



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE COMPUTER PRACTICE N4

(6030204)

**19 May 2021 (X-paper)
09:00–12:00**

CANDIDATES HAVE 30 MINUTES TO READ THE INSTRUCTIONS IN THE QUESTION PAPER BEFORE THE EXAMINATION STARTS.

This question paper consists of 16 pages and an answer sheet of 3 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
COMPUTER PRACTICE N4
TIME: 3 HOURS
MARKS: 180

INSTRUCTIONS TO INVIGILATORS AND CANDIDATES

Read the following instructions carefully before answering the question paper. Invigilators will explain if necessary.

1. The question paper comprises of TWO sections:

SECTION A: Theory (60 marks)

SECTION B: Word processing, spreadsheet and presentation (120 marks)

SECTION A (QUESTIONS 1–5) must be answered on the attached ANSWER SHEET. The ANSWER SHEET must be placed in the front of the EXAMINATION FOLDER. Approximately 60 minutes should be spent on this section.

SECTION B is done with the aid of a word processing program, spreadsheet program and presentation program and approximately 2 hours should be spent on this section.

2. In the event of a power failure or a computer or printer breakdown, the invigilator must make the necessary arrangements for the candidate to continue and the actual time lost must be added.
3. If there is a problem with certain printers, e.g. it does not print ë, a report must be submitted with the centre's ANSWER SHEETS.
4. A candidate may have a list of ASCII codes with him/her. The spell checker may be used.
5. Each answer must be printed on a separate sheet of paper and on ONE side of the paper only. PRINTOUTS must be placed in the EXAMINATION FOLDER immediately.
6. At the conclusion of the examination session, all PRINTOUTS to be marked must be placed in the EXAMINATION FOLDER and handed to the invigilator. Only ONE PRINTOUT per question or subsection of a question may be handed in. PRINTOUTS not submitted for marking must be handed in to the invigilator at the end of the examination session and destroyed at the end of the day. No PRINTOUTS whatsoever may be removed from the examination room or placed into wastepaper bins.

7. PRINTOUTS to be marked must be arranged in the same order as the questions in the EXAMINATION PAPER.
 8. In SECTION B (Word processing) only Courier New 12 pt may be used. Margins of 2,54 cm/1" should be used unless instructed differently. In SECTION B (Spreadsheet) Courier New 12 pt, Calibri 11 pt or Arial 10 pt may be used.
 9. Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER for each question as indicated in the instructions. No answers without printed EXAMINATION NUMBERS will be marked.
 10. All work on the computer should be saved at regular intervals to prevent loss of work in the event of a power failure. No additional time will be allowed to redo such lost work. It is the candidates' responsibility to protect their answers.
 11. In order to print the original as well as the edited version of the answers, candidates are reminded to save the work after each separate section before printing.
 12. At the end of the examination session each candidate must hand in the PRINTOUTS of the answers as well as the diskette with the saved answers (properly marked with the candidate's EXAMINATION NUMBER). If the candidate's work is saved on the hard disk/network, the invigilator(s) must copy the answers to a compact disk/memory stick and the answers must immediately be deleted from the hard disk/network. These diskettes must be handed to the examination section for safekeeping for at least SIX months in case enquiries are made by DHET.
 13. Please note that no question papers may be taken from the examination room until at least ONE hour after the commencement of the last session. All papers must consequently be handed in. They may be returned to candidates on completion of the examination.
 14. In the event of a question paper being written in more than one session, invigilators must ensure that all candidates' answers are removed from the hard disks or the network before candidates for the next session are allowed into the examination room.
 15. No candidate may print his/her work for another candidate, make his/her diskette available to another candidate or access another candidate's work on the network. Any attempt to access information from or transfer information to another candidate in whatever manner is a contravention of the examination rules and regulations and will be viewed in a very serious light.
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