



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
DATA MANAGEMENT: FARMING N6

(4090476)

21 November 2022 (X-paper)
09:00–12:00

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

This question paper consists of 16 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
DATA MANAGEMENT: FARMING N6
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS TO INVIGILATORS AND CANDIDATES

CANDIDATES HAVE 25 MINUTES TO READ THE INSTRUCTIONS.

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE ANSWERING THE QUESTION PAPER. INVIGILATORS WILL EXPLAIN ANYTHING THAT IS UNCLEAR, IF NECESSARY.

1. The question paper comprises TWO sections.

SECTION A: Theory (80 marks)

SECTION B: Word processing/text manipulation, spreadsheet, and database (120 marks)
2. SECTION A must be answered in the ANSWER BOOK which must be placed on top of the PRINTOUTS in the yellow folder.

SECTION B will be done on the computer with the aid of word processing, spreadsheet and database programs. Each PRINTOUT must have both the EXAMINATION NUMBER and the QUESTION NUMBER as header or as footer, as instructed. Handwritten EXAMINATION NUMBERS and QUESTION NUMBERS are NOT acceptable.
3. PRINTOUTS may be made on A4 paper or on continuous computer paper, unless a specified size of paper is required in a question or a letterhead is supplied. The PRINTOUTS must be placed in the folder in the correct sequence. Marks will be deducted for answer sheets NOT in the correct order.
4. Candidates using continuous paper must separate the pages before handing them in.
5. NO additional printing time is allowed.
6. 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.
7. If there is a problem with certain printers, for example, it does not print 'ë', a report must be sent with the centre's ANSWER SHEETS.

8. 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.
9. Each answer must be printed on a separate sheet of paper and on ONE side of the paper only.
10. 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.
11. 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 whatsoever may be removed from the examination room or put into wastepaper 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.
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 work lost due to not saving it. It is the candidate's responsibility to protect the answers from being obliterated.
13. In order to print the original as well as the edited answers, candidates are reminded to save their work after completing each separate section 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 a diskette containing 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 all their work in that folder, using their examination numbers to name the folder. The invigilator will then save the folders on a USB flash drive and submit the USB flash drive to the examination office for safekeeping (for one year).
15. 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 candidates at the end of the last session.
16. In the event of more than one examination session, invigilators must ensure that ALL answers and folders of candidates are removed from the hard disks or the network before candidates for the next session are allowed into the examination room.