



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE DATA MANAGEMENT: FARMING N5

(4090465)

**25 May 2022 (X-paper)
09:00–12:00**

Candidates may use a typing ruler, a dictionary and a list of ASCII codes.

This question paper consists of 14 pages.

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

INSTRUCTIONS AND INFORMATION

1. The question paper comprises two sections:

SECTION A: Theory (100 marks)

SECTION B: Word processing/text manipulation, spreadsheet and database (100 marks)

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

SECTION B is done on the computer with the aid of word processing, spreadsheet and database programs. Each printout must have the EXAMINATION NUMBER and the QUESTION NUMBER printed as a header. Handwritten examination numbers and question numbers are NOT acceptable. The printouts must be placed in the folder in the correct sequence. Candidates using continuous paper must separate the pages before handing them in.

2. The time allocated for the question paper is 3 hours.
3. NO additional printing time is allowed.
4. 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.
5. If there is a problem with certain printers, e.g. does not print ë, send a report with your centre's answer sheets.
6. Spellcheck may be used.
7. 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 after printing.

8. Do NOT staple ANSWER SHEETS together. Marks will be deducted when printing was done on both sides of the paper and when ANSWER SHEETS were stapled.
9. At the conclusion of the examination session, ALL PRINTOUTS that a candidate wishes 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 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.
10. PRINTOUTS to be marked must be arranged in the same order as that of the questions in the examination paper. Marks will be deducted for ANSWER SHEETS not arranged in numerical order.
11. PRINTOUTS may be on A4 sheets of paper or on continuous computer paper unless a specified paper size is required in a question or a letterhead is supplied.
12. 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 may be allowed for lost work. It is the candidates' responsibility to protect their answers from being lost.
13. In order to print the original and the edited attempts of the answers, candidates are reminded to save their work before it is printed.
14. 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 on the cover). These diskettes must be handed to the examination section for safekeeping for ONE year in case enquiries are made by the examiner/moderator or superintendents of the examination. If there are no diskettes to save the answers, candidates must create a folder on the computer they are working on and save ALL their work in that folder. They should name the folder using their EXAMINATION NUMBER. The invigilator will then save the folders on a USB and submit the USB to the examination office for safekeeping (for ONE year).
15. Note that no paper may be taken out of the examination room, including question papers. ALL sheets of paper must be handed in. Question papers may be given to candidates at the end of the last session.
16. In the event of an examination paper being examined in more than one session, the invigilators must ensure that all the candidates' answers are removed from the hard disks or the network before the candidates for the next session are allowed into the room.