



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE: FARMING N5

13 November 2024

This marking guideline consists of 14 pages.

SECTION A

QUESTION 1

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

(5 × 2) [10]

QUESTION 2

- 2.1 True
- 2.2 True
- 2.3 True
- 2.4 False
- 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]

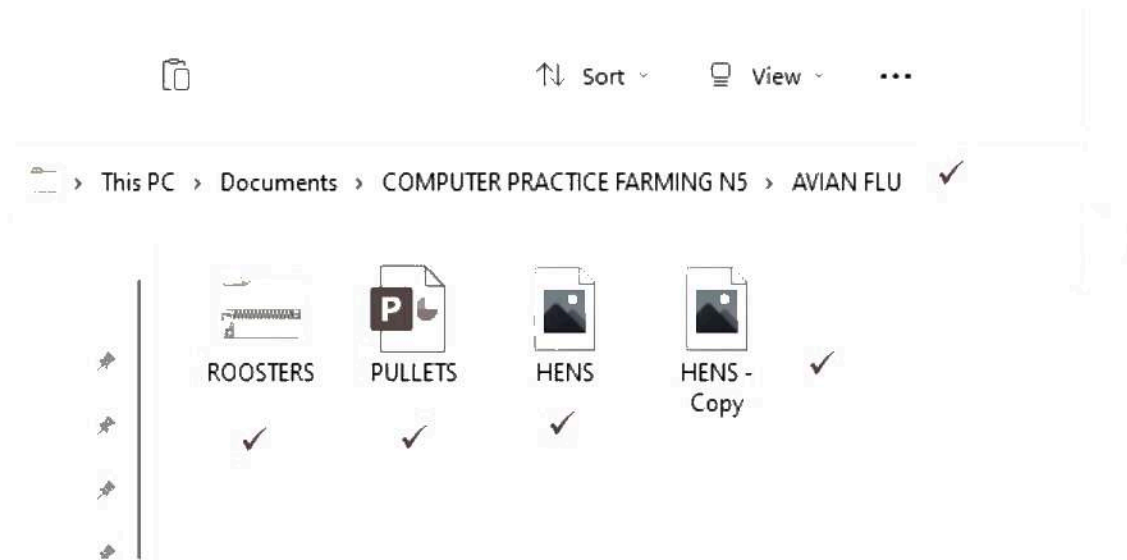
QUESTION 4

- 4.1 File transfer protocol
- 4.2 Wide area network
- 4.3 Information and communication technology
- 4.4 Electronic funds transfer
- 4.5 Short message service

(5 × 2) [10]

QUESTION 5

5.1



Chick moved to Avian Flu folder (renamed as HENS)

Sort according to name in descending order

View changed to medium icons

Screen print correct and visible

[10]

TOTAL SECTION A: 40

TITLE	INITIALS AND SURNAME	VENUE	PROVINCE	TIME
Mr	A Adolf	SAPA Office	QUESTION 6A	13:30
Mr	G George	Head Office	GAUTENG	10:30
Ms	J Engelke	EXAMINATION NUMBER (PC)	LIMPOPO	16:30

1. Font Arial 11 pt ✓
2. EXAMINATION NUMBER (PC) in VENUE column ✓
3. QUESTION 6A in PROVINCE 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 ✓

A	M	T
3	5	8

EXAMINATION NUMBER(PC)

1. Examination number (left)
Question number (right)

QUESTION 6B

SOUTH AFRICAN POULTRY ASSOCIATION (SAPA)

2. Cooper Black 3. 14pt 4. uc

Private Bag X456
GAUTENG
1632

AGENDA

6. sp caps 7. bold

5. left tab stop 10.5 cm

Dear «TITLE» «INITIALS_AND_SURNAME»

8

9

AVIAN FLU IMPACT

10. uc, und

Given the urgency of the matter, I believe it would be best to meet on 25 November 2024.

Please see agenda points below:

1. Present
2. Apologies
3. Welcome
4. Matters arising:
 - 4.1 Culling of birds
 - 4.2 Impact on the economy
5. Way forward
 - 5.1 **Prevent avian influenza at its source**
 - 5.2 **Ensure influenza pandemic preparedness at all levels**
6. General
 - 6.1 **Communicate the risk**

16

17

11. 1.5 l/s
12. level 1 & 2 correct info
13. level 1 - 1.
14. level 2 - 1.1 (no full stop)
15. correct indentation

The meeting will be held at «VENUE» in «PROVINCE». The time allocated is «TIME».

Regards

18

≡

19. left tab stop: 4 cm
with a solid leader

Administration clerk

20. Field names changed to bold
21. UC & lc
22. Line spacing/ letter spacing/
alignment
23. Left margin 3.81 cm
24. A4 portrait

A	M	T
5	25	30

EXAMINATION NUMBER(PC)

1. Question number changed to C

QUESTION 6C

SOUTH AFRICAN POULTRY ASSOCIATION (SAPA)

Private Bag X456
GAUTENG
1632

†
A G E N D A

†
Dear **Mr A Adolf**

†
AVIAN FLU IMPACT

†
Given the urgency of the matter, I believe it would be best to meet on 25 November 2024.

†
Please see agenda points below:

- †
7. Present
 8. Apologies
 9. Welcome
 10. Matters arising:
 - 10.1 Culling of birds
 - 10.2 Impact on the economy
 11. Way forward
 - 11.1 **Prevent avian influenza at its source**
 - 11.2 **Ensure influenza pandemic preparedness at all levels**
 12. General
 - 12.1 **Communicate the risk**

†
The meeting will be held at **SAPA Office** in **QUESTION 6A**. The time allocated is **13:30**.

†
Regards

≡

Administration clerk

EXAMINATION NUMBER(PC)

1. Question number changed to C

QUESTION 6C

SOUTH AFRICAN POULTRY ASSOCIATION (SAPA)

Private Bag X456
GAUTENG
1632

A G E N D A

Dear **Ms J Engelke**

AVIAN FLU IMPACT

Given the urgency of the matter, I believe it would be best to meet on 25 November 2024.

Please see agenda points below:

- 13. Present
- 14. Apologies
- 15. Welcome
- 16. Matters arising:
 - 16.1 Culling of birds
 - 16.2 Impact on the economy
- 17. Way forward
 - 17.1 **Prevent avian influenza at its source**
 - 17.2 **Ensure influenza pandemic preparedness at all levels**
- 18. General
 - 18.1 **Communicate the risk**

The meeting will be held at **EXAMINATION NUMBER(PC)** in **LIMPOPO**. The time allocated is **16:30**.

Regards



Administration clerk

A	M	T
0	4	4

NO	MANIPULATION	MARK (-)
1	Question number not changed to QUESTION 6C on ALL letters and/or incorrect.	
2	Letter for [G George] printed also.	
3	All merge fields not correct and/or not in bold.	
4	Incorrect paper size, portrait orientation not used, and any other error.	

Mr A Adolf SAPA Office QUESTION 6A EGGTASTIC!	Mr G George Head Office GAUTENG EGGTASTIC!	Ms J Engelke EXAMINATION NUMBER (PC) LIMPOPO EGGTASTIC!						
EXAMINATION NUMBER (PC) QUESTION 6D								
1. LABELS function used 2. Merge fields inserted correct 3. 21 labels created 4. Borders displayed 5. Oval shape inserted. 6. Font: Arial 10 7. EXAMINATION NUMBER (PC) QUESTION 6D fourth label								
		<table> <tr> <td>A</td><td>M</td><td>T</td></tr> <tr> <td>1</td><td>7</td><td>8</td></tr> </table>	A	M	T	1	7	8
A	M	T						
1	7	8						

EXAMINATION NUMBER

QUESTION 7

EGGCITED ABOUT EGGS

REMUNERATION SHEET: DECEMBER 2023

Tariff per hour: 27,50

WORKERS	HOURS WORKED	GROSS SALARY	PENSION	PAYE
Ndevu S	43			
Matsoake N	53			
Duva L	45			
Sowazi M	60			
Vavana I	55			
Shishuba P	50			
Zathu B	47			

1. ID number left as a header ✓
2. QUESTION 7 right as a header ✓
3. UC/Ic ✓
4. Linespacing/open rows ✓
5. Column width/Wrapping of headings ✓
6. Format of figures ✓
7. Century Gothic 10 ✓
8. Used correct cells ✓
9. Footer inserted (centre) ✓
10. Any other manipulation mistake ✓
11. Print 1 A4 portrait page without Row & col headings ✓

ACCURACY:

Spreadsheet including
Header & Footer - 3

3	7	10
A	M	T

Eggsolutely Delicious!

LINE

10-

COMPUTER PRACTICE: FARMING N5

EXAMINATION NUMBER

QUESTION 8

EGGCITED ABOUT EGGS

2 Font: aaskman old style 3 bold 4 28 pt 5 merge & center

8 double and
(Do not use !)

REMUNERATION SHEET: DECEMBER 2023

6 ital 7 14 pt, merge & center

Tariff per hour:

R27,50

9 insert columns (ACC VV)

WORKERS	HOURS WORKED	13 GROSS SALARY	14 PENSION	15 PAYE	16 TOTAL DEDUCTIONS	17/18 BONUS	19 NET SALARY	10. Centre 11. Light Grey 10%
Zethu B	47	R1 292,50	R103,40	R214,04	R317,44	R0,00	R375,06	
Yavona I	55	R1 512,50	R121,00	R250,47	R371,47	R529,38	R1 670,41	
Sowazi M	60	R1 650,00	R132,00	R273,24	R405,24	R577,50	R1 822,26	
Shishuba P	50	R1 375,00	R110,00	R227,70	R337,70	R481,25	R1 518,55	
Ndevu S	43	R1 182,50	R94,60	R195,82	R290,42	R0,00	R892,08	
Matsoske N	53	R1 457,50	R116,60	R241,36	R357,96	R510,13	R1 609,66	
Dava L	45	R1 237,50	R99,00	R204,93	R303,93	R0,00	R933,57	
TOTAL	353	9708	777	1608	2384	2038	3422	20

NUMBER OF WORKERS

7

MINIMUM GROSS SALARY

22

1183

MAXIMUM PENSION PAID

23

132

AVERAGE NET SALARY

24

1346

21 insert
(ACC VV)

25

- 26 Copy formulae
- 27 UDFs
- 28 Line spacing/indent rows
- 29 Column width/Wrapping of headings
- 30 Font: Century Gothic 10 pt new info
31. Used correct cells
- 32 Horizontal & vertical border lines
- 33 Format to currency
- 34 Format to integers
35. Any other manipulation mistakes
36. Print 1 A4 landscape page with Row & col headings

5	33	40
A	M	T

EGGCITED ABOUT EGGS

REMUNERATION SHEET: DECEMBER 2023

Tariff per hour: 27,5

WORKERS	HOURS WORKED	2 GROSS SALARY	3 PENSION	4 PAYE	5 TOTAL DEDUCTIONS	6✓ 7✓ BONUS	8 NET SALARY
Zathu B	47	=B8*\$B\$5	=8%*C8	=(C8-D8)*18%	=D8+E8	=IF(B8>=50;35%*C8;0)	=C8-F8+G8
Vavana I	55	=B9*\$B\$5	=8%*C9	=(C9-D9)*18%	=D9+E9	=IF(B9>=50;35%*C9;0)	=C9-F9+G9
Sowazi M	60	=B10*\$B\$5	=8%*C10	=(C10-D10)*18%	=D10+E10	=IF(B10>=50;35%*C10;0)	=C10-F10+G10
Shishuba P	50	=B11*\$B\$5	=8%*C11	=(C11-D11)*18%	=D11+E11	=IF(B11>=50;35%*C11;0)	=C11-F11+G11
Ndevu S	43	=B12*\$B\$5	=8%*C12	=(C12-D12)*18%	=D12+E12	=IF(B12>=50;35%*C12;0)	=C12-F12+G12
Matsoake N	53	=B13*\$B\$5	=8%*C13	=(C13-D13)*18%	=D13+E13	=IF(B13>=50;35%*C13;0)	=C13-F13+G13
Duva L	45	=B14*\$B\$5	=8%*C14	=(C14-D14)*18%	=D14+E14	=IF(B14>=50;35%*C14;0)	=C14-F14+G14
TOTAL	=SUM(B8:B14)	=SUM(C8:C14)	=SUM(D8:D14)	=SUM(E8:E14)	=SUM(F8:F14)	=SUM(G8:G14)	=SUM(H8:H14)
NUMBER OF WORKERS	=COUNTA(A8:A14)						9
MINIMUM GROSS SALARY	10	=MIN(C8:C14)					
MAXIMUM PENSION PAID		11	=MAX(D8:D14)				
AVERAGE NET SALARY			12				=AVERAGE(H8:H14)

14. Adjust column widths, all formulas must be visible
15. Print spreadsheet with row and column headings on ONE A4 landscape page.

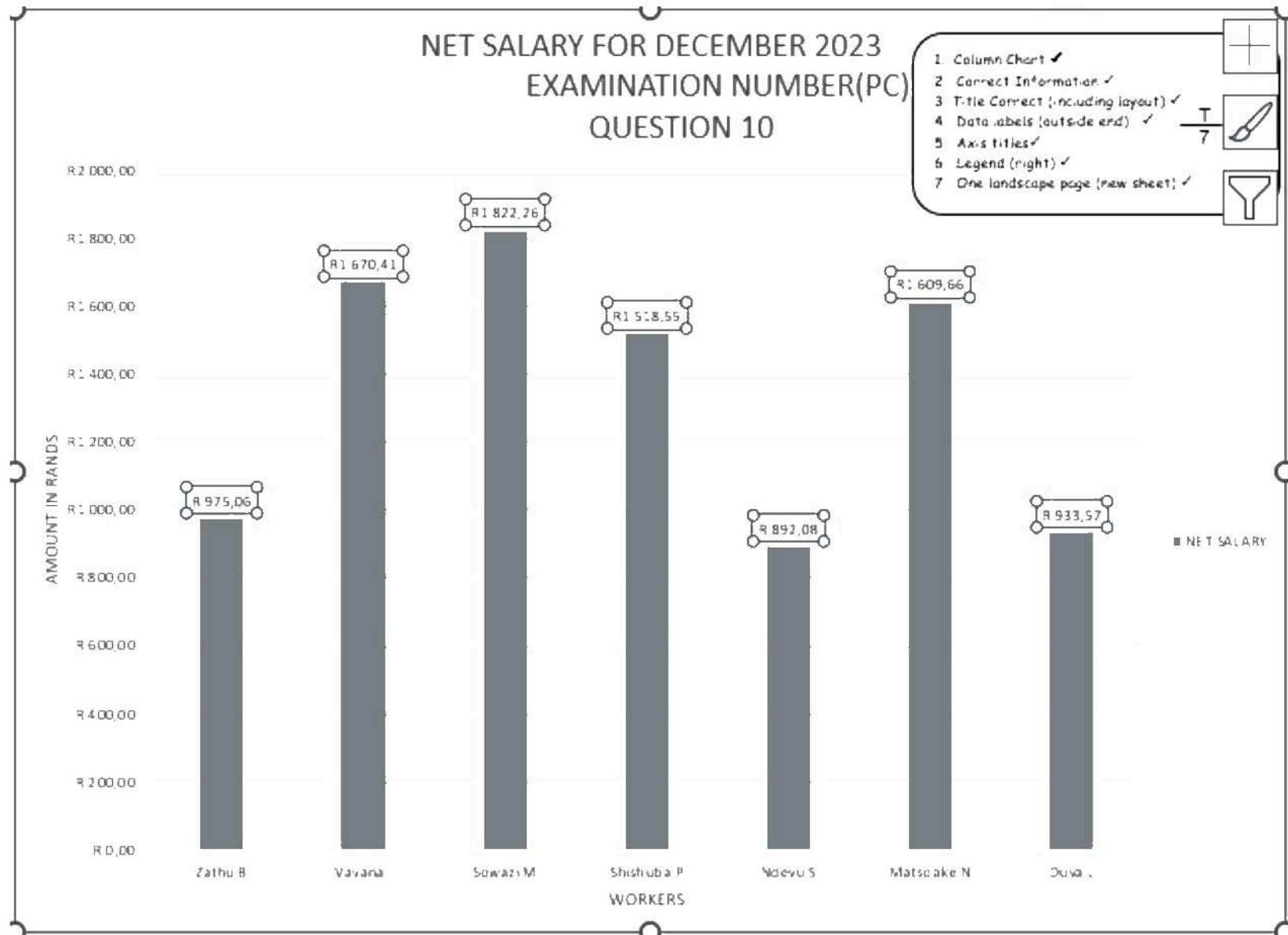
T
13

13

LINE

- 12 -

COMPUTER PRACTICE: FARMING N5



Block

1. Font: Forte, 2. 60 pt, 3. uc, 4. und, 5. center

EGG PACKAGING



6. Correct picture inserted left align, 7. resize the picture to a presentable size, 8. apply bevelled oval black style

9. Font: Forte, 28 pt, right align, 10. & in full

What is better and how to make the right choice

QUESTION 11 EXAMINATION NUMBER (PC)

11. Footer inserted, Arial 16 pt

12. Open PowerPoint, use Title slide ✓

13. Background: Blue, Accent 1, Lighter 60% on all slides ✓

14. Font: Cooper Black, 24 pt, uc, left align

MAJOR DIFFERENCES OF EGG PACKAGES

15. Font: Arial, 24 pt, bold, 16. sentence case, 17. center (both column headings)

Carton egg packaging

- provides hygroscopicity and breathability
- ensure safety during transportation and storage
- easy to dispose of

18. Font: Arial, 24 pt,
19. any bullets,
20. correct picture inserted,
21. W – 6 cm, 22. H – 4 cm (both columns)



Plastic packaging for eggs

- allow shoppers to see what they are buying
- broken eggs are visible at first sight
- the broken egg dries, does not contribute to the development of bacteria

11. Footer inserted, Arial 16 pt

QUESTION 11 EXAMINATION NUMBER (PC)



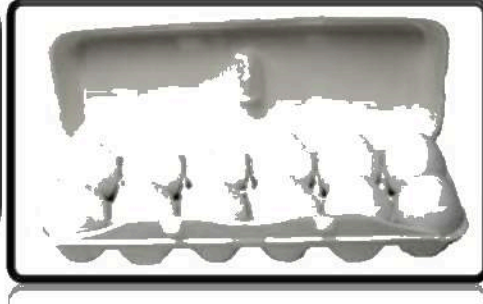
23. Comparison Slide ✓

24. Font: Arial, 24 pt, bold, sentence case, center

Packing for eggs from foamed polystyrene

- something between paper and rigid plastic
- material is easily moulded and easy to manufacture
- does not provide transparency
- packaging is quite soft

25. Font: Arial, 24 pt,
26. any bullets,
27. correct picture inserted as indicated,
28. resize H – 7 cm,
29. W – 12 cm,
30. apply reflected bevel black style



11. Footer inserted, Arial 16 pt

QUESTION 11 EXAMINATION NUMBER (PC)

31. Content with caption Slide✓
32. Print as handouts two slides✓

ACC ✓✓✓✓✓✓✓✓

A	M	T
8	32	40

TOTAL SECTION B: 160
GRAND TOTAL: 200