



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE DATA MANAGEMENT: FARMING N5

(4090465)

**10 November 2021 (X-paper)
09:00–12:00**

A typing ruler, a dictionary and a list of ASCII codes may be used.

This question paper consists of 15 pages and 4 answer sheets.

TURN THE PAGE FOR INSTRUCTIONS.

**THERE ARE 25 MINUTES TO READ THE
INSTRUCTIONS.**

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

INSTRUCTIONS AND INFORMATION

Read the following instructions carefully before attempting to answer the questions. The invigilators will explain where necessary.

1. The question paper comprises two sections, namely:

SECTION A: Theory (100 marks)

SECTION B: Word Processing/Text manipulation, Spreadsheet (100 marks)

SECTION A must be answered on the ANSWER SHEETS (attached). Write your EXAMINATION NUMBER AND CENTRE NUMBER on each answer sheet, detach them from the question paper and place them on top of the printouts in the folder.

SECTION B is done on the computer with the aid of Word Processing and a Spreadsheet Program. Each printout must have both the EXAMINATION NUMBER and the QUESTION NUMBER printed as header. 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 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 the centre's ANSWER SHEETS.
6. Spell check 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.

8. Do NOT staple ANSWER SHEETS together. Marks will be subtracted for printing on both sides of the paper as well as stapling of the 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 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 a wastepaper bin. Printouts that should not be marked 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 the questions in the question paper. Marks will be subtracted for printouts not arranged in the correct order.
11. Printouts may be on A4 sheets of paper or on continuous computer paper unless a specified size of paper is required in a question or a letterhead is supplied.
12. 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 may be allowed for such lost work. It is the candidates' responsibility to protect their answers from being lost.
13. Candidates are reminded to save the work after each separate section is completed, before it is printed.
14. Take note that NO paper may be taken out of the examination room, including question papers. All papers must be handed in. Question papers may be given to the candidates at the end of the last session.
15. Invigilators must ensure that all answers of candidates are removed from the hard disks or the network before candidates for the next session are allowed into the room.
16. 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.
