



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

DATA MANAGEMENT: FARMING N4

22 May 2024

This marking guideline consists of 8 pages.

SECTION A

QUESTION 1

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

(10 × 2) [20]

QUESTION 2

- 2.1 False – Can be described as **two** or more computers
- 2.2 True
- 2.3 True
- 2.4 True
- 2.5 True

(5 × 2) [10]

QUESTION 3

- 3.1 B
- 3.2 D
- 3.3 I
- 3.4 A
- 3.5 F
- 3.6 C
- 3.7 J
- 3.8 G
- 3.9 H
- 3.10 E

(10 × 2) [20]

QUESTION 4

- 4.1 Recycle bin
- 4.2 Open folder
- 4.3 Boot sector
- 4.4 Mouse pointer
- 4.5 Worm virus

(5 × 2)

QUESTION 5

- 5.1
- Consistency: The structures of menu systems are the same.
 - Faster learning: Learning one application helps towards learning and using other applications.
 - Multitasking: Several applications can be loaded simultaneously and the user can move between the applications.
 - Data sharing: Information can be manipulated between applications.
 - Customisation: The Windows environment can be set up according to own preferences. (5 × 2) (10)
- 5.2
- When accessing files that are infected with a virus, that virus may be transmitted to the computer
 - Booting the computer from an infected hard disk, CD-ROM or diskette
 - By downloading an infected file from the internet.
 - By inserting an infected diskette into the diskette drive and opening the files on it
 - By opening an infected e-mail message or attachment
 - Just by using the internet.
 - By browsing infected webpages (7 × 2) (14)
- 5.3
- Sharing hardware is a major advantage, for example, several people can use the same network printer.
 - Sharing software: Only one copy of a software packages is needed, as long as that package is designed to be used on a network.
 - Sharing data: All the users can access one database. (3 × 2) (6)
- 5.4
- Propagation stage (transmission stage) – when a virus replicates itself and spreads to another location.
 - Dormancy period – just after the virus has been attached to its host.
 - Inactive stage – when a virus waits for a built-in trigger that will activate the virus.
 - Active period – when a virus is active.
 - Disinfecting stage – when a virus is checked, detected and disinfected. (5 × 2) (10)
- [40]**

QUESTION 6

- 6.1
- Activates the computer.
 - Allows people to communicate with computers.
 - Controls the functioning of the computer; linking with the keyboard, monitor, printer and other hardware.
 - Enables the computer to run application programs; none of the programs can operate without system software..
 - Controls the management of files on the diskette or hard disks enabling us to create, delete, copy and rename files. (5 × 2) (10)
- 6.2
- They have few moving parts in comparison with contact printers.
 - They are not as likely to have mechanical problems.
 - They are easy to use.
 - Text and graphs can be printed.
 - There is a wide variety of letter types from which to choose.
 - Printing of high quality is produced. (Any 5 × 2) (10)
- [20]**

TOTAL SECTION A: 120

SECTION B: PRACTICAL

QUESTION 7: WORD PROCESSING

EXAMINATION NUMBER

3.7 Header inserted✓✓✓

QUESTION 7A

HOW TO MANAGE FARM FINANCES

3.1 Upper case,
bold, underlined,
centred,
Comic Sans 20 pt

Keep actively managing your finances wisely and your farm will continue to be successful for generations to come.

Write a Business Plan

3.2 left-✓ & right-
hand margins✓

Your business plan should include:

3.4 paragraphs numbered;
paragraphs indented
✓✓✓✓✓✓✓✓✓✓

1. Achievable milestones to work towards. This includes short term and long term goals as well as time scales. This will help you focus on what's important.
2. Clear defined roles. Who is responsible for what? Decide who will be managing each area of your plan and make sure they understand what they need to do.
3. An operations plan. Outline everything that's going to happen in the next year. Break it down to month by month if that's easier, starting with a general overview and then going into more specific detail.
4. ***Financial forecasts***. Using your operations plan, research into professional predictions for the agriculture market and your previous experience, create a financial forecast for how you think your farm will perform this year.
5. Work out expenditure and income. You can start this now, making a note of upfront costs and assets you currently have. Keep track of this as the year goes by, make sure you're always aware of the current financial situation of your farm.

3.3 Bold✓ & italics ✓

There are some other useful farm management things you may want to keep track of outside of your business plan:

A list of all your assets may come in useful; you may even discover that you have assets that are currently just sitting unused and could be sold or leased out to fund part of your business plan.

Tax details and regulations. It's a good idea to make sure you are familiar with all the guidelines you need to follow – a mistake could be costly or potentially fatal to your business plan and result in your farm shutting down. It is also worth noting that there may be tax benefits you are entitled to, so be careful to make sure you are using these benefits to your advantage.

Records of purchases, including dates. Knowing that your fertiliser goes out of date half-way through the year is an important piece of information you need for planning your finances. So is knowing that your machinery is several years old now and could incur maintenance or servicing costs in the coming year. Keeping a thorough inventory will really help with damage limitation to your profit margins.

Lastly, we recommend making short summaries of each section in your business plan – having an expansive and long document to read through every time you want to review the plan will be off putting and confusing.

3.5 Superscript✓✓ and bold✓

3.6 Page number✓✓

3.8 Print✓✓

[30]

EXAMINATION NUMBER

Header inserted ✓✓

QUESTION 8A

QUESTION 8A

1

A

B

C

D

E

F

G

H

2

SILVER CHICKEN FARMING

3

WEEKLY PAYMENT 4–8 JANUARY 2021

4

5

6

7

8

9

10

11

12

13

14

15

NAME	NORMAL TIME			OVERTIME			TOTAL AMOUNT
	Hours Worked	Tariff Per hour	TOTAL	Hours Worked	Tariff Per hour	TOTAL	
Eddie S	40	12		5			
Zakhele P	38	12		4			
Mdali J	36	12		3			
Nkuna V	34	15		3			
Majola M	32	15		2			
TOTAL AMOUNT PAID							
NUMBER OF EMPLOYEES							

Accuracy ✓✓✓✓

Arial 12 pt ✓✓

Columns adjusted ✓

Printed on portrait **without** row and column headings and gridlines ✓

[10]

QUESTION 8B

EXAMINATION NUMBER

QUESTION 8B

1. header changed QUESTION 8B✓✓

1.

A	B	C	D	E	F	G	H	
1	<u>SILVER CHICKEN FARMING</u>							
2								
3	WEEKLY PAYMENT 4–8 JANUARY 2021							
4								
5	NAME	NORMAL TIME			OVERTIME			TOTAL AMOUNT
6		Hours Worked	Tariff Per hour	TOTAL	Hours Worked	Tariff Per hour	TOTAL	
7	Eddie S	40	R12	R480	5	R18	R90	R570
8	Zakhele P	38	R12	R456	4	R18	R72	R528
9	Mdali J	36	R12	R432	3	R18	R54	R486
10	Nkuna V	34	R15	R510	3	R22.50	R67.50	R577.50
11	Majola M	32	R15	R480	2	R22.50	R45	R525
12								
13	TOTAL AMOUNT PAID							R2686.50
14	NUMBER OF EMPLOYEES				<u>5</u>			
15								

2. Main heading: merged✓ and centred,✓ Comic Sans 20 pt,✓ underlined,✓ bold✓
3. Italics✓, bold✓
4. A. All correct (TOTAL)✓✓✓
B. All Correct (Tariff per hour)✓✓✓
C. All correct (Overtime TOTAL)✓✓✓
D. All correct (TOTAL AMOUNT)✓✓✓
E. All correct (TOTAL AMOUNT PAID)✓✓✓
F. All correct (NUMBER OF EMPLOYEES)✓✓✓
5. Currency, 2 decimal places and integers ✓✓✓
6. Horizontal and vertical lines✓✓✓
7. Figures right-aligned✓✓
8. Column headings centred✓✓
9. Printed **with** row and columns headings✓ and gridlines✓ and on landscape✓

[40]

TOTAL SECTION B: 80
GRAND TOTAL: 200