



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GSN690(E)(J6)H

NATIONAL CERTIFICATE

INFORMATION PROCESSING N6

(6020286)

6 June 2018 (X-Paper)
09:00–12:00

This question paper consists of 32 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
INFORMATION PROCESSING N6
TIME: 3 HOURS
MARKS: 300

	TIME	MARKS
TYPING TECHNIQUE: SECTION A	2 hours	200
WORD PROCESSING: SECTION B	1 hour	100
TOTAL:	3 hours	300

**30 MINUTES ARE ALLOWED TO READ THE INSTRUCTIONS BEFORE
ANSWERING THE PAPER. INVIGILATORS WILL EXPLAIN
IF NECESSARY.**

TYPING TECHNIQUE: SECTION A

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 the test 3 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 for the timed accuracy test, the test will be collected and signed by the invigilator. It will be retained until the completion of the examination session whereafter, in the candidate's presence, it will be put in the EXAMINATION FOLDER.
5. Answer ALL the questions.
6. Procedure for QUESTIONS 2, 3, 4, 5 and 6: Key in, save and print.
7. Each answer must be printed on a SEPARATE A4 paper. Use only ONE side of the paper.

WORD PROCESSING: SECTION B

1. Answer ALL the questions.
2. Procedure for QUESTIONS 7A, 8A AND 9A: Key in, save and print.
3. Retrieve, copy and process according to the instructions in part B of each question. Print and hand in part A as well as part B.
4. Each answer must be printed on a SEPARATE A4 paper. Use only ONE side of the paper.
5. If a LETTERHEAD is provided and the printer(s) cannot accommodate the letterhead, A4 paper may be used. Hand in the PRINTOUT together with the LETTERHEAD so that the positioning of the text on the paper can be determined in accordance with the data on the letterhead.

GENERAL: EXAMINATION PAPER (SECTION A AND SECTION B)

1. A computer ruler, a dictionary, the ASCII codes and the template may be used.
2. NO notes or any nonpermissible material may be hidden in or transcribed into these articles.
3. Use only COURIER NEW 12 except when otherwise indicated in the question paper.
4. Work fast in order to complete the question paper in time.
5. 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.
6. In the event of a computer or printer defect the invigilator will make the necessary arrangements for the candidate to continue with the examination and the actual time lost will be allowed additionally.
7. Key in the QUESTION NUMBER as well as the EXAMINATION NUMBER on each question. NO questions without EXAMINATION NUMBERS will be marked.