



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GSN690(E)(N15)H

NATIONAL CERTIFICATE

INFORMATION PROCESSING N6

(6020286)

15 November 2018 (X-Paper)
09:00–12:00

**THE QUESTION PAPER MUST BE HANDED TO CANDIDATES 30
MINUTES BEFORE THE COMMENCEMENT OF THE EXAMINATION.**

This question paper consists of 31 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
TYPING TECHNIQUE: SECTION A	2 hours	200
WORD PROCESSING: SECTION B	1 hour	100
TOTAL	3 hours	300

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY 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 timed accuracy test.
2. Candidates are allowed to read through the test 3 MINUTES before the commencement of the examination.
3. The timed accuracy 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, 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.
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 it you may use A4 paper. Hand in the PRINTOUT on A4 paper 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

1. You may use a computer ruler, dictionary, ASCII codes and the template.
2. NO notes or any nonpermissible material may be hidden in or transcribed into these articles.