPER 12**

### **1. Pictorial drawing (3 marks)**

- Correct pictorial drawing with the chosen dimensions - 3 marks
- Pictorial but with wrong dimensions - 2 marks
- Drawing not in pictorial - 1 mark
- Dimensioning the drawing (3 marks)

#### **Correct dimensions with all the dimension lines shown – 3 marks**

- Correct dimensions but no dimension lines shown – 2 marks
- 1 correct dimension with no dimension lines – 1 mark

### **2. Selection of locally available materials**

Correct selection of material (1 mark)

#### **Reasons for selection**

- Two correct reasons – 2 marks
- One correct reason – 1 mark

### **3. Selection of tools**

- 3 appropriate tools selected – 3 marks
- 2 appropriate tools selected – 2 marks
- 1 appropriate tool selected – 1 mark

#### **Appropriate use of tool selected**

- Appropriate use of tools selected with care and observing safety during use – 6 marks
- Appropriate use of tools selected with care, but no safety observed during use – 4 marks
- Appropriate use of selected tools but no care or safety observed during use – 2 marks
- Inappropriate use of tools with no care and no safety – 1 mark

#### **Good workmanship**

- Demonstrates creativity in use of tools to produce a good quality product – 4 marks
- Demonstrates creativity in use of tools but the product is not of good quality – 3 marks
- Does not demonstrate creativity and product is not of good quality – 2 marks
- No product produced at all – 1 mark

**4. Methods of joining**

- 2 appropriate methods used to give a good product – 6 marks
- 1 appropriate method used but the product not of good quality – 4 marks
- No appropriate method used and product not of good quality – 2 marks

**5. Report of the project activities containing:**

Names of group members – 1 mark

Materials used – 1 mark

Tools used – 1 mark

Formatting report (1 mark)

6. Taking a photo of the finished product and inserting it in the document prepared in 5(a) – (1 mark)
7. Sharing the report with the teacher using an ICT communication tool. (1 mark)
8. Marketing tools the learners would use to sell the cutlery holders (2 marks)  
Posters, school magazines, brochures/flyers, social media, word-of-mouth, announcements in the school assembly, creative presentations.
9. Intermediaries that the learner may involve in the selling of the cutlery holders (2 marks)  
School canteen, school bookstores, class prefects, teachers, school clubs and societies, school administration
10. **Entrepreneurial skills that may have been demonstrated throughout the project by the learner** (2 marks)
  - Planning and organizing skills
  - Communication skills
  - Creativity and innovation
  - Decision-making skills
  - Resource management skills
  - Problem-solving skills
  - Financial management skills
  - Marketing skills