



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE COMPUTER PRACTICE N6

(6030196)

**21 May 2021 (X-paper)
09:00–12:00**

This question paper consists of 32 pages and 4 answer sheets.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
COMPUTER PRACTICE N6
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION TO INVIGILATORS AND CANDIDATES

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE ANSWERING THE QUESTIONS. CANDIDATES, ASK THE INVIGILATORS TO EXPLAIN IF SOMETHING IS NOT CLEAR OR YOU DO NOT UNDERSTAND.

1. The question paper comprises of THREE sections of which TWO must be completed, please note the choices:

SECTION A: Theory (50 marks) (THIS SECTION IS COMPULSORY)

This section is completed with a pen on the answer sheet provided at the end of the question paper.

OPTIONAL:

SECTION B: Word Processing (150 marks)

This section is done with the aid of a word processing program on the computer.

All the PRINTOUTS must be identified correctly and the EXAMINATION NUMBER, COMPUTER NUMBER and QUESTION NUMBER must be printed (not written) on each PRINTOUT as instructed.

OR

SECTION C: Spreadsheet (150 marks)

This section is done with the aid of a spreadsheet program on the computer.

All the PRINTOUTS must be identified correctly and the EXAMINATION NUMBER, COMPUTER NUMBER and QUESTION NUMBER must be printed (not written) on each PRINTOUT as instructed.

2. The time allocated for the question paper is THREE hours. No additional time may be allowed for the printing of answers or writing (SECTION A) after the completion of the examination.
3. In the event of a power failure or a hardware failure (computer, mouse, screen or printer), the invigilator must make the necessary arrangements for the candidate(s) to continue and the actual time lost must be calculated and added for to the candidate(s).

4. If there was a problem with any printer not printing correctly or not printing any special characters or fonts, a report indicating this must accompany the centre's answer sheets.
5. ASCII codes and spelling checker may be used.
6. All PRINTOUTS must be placed in the EXAMINATION FOLDER. Each answer must be printed on ONE side of a separate sheet of paper.
7. All PRINTOUTS must be printed on A4 paper unless a different paper size is requested.
8. Only ONE PRINTOUT (or set of PRINTOUTS if the answer is on more than one page) may be handed in for marking. If more than ONE is handed in, only the top PRINTOUT (set of PRINTOUTS) will be marked. The rest will be marked as duplicate(s).
9. At the end of the examination session all PRINTOUTS must be placed in the EXAMINATION FOLDER in the same sequence as in the question paper and handed in to the invigilator(s). Please do not staple the PRINTOUTS.
10. All PRINTOUTS not submitted to be marked must be collected at the end of the session by the invigilator(s) and must be destroyed by end of business the same day. No PRINTOUTS may be removed from the examination room or placed in any wastepaper bins.
11. In SECTIONS B and C only a font size of 12 pt may be used unless a different size is specified or where spreadsheets (SECTION C) may be big and should fit on ONE page. In SECTION B the margins must be 2,54 cm/1" unless otherwise specified.
12. Candidates are reminded that 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 if work should be lost. It is the candidates' responsibility to save their answers.
13. In order to print the original as well as the edited answers, candidates are reminded to save their work after each separate question and at regular intervals before printing.
14. At the end of the examination session each candidate must hand in all PRINTOUTS, the theory answer sheet as well as the disk with the saved answers marked clearly with the candidate's EXAMINATION NUMBER (this is if the candidate did use a disk). If the candidates' answers were saved on a hard drive or network, the invigilator(s) must copy all answers to a compact disk/memory stick and all answers must be deleted from the hard drive or network. These compact disks/memory sticks must be handed to the campus examination section for safekeeping for at least SIX months in case there might be any enquiries. These compact disks/memory sticks must not be included for marking.