



# higher education & training

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

## **NATIONAL CERTIFICATE COMPUTER PRACTICE N4**

(6030204)

**23 September 2020 (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 19 pages and 1 answer sheet.**

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
REPUBLIC OF SOUTH AFRICA**

**NATIONAL CERTIFICATE  
COMPUTER PRACTICE N4**

**TIME: 3 HOURS**

**MARKS: 200**

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**INSTRUCTIONS TO INVIGILATORS AND CANDIDATES**

READ THE INSTRUCTIONS CAREFULLY BEFORE ANSWERING THE QUESTION PAPER. INVIGILATORS WILL EXPLAIN IF NECESSARY.

1. The question paper comprises THREE sections:

SECTION A: Theory (30 marks)

SECTION B: Word processing (85 marks)

SECTION C: Spreadsheet (85 marks)

QUESTION 1 and 2 of SECTION A must be answered on the attached ANSWER SHEET. QUESTION 3 comprises PRINTOUTS of instructions. The PRINTOUTS and ANSWER SHEET must be placed in the FRONT of the EXAMINATION FOLDER. Approximately 30 minutes should be spent on this section.

SECTION B is done with the aid of a word processing program and approximately 1 hour 15 minutes should be spent on this section.

SECTION C is done with the aid of a spreadsheet program and approximately 1 hour 15 minutes 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. A candidate may have in his/her possession a list of ASCII codes. A spelling checker may be used.
4. Each answer must be printed on a separate sheet of paper and on ONE side of the paper only.
5. 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 collected at the end of each session by the invigilator and must be destroyed at the end of the day. NO PRINTOUTS whatsoever may be removed from the examination room or put into wastepaper bins.

6. PRINTOUTS to be marked must be arranged in the EXAMINATION FOLDER in the same order as that of the questions in the examination paper.
7. In SECTION B of the question paper only Courier New 12 pt may be used unless otherwise instructed. In SECTION C of the question paper Courier New 12 pt, Calibri 11 pt or Arial 10 pt may be used. In SECTION B margins of 1"/2,54 cm should be used unless otherwise instructed.
8. Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER at each question. NO questions without EXAMINATION NUMBERS will be marked.
9. 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 is allowed for such lost work. It is the candidate's responsibility to protect their answers from obliteration.
10. 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 question before it is printed.
11. At the end of the examination session a candidate must hand in the PRINTOUTS 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 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 should be made.
12. Please note that NO question paper may be taken out of the examination room until at least ONE hour after the commencement of the last session. ALL papers must be handed in. They may be returned to candidates on completion of the examination.
13. In the event of a question paper being written in more than one session invigilators must ensure that ALL answers of candidates are removed from the hard disks or the network before candidates for the next session are allowed into the room.
14. 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 serious light.

**DO NOT TURN THE PAGE BEFORE THE  
INVIGILATOR INSTRUCTS YOU TO DO SO.**