



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE DATA MANAGEMENT: FARMING N5

(4090465)

**25 May 2021 (X-paper)
09:00–12:00**

Candidates have 25 minutes to read the instructions before the examination starts.

This question paper consists of 13 pages.

042Q1J2125

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
DATA MANAGEMENT: FARMING N5
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

YOU HAVE 25 MINUTES TO READ THE FOLLOWING INSTRUCTIONS BEFORE ANSWERING THE QUESTION PAPER. INVIGILATORS WILL EXPLAIN, IF NECESSARY.

1. The time allocated for the question paper is 3 hours. No additional printing time is allowed
2. The question paper comprises two sections.
SECTION A: THEORY (100 MARKS)
SECTION B: Word Processing/Text manipulation, spread sheet and database (100 marks)

SECTION A must be answered in the ANSWER BOOK which must be placed on top of all the PRINTOUTS in the yellow folder.

SECTION B must be done on the computer with the aid of word processing, spread sheet and database programs. Each PRINTOUT must have both the EXAMINATION NUMBER and the QUESTION NUMBER printed either as header or footer as instructed. Handwritten EXAMINATION NUMBERS and QUESTION NUMBERS will not be accepted.

3. All work on the computer should be saved regularly to prevent loss of work. No additional time may be allowed for such lost work. It is the candidates' responsibility to protect their answers from obliteration. In the event of a power failure or a computer or printer breakdown, the invigilator must make the necessary arrangements for the candidates to continue and the actual time lost must be added.
4. If there is a problem with certain printers, for example it does not print ë; a report regarding this must be sent with the answer sheets of that examination centre.
5. A candidate may have in his/her possession a typing ruler, a dictionary and a list of ASCII codes. A spelling checker may be used.

6. Each answer must be printed on a separate A4 paper or on continuous computer paper, unless specified otherwise. If continuous paper is used, the sheets must be separated from one another. PRINTOUTS must be on ONE side of the paper and must be placed in the EXAMINATION FOLDER in the same order as that of the questions in the examination paper. Marks will be subtracted for answer sheets not arranged in the correct order, for printing on both sides of the paper or for stapling together of ANSWER SHEETS.
7. At the conclusion of the examination session all PRINTOUTS to be marked must be placed in the EXAMINATION FOLDER and all other PRINTOUTS, together with the EXAMINATION FOLDER, must be handed to the invigilator. No PRINTOUTS whatsoever may be removed from the examination room or put into waste-paper bins. PRINTOUTS not submitted for marking must be collected at the end of each session and must be destroyed at the end of the day. Only ONE PRINTOUT per question or subsection of a question may be handed in.
8. In order to print the original as well as the edited answers candidates are reminded to save the work after each separate section before it is printed.
9. At the end of examination session each candidate must hand in the PRINTOUTS of the answers as well as a diskette with the saved answers properly marked with the candidate's EXAMINATION NUMBER on the COVER. These diskettes must be handed to the examination section for safekeeping for one year in case enquiries should be made by the examiner/moderator and superintendents of examination. If there are no diskettes to save the answers, candidates must create folders on the computer they are working on and save the work in that folder which is named using their EXAMINATION NUMBERS. The invigilator will then save the folders on a USB and submit the USB to the examination office for safe keeping.
10. Please note that no question papers may be taken out of the examination room. All papers must be handed in. Question papers may be given to candidate at the end of the last session.
11. In the event of an examination paper being examined in more than one session, invigilators must ensure that all answers of candidates are removed from hard disks or network before candidates for the next session are allowed into the venue.
12. No candidate may print his/her work for another candidate, make his/her floppy disk/storage device available to another candidate or access other candidates' 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 treated as an irregular act.

DO NOT TURN THE PAGE BEFORE BEING INSTRUCTED BY THE INVIGILATOR.