



# higher education & training

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Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

## **MARKING GUIDELINE**

**NATIONAL CERTIFICATE**

**DATA MANAGEMENT: FARMING N4**

**13 November 2024**

**This marking guideline consists of 7 pages.**

## SECTION A: THEORY

### QUESTION 1

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

(10 × 2) [20]

### QUESTION 2

- 2.1 False – it is an input device.✓✓
- 2.2 True✓✓
- 2.3 False – is to protect the user against unexpected power failures.✓✓
- 2.4 True✓✓
- 2.5 True✓✓

(5 × 2) [10]

### QUESTION 3

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

(10 × 2) [20]

### QUESTION 4

- 4.1 Closed folder✓✓
- 4.2 Control panel✓✓
- 4.3 Motherboard✓✓
- 4.4 Trojan horse✓✓
- 4.5 Control unit✓✓

(5 × 2)

## QUESTION 5

- 5.1
1. Avoid downloading software from bulletin board systems and computer games.✓✓
  2. Avoid sharing removable disks, e.g. USB.✓✓
  3. Install antivirus software on the computer to identify and clear viruses.✓✓
  4. Scan all disks and downloaded files with antivirus software.✓✓
  5. Do not open unrecognised e-mails messages and beware of strange email attachments.✓✓
  6. Scan the hard disk once a week.✓✓
- (6 × 2) (12)
- 5.2
1. The system can become slow or perform certain uncommon actions.✓✓
  2. The amount of RAM can suddenly decrease.✓✓
  3. Executable files take longer to execute.✓✓
  4. Bad or damaged sectors appear on a fixed disk.✓✓
  5. The number of files on a disk increases.✓✓
  6. The size of the executable files increase.✓✓
  7. The system executes an activity not introduced by the user, such as copying files.✓✓
- (7 × 2) (14)
- 5.3
1. The worm – functions independently of other programs.✓✓
  2. The Trojan horse – is disguised in computer programs that seem legitimate, such as computer games and utility programs.✓✓
  3. File virus – manifests itself in the memory and resides there until a certain program is activated.✓✓
  4. Boot sector virus – insinuates itself onto the boot sector of a diskette.✓✓
- (4 × 2) (8)
- 5.4
1. Controls the input and output devices.✓✓
  2. Controls the loading and storage of data to and from the memory.✓✓
  3. Controls the flow of information between the main memory and the ALU.✓✓
- (3 × 2) (6)
- [40]**

## QUESTION 6

- 6.1
1. Keyboard – Is an input device through which the user normally communicates with the computer.✓✓
  2. Mouse – This is pointing device that can be used to move the cursor instead of the keyboard.✓✓
  3. Stylus – Engineers and architects use light-sensitive pens to create diagrams or graphic drawings on the screen.✓✓
  4. Joystick – This is a peripheral with a lever, which can move in different directions.✓✓
  5. Scanner – This is a device that reads text, images or graphics on paper and converts the into characters that the computer can read.✓✓
  6. Web cam – A small digital movie camera that can be used to send live video over the internet or other networks.✓✓
  7. Digital camera – used for taking still photographs.✓✓ (7 × 2) (14)
- 6.2
1. Memory
  2. Speed
  3. Paper handling
  4. Pitch
  5. Print quality
  6. Columns (6 × 1) (6)
- [20]**

**TOTAL SECTION A: 120**

**SECTION B: PRACTICAL**

**QUESTION 7: WORD PROCESSING**

**EXAMINATION NUMBER**

3. Header inserted ✓✓✓

**QUESTION 7A**

## **DEVELOP A MARKETING STRATEGY**

4.1 Upper case, bold, underline, centre, Comic Sans 20 pt  
✓✓✓✓✓✓

### **Write a successful marketing strategy**

Your well-developed marketing strategy will help you realise your business's goals and focus on the actions required to reach the right customers.

4.2  
✓✓✓✓✓✓

### **Identify your business goals**

Align your marketing strategy to the business goals outlined in your business plan; you can then define a set of marketing goals to support them

1. describes your business and its products and services.
2. explains the position and role of your products and services in the market
3. profiles your customers and your competition
4. identifies the marketing tactics you will use
5. allows you to build a marketing plan (the tactics to deliver) and measure its effectiveness.

4.3 ✓✓✓✓✓✓✓✓

A marketing strategy sets the overall direction and goals for your marketing, and is therefore different from a marketing plan, which outlines the specific actions you will take to implement your marketing strategy. Your marketing strategy could be developed for the next few years, while your marketing plan usually describes tactics to be achieved in the current year.

4.4 Subscript, bold ✓✓✓

4.6 print ✓✓

4.5 page number ✓✓

- 1 -

**[30]**

## QUESTION 8A

EXAMINATION NUMBER

2. Header inserted ✓✓

QUESTION 8A

|    | A                            | B            | C           | D      | E     |
|----|------------------------------|--------------|-------------|--------|-------|
| 1  | LUTHO'S MARKETING DEPARTMENT |              |             |        |       |
| 2  |                              |              |             |        |       |
| 3  | Expenses for Jan – May 2020  |              |             |        |       |
| 4  |                              |              |             |        |       |
| 5  | Month                        | Refreshments | Advertising | Travel | TOTAL |
| 6  | 31 January 2020              | 200          | 1300        | 155    | ?     |
| 7  | 28 February 2020             | 1555         | 2800        | 320    | ?     |
| 8  | 31 March 2020                | 70           | 970         | 180    | ?     |
| 9  | 30 April 2020                | 890          | 950         | 19     | ?     |
| 10 | 31 May 2020                  | 115          | 1090        | 650    | ?     |
| 11 |                              |              |             |        |       |
| 12 | Total                        |              |             |        | ?     |
| 13 | Average                      |              |             |        | ?     |
| 14 | Highest                      |              |             |        | ?     |

- 3 Accuracy ✓✓✓
- 4 Columns adjusted✓
- 5 Arial 12 pt ✓✓
- 6 Printed on A4 portrait WITHOUT row and column heading or gridlines✓✓

[10]

## QUESTION 8B

EXAMINATION NUMBER

QUESTION 8B

|    | A                                          | B                   | C                  | D             | E            |
|----|--------------------------------------------|---------------------|--------------------|---------------|--------------|
| 1  | <b><u>LUTHO'S MARKETING DEPARTMENT</u></b> |                     |                    |               |              |
| 2  |                                            |                     |                    |               |              |
| 3  | <b><i>Expenses for Jan – May 2020</i></b>  |                     |                    |               |              |
| 4  |                                            |                     |                    |               |              |
| 5  | <b>Month</b>                               | <b>Refreshments</b> | <b>Advertising</b> | <b>Travel</b> | <b>TOTAL</b> |
| 6  | 31 January 2020                            | R200                | R1300              | R155          | R1655        |
| 7  | 28 February 2020                           | R1555               | R2800              | R320          | R4675        |
| 8  | 31 March 2020                              | R70                 | R970               | R180          | R1220        |
| 9  | 30 April 2020                              | R890                | R950               | R19           | R1859        |
| 10 | 31 May 2020                                | R115                | R1090              | R650          | R1855        |
| 11 |                                            |                     |                    |               |              |
| 12 | Total                                      |                     |                    |               | R11294       |
| 13 | Average                                    |                     |                    |               | R2258.80     |
| 14 | Highest                                    |                     |                    |               | R4675        |

- Header changed to QUESTION 8B✓
- Main heading: merged and centred, Comic Sans 20 pt, underlined, bold ✓✓✓✓✓
- Sub-headings merged, centred in italics and bold ✓✓✓✓✓
- All correct (TOTAL) ✓✓✓✓✓✓✓✓✓✓
  - All Correct (TOTAL) ✓✓
  - All correct (AVERAGE) ✓✓
  - All correct (HIGHEST AMOUNT) ✓✓
- Currency, 2 decimal places ✓✓✓
- Horizontal and vertical lines ✓✓✓✓
- Figures right-aligned ✓✓
- Column headings centred H & V in bold ✓✓✓✓
- Printed WITH row and column headings and gridlines on an A4 landscape page✓✓

[40]

**TOTAL SECTION B: 80**  
**GRAND TOTAL: 200**