



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE: FARMING N5

19 May 2026

This marking guideline consists of 14 pages.

SECTION A

QUESTION 1

- 1.1 B
- 1.2 B
- 1.3 C
- 1.4 B
- 1.5 B

(5 × 2) [10]

QUESTION 2

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

(5 × 1) [5]

QUESTION 3

- 3.1 F
- 3.2 A
- 3.3 E
- 3.4 C
- 3.5 D

(5 × 1) [5]

QUESTION 4

- 4.1 Random Access Memory
- 4.2 Hypertext Transfer Protocol Secure
- 4.3 Gigabyte
- 4.4 Portable Document Format
- 4.5 World Wide Web

(5 × 2) [10]

QUESTION 5

✓ 1

Documents > COMPUTER PRACTICE FARMING N5 > AQUACULTURE FARMING >

Sort View ...

HEALTHY FISH SALMON TILAPIA - Copy TILAPIA TROUT

✓ 4 ✓ 6 ✓ 5 ✓ 7

✓ 2 ✓ 3

AQUACULTURE moved to the AQUACULTURE FARMING folder (renamed as HEALTHY FISH).

Sort according to name in ascending order. ✓ 8

View changed to large icons ✓ 9

Screen print correct and visible ✓ 10

[10]

TOTAL SECTION A: 40

VRAAG 6

FIN-TASTIC

1. Font: Comic Sans MS
2. Size 28 pt
3. uc, bold
4. Centre ACC ✓

21 Panorama Route
MPUMALANGA
7500

5. Text left-align
ACC ✓



☎: 0137642367
✉: fintastic@gmail.com
💻: www.fintastic.com

10. Text right-align
11. Symbols correct
12. E-mail address
ACC ✓

6. Correct picture inserted
7. W (7 cm/2.76")
8. H (4 cm/1.57")
9. Soft Edge Oval Style

13. Three columns inserted
14. Horizontal line
15. Font: Verdana 11 pt
16. Footer inserted correct
17. Margins 1.5 cm/0.59" left & right
18. Line spacing
19. uc/lc
20. Any other mistake

A	M	T
3	17	20

[20]

QUESTION 7

TITLE	NAME AND SURNAME	STREET	CITY	CODE
Mr	Winston Wilson	7 Main Street	LANGEBAAN	7357
Mr	Mpho Mohapi	2 Church Street	QUESTION 7	8000
Ms	Diaan Botha	EXAMINATION NUMBER(PC)	GEORGE	6529

1. Font Verdana 11 pt ✓
2. EXAMINATION NUMBER(PC) in STREET column ✓
3. QUESTION 7 in CITY column ✓
3. UC/lc, line spacing, letter spaces ✓
4. Alignment ✓
5. No wrapping, Column with, information keyed in correct columns ✓
6. Print one A4 landscape paper ✓

ACC ✓ ✓

A	M	T
3	5	8

[8]

DN 8

2. Letterhead retrieved

FIN-TASTIC

21 Panorama Route
MPUMALANGA
7500



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🌐: www.fintastic.com

4 «STREET»

3

«CITY»

«CODE»

5

19 May 2026

6. Date inserted, any format

Dear «TITLE» «NAME_AND_SURNAME»

7

8

EXPLORING AQUACULTURE FARMING IN SOUTH AFRICA

9. uc, italics

You are hereby invited to attend an online information session on Aquaculture Farming in South Africa, on 10 March 2027 at 13:30.

Please see points for discussion below:

1. Opening and welcoming
2. Introduction to Aquaculture Farming
3. **The potential of aquaculture:**
 - 3.1 Meeting Demands
 - 3.2 Economic Benefits
 - 3.3 Food Security
4. **Types of aquacultures in South Africa:**
 - 4.1 Freshwater Farming
 - 4.2 Marine Farming
5. **Farming systems:**
 - 5.1 Recirculation Systems
 - 5.2 Earthen Ponds
 - 5.3 Raceways
6. Closure

10. in full

18. Field names changed to bold
19. uc & lc
20. Line spacing/letter spaces/alignment
21. Left and right margin 1.5 cm/0.59"
22. A4 portrait
23. Any other manipulation error

11. 1.15 l/s
12. Level 1 & 2 correct info
13. Level 1 - 1.
14. Level 2 - 1.1 (no full stop)
15. Correct indentation
16. Headings changed to bold

The session will be held on Teams. Please RSVP before 28 February 2027.

Regards

≡

Administration clerk

17. left tab stop: 4 cm/1.58"
with a solid leader line

A	M	T
6	22	28

DN 9

FIN-TASTIC

21 Panorama Route
MPUMALANGA
7500



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✉: fintastic@gmail.com
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2 Church Street

QUESTION 7

8000

✚
19 May 2026

✚
Dear **Mr Mpho Mohapi**

✚
EXPLORING AQUACULTURE FARMING IN SOUTH AFRICA

✚
You are hereby invited to attend an online information session on Aquaculture Farming in South Africa, on 10 March 2027 at 13:30.

✚
Please see points for discussion below:

- ✚
1. Opening and welcoming
 2. Introduction to Aquaculture Farming
 3. **The potential of aquaculture:**
 - 3.1 Meeting Demands
 - 3.2 Economic Benefits
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 - 5.1 Recirculation Systems
 - 5.2 Earthen Ponds
 - 5.3 Raceways
 6. Closure

✚
The session will be held on Teams. Please RSVP before 28 February 2027.

✚
Regards

✚
✚
✚

ation clerk

1 QUESTION NUMBER changed to 9

DN 9

FIN-TASTIC

21 Panorama Route
MPUMALANGA
7500



☎: 0137642367
✉: fintastic@gmail.com
Website: fintastic.com

EXAMINATION NUMBER (PC)

GEORGE

6529

✚
19 May 2026

✚
Dear **Ms Diaan Botha**

✚
EXPLORING AQUACULTURE FARMING IN SOUTH AFRICA

✚
You are hereby invited to attend an online information session on Aquaculture Farming in South Africa, on 10 March 2027 at 13:30.

✚
Please see points for discussion below:

- ✚
1. Opening and welcoming
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 - 4.2 Marine Farming
 5. **Farming systems:**
 - 5.1 Recirculation Systems
 - 5.2 Earthen Ponds
 - 5.3 Raceways
 6. Closure

A	M	T
0	4	4

NO	MANIPULATION
1	Question number not changed to QUESTION 9 on ALL letters and/or incorrect
2	No letter for [Mohapi and Botha]
3	All merge fields correct and in bold
4	Incorrect paper size, portrait orientation not used, and any other error

✚
The session will be held on Teams. Please RSVP before 28 February 2027.

✚
Regards

✚
✚
✚

Administration clerk

QUESTION 10

EXAMINATION NUMBER (PC)

QUESTION 10

CLOCKCARD OF V NKOS

FOR THE WEEK 08 - 12 SEPTEMBER 2025

NORMAL TIME RATE: 170

OVERTIME RATE:

	MORNING		AFTERNOON		TOTAL HOURS
	IN	OUT	IN	OUT	
MONDAY	08:00	12:00	13:00	18:30	
TUESDAY	08:00	12:00	13:00	17:00	
WEDNESDAY	08:00	13:00	14:00	18:00	
THURSDAY	08:00	13:00	14:00	17:00	
FRIDAY	08:00	13:00	14:00	17:30	

1. EXAMINATION NUMBER left as a header
2. QUESTION 10 right as a header
3. uc/c
4. Open rows
5. Column width/Wrapping of headings
6. Format of figures
7. Century Gothic 10 pt
8. Used correct cells
9. Any other manipulation mistake
10. Print 1 A4 portrait page without row & col headings

ACCURACY:
Spreadsheet including
Header - 3

3	7	10
A	M	T

[10]

QUESTION 11

EXAMINATION NUMBER(PC)

1. Changed to QUESTION 11

QUESTION 11

	A	B	C	D	E	F	G	H	I	J	K
1	CLOCK CARD OF V NKOSI										
2	FOR THE WEEK 08 - 12 SEPTEMBER 2025										
3	5. und (do not und:)										
4	NORMAL TIME RATE: R170,00										
5	OVERTIME RATE: R297,50 6										
6	7. Bold 8. Centre column headings 9. Insert columns (ACC ✓✓✓✓)										
7		MORNING		AFTERNOON		TOTAL	NORMAL	OVERTIME	OVERTIME	NORMAL	OVERTIME
8		IN	OUT	IN	OUT	HOURS	HOURS	(YES/NO)	HOURS	PAY	PAY
9	MONDAY	08:00	12:00	13:00	18:30	9,5	8	YES	1,5	R1 360,00	R446,25
10	TUESDAY	08:00	12:00	13:00	17:00	8,0	8	NO	14 0,0	15 R1 360,00	16 R0,00
11	WEDNESDAY	08:00	13:00	14:00	18:00	9,0	8	YES	1,0	R1 360,00	R297,50
12	THURSDAY	08:00	13:00	14:00	17:00	8,0	8	NO	0,0	R1 360,00	R0,00
13	FRIDAY	08:00	13:00	14:00	17:30	8,5	8	YES	0,5	R1 360,00	R148,75
14	TOTAL					10	11	12✓ 13✓	17	R6 800,00	R892,50
15	TOTAL GROSS EARNINGS									18	R7 692,50
16	LEAST HOURS WORKED					8,0					
17	MOST OVERTIME HOURS WORKED					19			1,5		
18	21. insert (ACC ✓✓✓✓)										
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											

22. Copy formulae
 23. UC/lc
 24. Line spacing/open rows
 25. Column width/Wrapping of headings
 26. Font Century Gothic 10 pt new info
 27. Used correct cells
 28. Horizontal & vertical borders
 29. Format to currency
 30. Format Total Hours and Overtime hours to number with ONE decimal
 31. Any other manipulation mistake

7	32	39
A	M	T

LINE

- 11 -

COMPUTER PRACTICE: FARMING N5

QUESTION 12

EXAMINATION NUMBER(PC)

1. Changed to QUESTION 12

QUESTION 12

	A	B	F	H	I	J	K			
1	CLOCK CARD OF V									
2	FOR THE WEEK 08									
3										
4	NORMAL TIME RATE:	170								
5	OVERTIME RATE:	=B4*1,75	2							
6										
7		MORNING	TOTAL	OVERTIME	OVERTIME	NORMAL	OVERTIME			
8		IN	HOURS	(YES/NO)	HOURS	PAY	PAY			
9	MONDAY	0,3333333333	=((C9-B9)+(E9-D9))*24	=IF(F9>8;"YES";"NO")	=F9-G9	6	=G9*\$B\$4	7	=I9*\$B\$5	8
10	TUESDAY	0,3333333333	=((C10-B10)+(E10-D10))*24	=IF(F10>8;"YES";"NO")	=F10-G10		=G10*\$B\$4		=I10*\$B\$5	
11	WEDNESDAY	0,3333333333	=((C11-B11)+(E11-D11))*24	=IF(F11>8;"YES";"NO")	=F11-G11		=G11*\$B\$4		=I11*\$B\$5	
12	THURSDAY	0,3333333333	=((C12-B12)+(E12-D12))*24	=IF(F12>8;"YES";"NO")	=F12-G12		=G12*\$B\$4		=I12*\$B\$5	
13	FRIDAY	0,3333333333	=((C13-B13)+(E13-D13))*24	=IF(F13>8;"YES";"NO")	=F13-G13		=G13*\$B\$4		=I13*\$B\$5	
14	TOTAL		3	4✓ 5✓	9	=SUM(J9:J13)		=SUM(K9:K13)		
15	TOTAL GROSS EARNINGS							=SUM(J14:K14)		
16	LEAST HOURS WORKED		=MIN(F9:F13)						10	
17	MOST WORKED OVERTIME		12		=MAX(I9:I13)					
18					11					
19										
20										
21										
22		T	13. Hide columns C, D, E and G 14. Adjust column widths, all formulas must be visible 15. Print spreadsheet with row and column headings on ONE A4 landscape page							
23	13									
24										

[13]

LINE

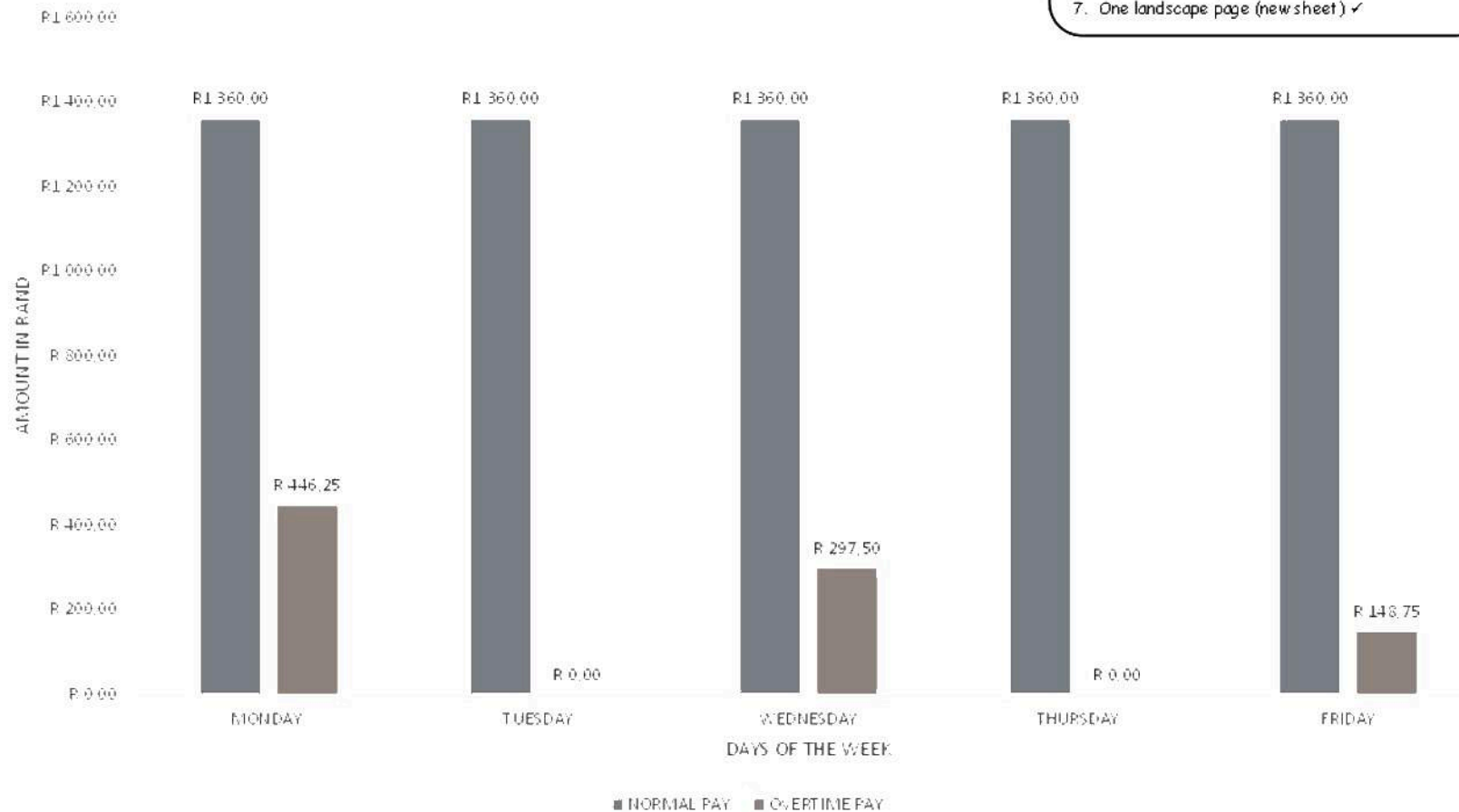
- 12 -

COMPUTER PRACTICE: FARMING N5

CLOCK CARD OF V NKOSI
EXAMINATION NUMBER(PC)
QUESTION 13

1. 2-D Clustered Column Chart ✓
2. Correct information ✓
3. Titles Correct (including layout) ✓ (Acc ✓)
4. Data labels (outside end) ✓
5. Axis titles ✓
6. Legend (bottom) ✓
7. One landscape page (new sheet) ✓

$\frac{1}{8}$



[8]

Please

QUESTION 14

1. Retrieve PowerPoint
2. Theme: Metropolitan on all slides

Slide 1

3. Font: Cooper Black 4. 54 pt 5. UC 6. Right-align

AQUACULTURE FARMING



7. HEALTHY FISHAWAYS picture
8. W (11 cm/4.33") H (7.5 cm/2.95")
9. Centre 10. Picture style: Reflected Rounded rectangle

11. Footer inserted
12. Slide number
13. All slides: Font - Verdana
14. 16 pt ACC (✓)

EXAMINATION NUMBER (PC) QUESTION 14 1

Slide 2

Types of aquacultures in SA

15. Font: Berlin Sans FB 48 pt
16. Italics 17. Left-align 18. Underline

19. Headings moved

FRESHWATER FARMING

- RAINBOW TROUT
- CATFISH
- TILAPIA
- CARP

MARINE FARMING

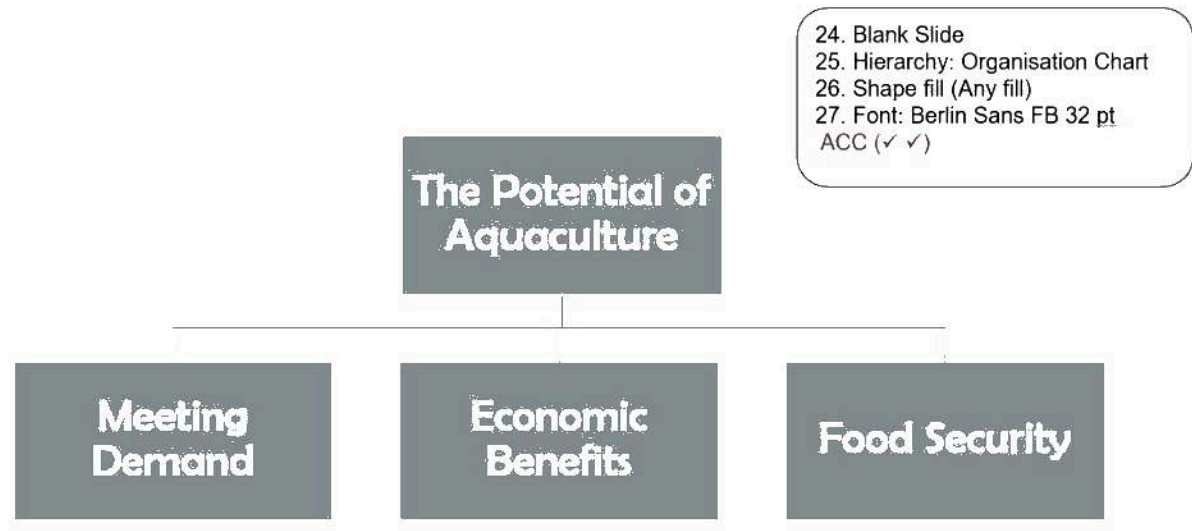
- MUSSELS
- OYSTERS
- ABALONE

20. Insert bullets as indicated (Webdings 244)
21. uc 22. 1.5 line spacing
23. Shape outline 3 pt

EXAMINATION NUMBER (PC)

QUESTION 14

Slide 3



EXAMINATION NUMBER (PC)

QUESTION 14

28 Print as handout two slides

A	M	T
3	27	30

[30]

TOTAL SECTION B: 160
GRAND TOTAL: 200