



# higher education & training

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Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

GSN680(E)(N7)H

**NATIONAL CERTIFICATE**

**INFORMATION PROCESSING N5**

(6020275)

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

**This question paper consists of 21 pages.**

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**REPUBLIC OF SOUTH AFRICA**  
 NATIONAL CERTIFICATE  
 INFORMATION PROCESSING N5  
 TIME: 3 HOURS  
 MARKS: 300

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QUESTION PAPER	TIME	MARKS
SECTION A: TYPING TECHNIQUE	2 hours	200
SECTION B: AUDIO TRANSCRIPTION	1 hour	100
<b>TOTAL</b>	<b>3 hours</b>	<b>300</b>

**INSTRUCTIONS TO CANDIDATES AND INVIGILATORS**

**30 MINUTES ARE ALLOWED TO READ THE INSTRUCTIONS**

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE ANSWERING THE QUESTION PAPER – INVIGILATORS WILL EXPLAIN IF NECESSARY.

**SECTION A: TYPING TECHNIQUE**

1. Candidates who are not ready and on time for the TIMED ACCURACY TEST (QUESTION 1) will only be allowed to enter the examination venue after the expiration of the TEN MINUTES allowed for the test.
2. Candidates are allowed to read through QUESTION 1, the timed accuracy test THREE MINUTES before the commencement of the examination.
3. The test must be keyed in at the beginning of the examination.
4. After the expiration of the TEN MINUTES allowed the test will be collected and signed by the invigilator. It will be retained until the completion of the examination session whereafter, in your presence, it will be put in your EXAMINATION FOLDER.
5. Answer ALL the questions.
6. Procedure for QUESTIONS 2, 3, 4, 5 and 6: Key in, save and print.
7. Retrieve the letterhead saved as QUESTION 3 on your data diskette/hard drive.

**SECTION B: AUDIO TRANSCRIPTION**

You have received the following:

1. Information regarding the questions
2. Notes regarding the questions
3. Audio cassette or audio software

**NOTE:**

1. If you use an audio cassette, rewind the cassette before commencing with the transcription.
2. Complete the information required for NOTES ON THE EXAMINATION QUESTIONS.

**PRINTING**

1. Each answer must be printed on a separate A4 paper. Use only ONE side of the paper.

**GENERAL**

1. You may use the ASCII codes.

NO NOTES OR ANY NONPERMISSIBLE MATERIAL MAY BE HIDDEN IN OR TRANSCRIBED INTO THESE ARTICLES.

2. Use only COURIER NEW 12 pt except if otherwise indicated in the question paper.
3. Work fast in order to complete the question paper in time.
4. Save the work at regular intervals to prevent loss of keyed-in data during a power failure. Only the duration of the power failure will be allowed additionally – NO EXTRA TIME WILL BE ALLOWED FOR LOSS OF WORK.
5. In the event of a computer or printer defect the invigilator will make the necessary arrangements for you to continue with the examination and the actual time lost will be allowed additionally.
6. Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each question. NO QUESTIONS WITHOUT EXAMINATION NUMBERS WILL BE MARKED.