



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE COMPUTERISED FINANCIAL SYSTEMS N5

(6030175)

**24 May 2022 (X-paper)
09:00–12:00**

This question paper consists of 16 pages.

014Q1J2224

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
COMPUTERISED FINANCIAL SYSTEMS N5
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION TO CANDIDATES AND INVIGILATORS

1. This question paper consists of TWO sections:

SECTION A:	QUESTION 1	PAYROLL	80 MARKS
SECTION B:	QUESTIONS 2, 3, 4 and 5	SPREADSHEET	120 MARKS
GRAND TOTAL:			200 MARKS
2. Answer all questions.
3. Read all the questions carefully.
4. Use Arial or Calibri 12 pt for spreadsheet answers.
5. The time allocated for the completion of this question paper is THREE hours. No extra time will be allowed for printing.
6. Save your work regularly to prevent loss of work in the event of a power failure or computer breakdown. Only the actual time lost will be added by the invigilator. No additional time will be allowed to redo lost work.
7. Each answer must be printed on ONE side of a SEPARATE sheet of paper only.
8. Arrange the PRINTOUTS in the same order as that of the questions in the QUESTION PAPER. Marks will be deducted if PRINTOUTS are not in the correct order.
9. Only ONE PRINTOUT per instruction must be handed in. If more than ONE PRINTOUT of the same question is handed in only the first PRINTOUT will be marked and marks will be deducted for extra PRINTOUTS.
10. Your EXAMINATION NUMBER must be printed on all PRINTOUTS. NO PRINTOUTS without a printed EXAMINATION NUMBER or with a hand-written EXAMINATION NUMBER will be marked. Do not key in your name and/or surname on any PRINTOUTS.
11. At the end of the examination session all PRINTOUTS to be marked must be placed in the EXAMINATION FOLDER in the same order as the QUESTION PAPER and handed to the invigilator. No PRINTOUTS may be taken from the examination room.

12. QUESTION PAPERS may not be taken from of the examination room but must be handed in. The QUESTION PAPERS may be returned to candidates on completion of all sessions of the examination.
13. No candidate may print his/her work for another candidate or make his/her work available to another candidate or access other candidate's work. Any attempt to access information from or transfer information to another candidate in whatever manner is a contravention of the examination rules and will be viewed in a serious light.
14. If a candidate should move from one computer to another during the examination session the invigilators must write a report to explain the reason for the change. This report must be signed by the invigilator and included in the candidate's EXAMINATION FOLDER. PRINTOUTS with different WATERMARKS in the same folder are not acceptable and will be treated as an irregularity.
15. At the end of each examination session the invigilators must delete all candidates' answers (Payroll and spreadsheet) from the computers/hard drives/network before candidates for the next session are allowed into the computer room.

WAIT FOR THE INVIGILATOR'S INSTRUCTION BEFORE YOU TURN THE PAGE.