



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE INFORMATION PROCESSING N6

(6020286)

**27 May 2021 (X-paper)
09:00–12:00**

This question paper consists of 30 pages.

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

INSTRUCTIONS TO CANDIDATES AND INVIGILATORS

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

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

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

SECTION A: TYPING TECHNIQUE

1. Candidates are allowed to read through the timed accuracy test 3 MINUTES before the commencement of the examination.
2. The timed accuracy test must be keyed in at the beginning of the examination.
3. After the expiration of the TEN MINUTES allowed for the timed accuracy test, your 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.
4. Answer ALL the questions.
5. Procedure for QUESTIONS 2, 3, 4, 5 and 6: Key in, save and print.
6. Each answer must be printed on a SEPARATE A4 paper. Use only ONE side of the paper.

SECTION B: WORD PROCESSING

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.

GENERAL

1. You may use the ASCII codes.
2. NO notes or any nonpermissible material may be hidden in or transcribed into these articles.
3. Use only COURIER NEW 12 pt except if otherwise indicated in the question paper.
4. Work fast in order to complete the question paper in time.
5. Save your 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.