



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

DATA MANAGEMENT: FARMING N5

(4090465)

14 November 2019 (X-Paper)
09:00–12:00

This question paper consists of 15 pages.

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

**TURN THE PAGE FOR THE INSTRUCTIONS.
YOU HAVE 25 MINUTES TO READ THE
INSTRUCTIONS.**

INSTRUCTIONS TO INVIGILATORS AND CANDIDATES

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE ATTEMPTING TO ANSWER THE PAPER – INVIGILATORS WILL EXPLAIN, IF NECESSARY.

1. The question paper comprises TWO SECTIONS, namely:

SECTION A: Theory (100 marks) 

SECTION B: Word Processing/Text Manipulation and Spreadsheet and Database (100 marks)

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

SECTION B is done on the computer with the aid of the word processing, spreadsheet and database programmes. Each PRINTOUT must have both THE EXAMINATION NUMBER and the question number printed either as header or footer (as per instruction). Handwritten EXAMINATION NUMBERS and QUESTION NUMBERS are NOT acceptable.

The PRINTOUTS must be placed in the folder in the correct sequence. Candidates making use of continuous paper must tear the pages apart before handing in.


2. The time allocated for the question paper is THREE 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; the invigilator must send a report with the centre's ANSWER SHEETS.

6. A candidate may have in his/her possession a typing ruler, a dictionary and a list of ASCII codes. 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 FOLDERS immediately. 

8. Do NOT staple ANSWER SHEETS together. Marks will be subtracted for printing on both sides of the paper as well as stapling of answer sheets.

9. At the conclusion of the examination session ALL PRINTOUTS which a candidate wishes to be marked, must be placed in the EXAMINATION FOLDER and ALL other PRINTSOUTS, together with the EXAMINATION FOLDER, must be handed to 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.