



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
COMPUTER PRACTICE N4

(6030204)

3 November 2022 (X-paper)
09:00–12:00

Candidates are allowed 30 minutes to read the instructions in the question paper before the start of the examination.

This question paper consists of 20 pages and an answer sheet of 5 pages.

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

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

INSTRUCTIONS AND INFORMATION

1. The question paper consists of TWO sections:

SECTION A: Theory (60 marks)

SECTION B: Word processing (50 marks), Spreadsheet (50 marks) and Presentation (20 marks)

SECTION A (QUESTION 1–5) must be answered on the ANSWER SHEET (attached). The ANSWER SHEET must be placed in the front of the EXAMINATION FOLDER. 50 minutes should be spent on this section.

SECTION B is done with the aid of a word processing, spreadsheet and presentation program and approximately 130 minutes should be spent on this section.

2. In the event of a power failure or a computer or printer error/breakdown, the invigilator must make the necessary arrangements for the candidates to continue and the actual time lost should be added.
3. If there is a problem with certain printers, e.g. not printing special characters or not printing the watermark etc., a report must accompany the centre's ANSWERS.
4. A candidate may use a list of ASCII codes. A spelling checker may be used.
5. Each answer must be printed on ONE side of a separate sheet of paper only (do not print back-to-back). PRINTOUTS must be placed in the EXAMINATION FOLDER.
6. At the end 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 by the invigilator at the end of each session and destroyed at the end of the day. No PRINTOUTS whatsoever may be removed from the EXAMINATION ROOM or placed in the wastepaper bins.

7. PRINTOUTS to be marked must be arranged in the same order as that of the questions in the QUESTION PAPER.
8. In SECTION B (Word processing) only Courier New 12 pt may be used unless instructed differently. Margins of 2.54 cm/1" should be used unless instructed differently.
In SECTION B (Spreadsheet) Calibri 11 pt or Arial 10 pt may be used unless instructed differently.
9. Key in the QUESTION NUMBER and well as your EXAMINATION NUMBER for each question as indicated in the instructions. ANSWERS without printed EXAMINATION NUMBERS will not 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 through regular saving.
11. At the end of the examination session each candidate must hand in the PRINTOUTS of the answers as well as the compact disk/memory stick 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 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 by the Department of Higher Education and Training.
12. No QUESTION PAPER may be taken out of the examination room until at least ONE hour after the start of the last session. All QUESTION PAPERS must be handed in before candidates leave the EXAMINATION ROOM.
13. In the event of a QUESTION PAPER being written in more than one session, invigilators must ensure that all answers are backed up and removed from the hard disks/network before the candidates for the next session are allowed into the EXAMINATION ROOM.
14. The use of the internet is strictly prohibited. Even if a computer/terminal has internet access, you are not allowed to access the internet during the examination. Accessing the internet during the examination is considered as an IRREGULARITY.