



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE: FARMING N4

27 May 2025

This marking guideline consists of 9 pages.

SECTION A

QUESTION 1

- 1.1 A✓✓
- 1.2 C✓✓
- 1.3 B✓✓
- 1.4 D✓✓
- 1.5 C✓✓
- 1.6 B✓✓
- 1.7 A✓✓
- 1.8 B✓✓
- 1.9 C✓✓
- 1.10 D✓✓

(10 × 2) [20]

QUESTION 2

- 2.1 True✓
- 2.2 True✓
- 2.3 False✓
- 2.4 True✓
- 2.5 True✓

(5 × 1) [5]

QUESTION 3

- 3.1 A (Wi-Fi router)✓
- 3.2 D LAN cable)✓
- 3.3 B (Modem)✓
- 3.4 H (Hot boot)✓
- 3.5 I (cursor)✓
- 3.6 K (Icon)✓
- 3.7 E (copy)✓
- 3.8 L (Application software)✓
- 3.9 J (Public network)✓
- 3.10 F (URL)✓

(10 × 1) [10]

QUESTION 4

- 4.1 Terabyte✓✓
- 4.2 Personal Area Network✓✓
- 4.3 Arithmetic Logic Unit✓✓
- 4.4 Binary digit✓✓
- 4.5 Read-only memory✓✓

(5 × 2)

QUESTION 5

- 5.1
- Handle finances✓✓
 - Communicate✓✓
 - Manage time✓✓
 - Operate equipment✓✓
 - Travel✓✓
 - Do shopping✓✓
 - Socialise✓✓
 - Find information✓✓
 - Improve security✓✓

(Any relevant answers) (5 × 2) (10)

- 5.2
- Apple Safari✓
 - Google Chrome✓
 - Microsoft Edge✓
 - Internet Explorer✓
 - Mozilla Firefox✓
 - Opera✓

(Any relevant answers) (5 × 1) (5)
[15]

TOTAL SECTION A: 60

1 exam no (pc no) left on all pages . 400

2 QUESTION 6 in uc on all pages . 1 400 (right)

EXAMINATION NUMBER (PC NO)

QUESTION 6

Insert Lucida Sans 4 22 pt 5 uc double underline - 3 ACC

EMERGING SMALL-SCALE FARMING

2 line spacing

Emerging and small farmers often lack economies of scale. Their production prospects are negatively influenced by insufficient access to land, which in turn affects their access to credit, technology and other resources. Lower production volumes translate to lower bargaining power with large buyers, and the ability to compete for a better price.

Because there are few emerging small farmers in the commercial sector, research and development often overlooks them, not only due to low production volumes, but also because their needs and capabilities are unclear. We simply do not know what would be good for such farmers as there has been no systematic large-scale attempt to organise them. Is it a good idea, as many have said, to allow them to compete on par with large producers in a food system that was built around the needs of large commercial producers producing for large urban working-class populations?

2 line spacing



insert PIC 1 (correct image)
9.5 cm/1.97" picture height
10.5 cm/1.97" picture width
11 centre
12 3 pt border around the image

13 page break

14 page no on all pages
15 centre

1 exam no (pc no) left on all pages, 1 ACC

2 QUESTION 6 in use on all pages, 1 ACC (right)

EXAMINATION NUMBER (PC NO)

QUESTION 6

To “develop” emerging small farmers in South Africa is a complicated task. There are indications that the producer price share of food in South Africa, certainly in the mainstream food market, is not enough to enable a small farmer (and many larger farmers) to make a decent livelihood. However, small farms are potentially much more productive than large farms, and could be more innovative than a large farming enterprise in responding to niche products and to local demand. They have a great potential for innovation, but to achieve this a change in the food system is necessary.

Hence, we should embark from the premise that small and emerging African farmers in South Africa can produce significant volumes and quality, but that the current market structure, which has developed in response to the rise of large commercial agriculture in the last three centuries, is inappropriate and often hostile to them.

It is simply a bad business decision for a small farmer to deliver to supermarkets or fresh produce markets as they obtain very low prices from them for their produce. New strategies for enterprise development need to be developed to enable emergent and small farmers to gain a foothold in the food market.

16 only page 2 landscape

17 3 equal columns 18 text in line
19 line between columns
20 column 1: 25% light-grey shading
21 column 2: double-line spacing
22 column 3: right-aligned 23 font Georgia 14 pt 24 bold
25 switch columns off, one column from this point forward

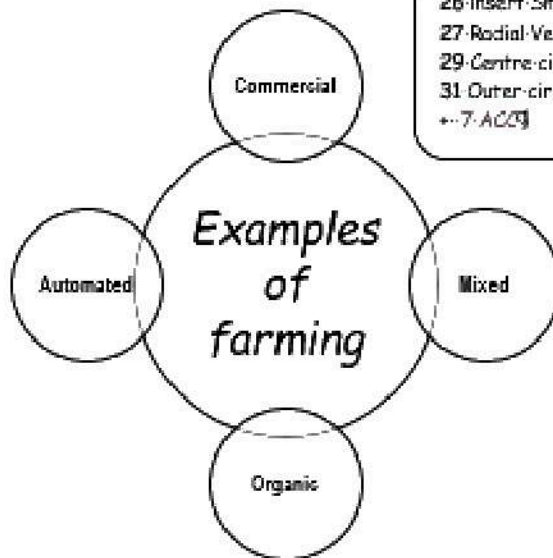
13 page break

14 page no on all pages
15 centre

1-exam no-(pc no) left on all pages ; 400- 2-QUESTION 6-in uc on all pages ; 1 ACC(right) 9

EXAMINATION NUMBER (PC-NO)

QUESTION 69



- 26-insert Smart-Art-shape-at-correct-place 9
27-Radial-Venn-28-Dark-L-outline,-no-fill 9
29-Centre-circle-Font-Comic-Sans-20-pt-30-italics 9
31-Outer-circles-Font-Arial-Narrow-10-pt-32-bold 9
+7-ACC 9

** Farming is not a job, it is a way of life 9*

- 33-insert-built-in-text-box-AUSTIN-QUOTE-shape 34-insert-text-and-symbols 9
35-Wingdings-82-36-Webdings-218-37-Font-38-14-pt-+3-ACC 9

Aa	Mm	Tt	9
15a	45a	60a	9

- 39-uc/lc 9
40-line-spacing 9
41-letter-spaces 9
42-margins-of-page--1.27-cm/0.5"- 9
43-justify-whole-document 9
44-Times-New-Roman-12-pt./whole-document 9
45-any-other-manipulation-error 9

14-pages-no-on-all-pages 9
15-centre 9

3.9
9

[60]

	A	B	C	D	E	F	G
1	Earthy Harvest Farm						
2							
3	Income and Expenditure Statement						
4							
5	INCOME						
6	Produce	88000					
7	Funding	6000					
8	TOTAL INCOME						
9							
10	EXPENSES						
11	Earnings	59000					
12	Phone	510					
13	Feed	1600					
14	Chemicals	6500					
15	Fuel	5500					
16	TOTAL EXPENSES						
17							
18							
19	1. Footer: EXAMINATION NUMBER (COMP NO) centre						
20	2. Footer: QUESTION 7 centre						
21	3. uc/lc						
22	4. Open rows/letter spaces						
23	5. Column width						
24	6. Font Calibri 11pt						
25	7. Used correct cells						
26	8. Print 1A4 portrait page						
27	9. Row & column headings						
28	10. Any other manipulation error						
29							

11	9	20
A	M	T

ACCURACY:

Footer - 2

Spreadsheet - 9

1 Footer (EXAM NO) centre
2 Footer (QUESTION 7) centre

EXAMINATION NUMBER (PC)
QUESTION 7

[20]

2. Header: Elephant, 14 pt, italics

Organic farming saves *Mother Earth*

Earthy Harvest Farm

Income and Expenditure Statement

3. Merge & centre across A-C 4. Verdana 5. 14 pt 6. Bold 7. Underline

8. Merge & centre across A-C 9. Tahoma 10. 12 pt 11. italics

	7%	3%
INCOME	MAY	JUNE
Produce	R88 000,00	R94 160,00
Funding	R6 000,00	R6 180,00
TOTAL INCOME	R94 000,00	R100 340,00
EXPENSES		
Chemicals	R6 500,00	R6 000,00
Earnings	R59 000,00	R35 000,00
Feed	R1 600,00	R3 200,00
Fuel	R5 500,00	R5 610,00
Phone	R510,00	R850,00
TOTAL EXPENSES	R73 110,00	R50 660,00

12. Insert open rows
13. Insert B5 & B6
14. Insert C6

15. sort A-Z
16. sort figures also

21.
22.
23.
24.
25.
26.

29. Currency, 2 decimals
30. Answers bold
31. Right-align

- 32. uc/lc
- 33. Letter spaces
- 34. Column width/Wrapping of headings
- 35. Font Calibri 11 pt new info
- 36. Used correct cells
- 37. Horizontal lines
- 38. Vertical lines
- 39. Any other manipulation error
- 40. Print 1 A4 portrait page + NO row & column headings

5	40	45
A	M	T

1. Footer: Change 7 to 8

EXAMINATION NO (PC)
QUESTION 8

[45]

INC

-9-

COMPUTER PRACTICE: FARMING N4

Organic farming saves Mother Earth

	A	B	C	D
1	Earthy Harvest Farm			
2				
3	<i>Income and Expenditure Statement</i>			
4				
5		0,07	0,03	
6	INCOME	MAY	JUNE	
7	Produce	88000	=B7*\$B\$5)+B7	2 3
8	Funding	6000	=B8*\$C\$5)+B8	4 5
9	TOTAL INCOME	=SUM(B7:B8)	=SUM(C7:C8)	
10		6	7	
11	EXPENSES			
12	Chemicals	6500	=12500-B12	8
13	Earnings	59000	=B9-B13	9
14	Feed	1600	=B14*2	10
15	Fuel	5500	=B15*2%)+B15	11
16	Phone	510	=B16+340	12
17	TOTAL EXPENSES	=SUM(B12:B16)	=SUM(C12:C16)	
18		13	14	
19				
20	15 Adjust column widths, all formulas must be visible			
21	16 Print spreadsheet on ONE landscape page, WITH row + column headings			
22	17 Any other manipulation error			
23				
24				

1. Footer: Change 8 to 9

EXAMINATION NUMBER (PC NO):
QUESTION 9

[15]

TOTAL SECTION B: 140
GRAND TOTAL: 200