



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

DATA MANAGEMENT: FARMING N6

21 November 2022

This marking guideline consists of 13 pages.

SECTION A: THEORY**QUESTION 1**

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

(5 × 2) [10]

QUESTION 2

- 2.1 G
- 2.2 D
- 2.3 E
- 2.4 A
- 2.5 B
- 2.6 F

(6 × 2) [12]

QUESTION 3

The TWO paragraphs must involve the following points:

- Research
- E-commerce
- E-learning
- E-government
- E-filing
- E-banking

(Any appropriate answer 2 × 5) [10]

QUESTION 4

- Proper position of the computer, desk and chair
- Appropriate position of the keyboard
- Screen resolution
- Distance between the eye and the top of the screen
- Lighting and light position
- Adjustable chair and desk height
- Rests/breaks/eye relaxation techniques

(Any 5 × 2) [10]

QUESTION 5

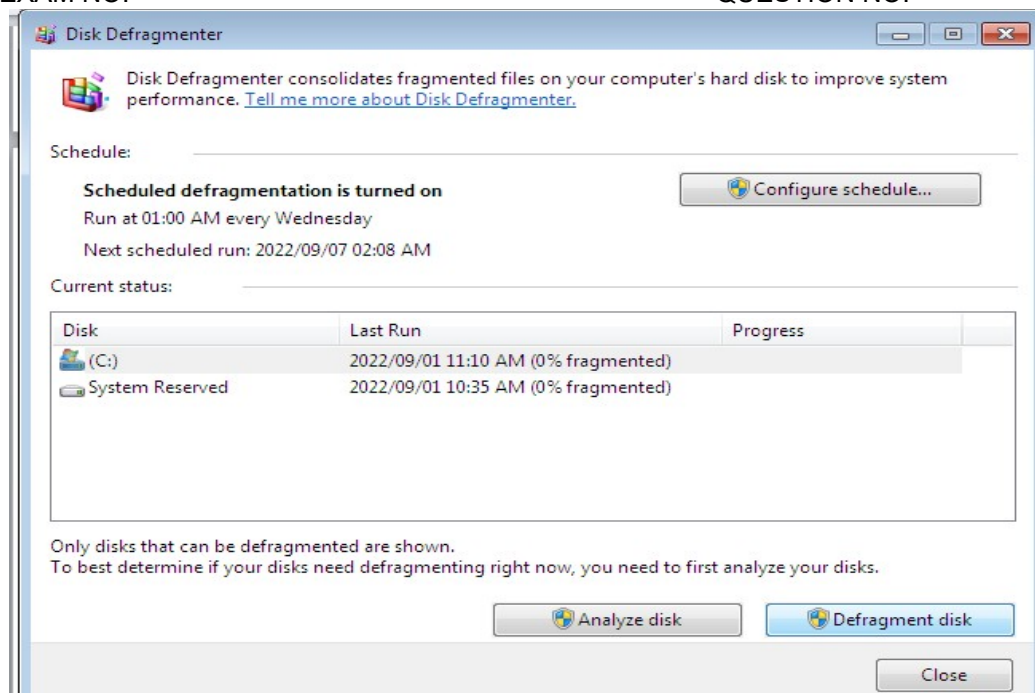
- 5.1 5.1.1 To divide the hard drive into parts and make those parts available to the operating system. Also called partitioning.
- 5.1.2 A process done by the computer user to bring back the scattered file parts together so that it will be easy to retrieve the file. (2 × 2) (4)
- 5.2 5.2.1 • Also called low level or absolute formatting.
• It involves structuring the individual disks into tracks to form cylinders and dividing them into sectors. Damaged sectors are marked on a reversed area of the disk.
• Tracks are numbered starting at 0 going up to the highest numbered track, typically 1023 (which is close to the centre).
• The factory does this formatting. (Any 3 × 1)
- 5.2.2 • To divide the hard drive into parts and make those parts available to the operating system.
• It's done by the supplier.
• A primary Windows partition is created and makes the active partition.
- 5.2.3 • Also called relative formatting or high-level formatting.
• It is done to prepare the hard disk in a format that enables Windows to write data to and retrieve data from it.
• In Windows 7, formatting is done by using the Windows installation CD/DVD or the Disk Management feature. (3 × 3) (9)
- 5.3 **The Root Folder.** Where Windows keeps record of all files on the disk.
The File Allocation Table (FAT). Where record is kept of the position where files are stored.
The Boot Record. Windows uses it for booting the system. (3 × 2) (6)
- [19]**

QUESTION 6

- 6.1
- Start/All programs/Accessories/System Tools/Disk Defragmenter/Select drive to defrag/Defragment disk/Close✓✓✓✓
 - Start/Computer/Right click on the removable drive D:/Properties/Tools/Defragment now✓✓✓✓
 - Windows Explorer/Right click on the removable drive D:/Properties/Tools/Defragment now✓✓✓✓ (Any ONE) (4)

6.2 EXAM NO.✓

QUESTION NO.✓



✓✓

(4)
[8]

QUESTION 7

OUTRIGHT PURCHASE	LEASING
• Paying cash✓ Advantages • The cheapest form • The buyer/user immediately becomes the owner • Increase in assets on balance sheet Disadvantages • Initial costs are high • Separate maintenance agreement • Limits cash flow by using capital • Computer may be outdated rapidly	• An agreement between a finance company and a prospective buyer. The finance company purchases a computer selected by the user. The user pays rent to the finance company for a certain period which covers the cost of the computer plus interest (2–5 years). Advantages • More flexible than outright • No problem with cash flow • Free choice of equipment at a low risk • Maintenance usually included in agreement • Lease may be extended at reduced premiums Disadvantages • More expensive than outright • Ownership remains with the finance company • It will not be reflected on the balance sheet as an asset • Poor flexibility for upgrading • User has to rely on maintenance by third party.

(3 × 2)

[6]**QUESTION 8**

- Draw up the request for proposals (RFP)
- Send requests to suppliers
- Draw up a short list
- Evaluate the suppliers on the short list
- Make the final selection.

[5]**TOTAL SECTION A:****80**

SECTION B: PRACTICAL**QUESTION 9: SPREADSHEET**

EXAM NO. QUESTION 9.1✓✓

NO ROW AND COL HEADINGS✓

	A	B	C	D	E	F	G	H	I
1	MAIZE DISTRIBUTORS								
2	INCOME 2019								
		PACKAGE	COST						
		UNIT	PRICE	SELLING	OPENING	STOCK IN		% OF	
3	PRODUCT	(KG)	PER KG	PRICE	STOCK	HAND	INCOME	INCOME	
4	SASKO	65	9.5		65	24			
5	ACE	95	12		80	65			
6	BLUE RIBBON	85	15.5		105	69			
7	BLUE BIRD	72	7.8		95	42			
8	IWISA	93	16.2		89	25			
9	IMPALA	105	8.6		102	75			
10	SNOWFLAKE	88	10.5		58	18			
11	TOTAL								

WRAP
TEXT IN
ROW 5✓**FIGURE 1**

PRINT ON SINGLE PORTRAIT✓

(5)

	A	B	C	D	E	F	G	H	I	J	K
1	MAIZE DISTRIBUTORS										
2	BLANK ROW ✓✓										
3	INCOME 2019		Bold & italic ✓✓								
4											
5	PRODUCT	PACKAGE UNIT (KG)	COST PRICE PER UNIT	COST PRICE PER KG	SELLING PRICE	OPENING STOCK	STOCK IN HAND	INCOME	% OF INCOME	VAT WAIVED	
6	SASKO	65	R 617.50	9.5	R 679.25	65	24	R 27 849.25	9%	0	
7	ACE	95	R 1 140.00	12	R 1 254.00	80	65	R 18 810.00	6%	0	
8	BLUE RIBBON	85	R 1 317.50	15.5	R 1 449.25	105	69	R 52 173.00	17%	7825.95	
9	BLUE BIRD	72	R 561.60	7.8	R 617.76	95	42	R 32 741.28	11%	4911.192	
10	IWISA	93	R 1 506.60	16.2	R 1 657.26	89	25	R 106 064.64	35%	15909.7	
11	IMPALA	105	R 903.00	8.6	R 993.30	102	75	R 26 819.10	9%	0	
12	SNOWFLAKE	88	R 924.00	10.5	R 1 016.40	58	18	R 40 656.00	13%	6098.4	
13	TOTAL							R 305 113.27			

MAIN HEADING

BOLD ✓ U/L, ✓ 18pt Antique
Olive Roman, ✓ Centre main
heading ✓

BOLD ✓ AND CENTRE, text
wrap ✓ (VERTICALLY,
HORIZONTALLY), ✓ SHADING ✓

ANSWERS

A ✓✓✓, B ✓✓✓, C ✓✓✓, D ✓✓✓, E ✓✓✓

BOLD AND CENTRE answers
A-E ✓✓

HORIZONTAL AND VERTICAL
LINES ✓✓

R-SIGN ✓, 2 DECIMAL PLACES ✓
AND INTEGERS ✓

TOTAL FOR Q 9.2 IS 37 MARKS

PRINT LANDSCAPE ✓ SINGLE PAGE, ✓ NO
ROW AND COLUMN HEADINGS ✓

CHANGE QUESTION NO. TO 9.3✓

	A	B	C	D	E	F	G	H	I	J
1	<u>MAIZE DISTRIBUTORS</u>									
2										
3	INCOME 2019									
4										
5	PRODUCT	PACKAGE UNIT (KG)	COST PRICE PER UNIT	COST PRICE PER KG	SELLING PRICE	OPENING STOCK	STOCK IN HAND	INCOME	% OF INCOME	VAT WAIVED
6	SASKO	65	=B6*D6	9.5	=C6+(10%*C6)	65	24	=(F6-G6)*E6	=H6/\$H\$13	=IF(H6>=30000,15%*H6,0)
7	ACE	95	=B7*D7	12	=C7+(10%*C7)	80	65	=(F7-G7)*E7	=H7/\$H\$13	=IF(H7>=30000,15%*H7,0)
8	BLUE RIBBON	85	=B8*D8	15.5	=C8+(10%*C8)	105	69	=(F8-G8)*E8	=H8/\$H\$13	=IF(H8>=30000,15%*H8,0)
9	BLUE BIRD	72	=B9*D9	7.8	=C9+(10%*C9)	95	42	=(F9-G9)*E9	=H9/\$H\$13	=IF(H9>=30000,15%*H9,0)
10	IWISA	93	=B10*D10	16.2	=C10+(10%*C10)	89	25	=(F10-G10)*E10	=H10/\$H\$13	=IF(H10>=30000,15%*H10,0)
11	IMPALA	105	=B11*D11	8.6	=C11+(10%*C11)	102	75	=(F11-G11)*E11	=H11/\$H\$13	=IF(H11>=30000,15%*H11,0)
12	SNOWFLAKE	88	=B12*D12	10.5	=C12+(10%*C12)	58	18	=(F12-G12)*E12	=H12/\$H\$13	=IF(H12>=30000,15%*H12,0)
13	TOTAL							=SUM(H6:H12)		
14										

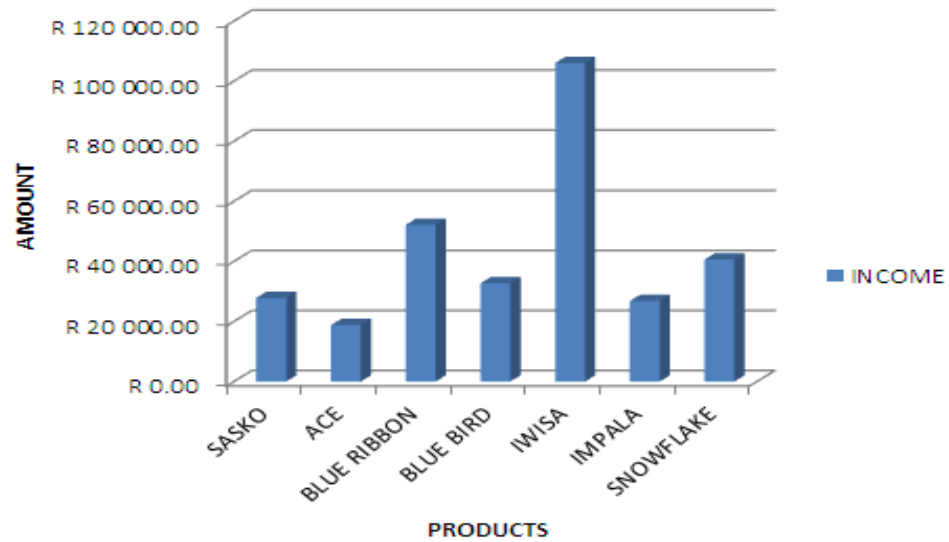
FORMULAE: A✓ B✓ C✓ D✓ E✓

ADJUST COLUMN WIDTHS ✓

PRINT L/SCAPE: WITH ROW AND COLUMN HEADINGS: 1 PAGE✓✓✓

TOTAL MARKS (10)

MAIZE DISTRIBUTORS
EXAM NUMBER
QUESTION NUMBER



CORRECT CHART TYPE✓✓

EXPLODE SMALLEST✓

NEW SHEET ✓

PRINT LANDSCAPE: 1 PAGE ✓✓

CORRECT LEGEND✓
CORRECT LEGEND POSITION✓

Left margin 4 cm ✓

U/C, U/L BOLD,
Centre, Algerian,
16pt. ✓✓✓✓✓✓**THE BEE KEEPER**

'At the end of my career, uppermost on my mind was: What am I going to do with the huge swatches of time?' says Cape Town resident Jan Esterhuyse, former lecturer of Socio-linguistics at the University of Cape Town.

A colleague of his was in the same dilemma and had dabbled in a bit of **beekeeping**. The two of them decided to wade into the hobby. 'As a schoolboy, I had agricultural class, and our teacher was a **beekeeper**. He threw out the whole curriculum and instead showed us practically how to keep **bees**,' explains Jan. With this memory lingering in the back of his mind, Jan took a short three-day course on bookkeeping at the UCT summer school to brush up on his knowledge.

Inspiration

Inspired by what he learnt, Jan took to ripping out his priced pesticide-dependent roses and instead planted a food-driven, **bee** friendly garden. 'The garden started to transform itself - there was an influx of insects happily enjoying this new environment.'

Two columns correct
info ✓✓✓**Friends in beekeeping**

bullet ✓

- Jan and a group of similar-minded friends have created an informal **beekeepers'** association that harvests together, exchanges notes and helps each other with any colony disease or problems. 'It's just fun to have other people in the same hobby,' says Jan. Who says passion, play and helping to save the environment are mutually exclusive?

Once-wary neighbours were placated by Jan's enthusiasm for the project, and they now proudly show off the honey he gifts them. 'Honey is just a by-product of the project, so I never sell it. I gift it instead,' says

Correct para
moved ✓

To end of doc ✓

Jan. Jan now gives talks and workshops at the University of the Third Age, which serves retired people, and Honey **Bee** Foundation. Using literature – and poetry in particular – he aims to show people how **bee** colonies can become a template for a healthy and cooperative society. '**Bees** so profoundly manifest that balance that we want in ourselves and nature,' he says. Jan is hoping to make Cape Town a **bee** friendly city by creating a shift in thinking.

HONEY SIDE EFFECTS	HONEY USES
1. Unsafe when produced from the nectar of rhododendrons. 2. This type of honey causes heart problems, low blood pressure and chest pains.	1. Healing burns 2. Skin care 3. Acne treatment 4. Treat coughs and colds 5. Parasite cleanser

Table inserted
with correct info
✓✓

Page no. ✓
Bottom right ✓

[25]

Examination no. ✓

Question 11

QUESTION 11

C:\Users\Morby\Documents\BEE KEEPING.accdb
Table: HONEY

CORRECT
INFO ✓✓

9 July 2019
Page: 1

Columns

Name	Type	Size
ID	Long Integer	4
BEE KEEPERS	Text	20
BUSINESS STARTING DATE	Date/Time	8
NUMBER OF KGs SOLD	Long Integer	4
PROFIT MADE	Currency	8
COMMUNITY SUPPORT	Yes/No	1
EXAM NO	Text	13
✓✓	✓✓	✓

PORTRAIT ✓✓

HONEY							2019/07/19
ID	BEE KEEPERS	BUSINESS STARTING DATE	NUMBER OF KGs SOLD	PROFIT MADE	COMMUNITY SUPPORT	EXAM NO	QUESTION 3
1	JOBERT	1989/01/15	500	R 102 000.00	☒	EXAM NO	QUESTION 3
2	PROSPER	2001/03/01	623	R 68 350.00	☐	EXAM NO	QUESTION 3
3	LINDA	2014/01/30	60	R 98 200.00	☐	EXAM NO	QUESTION 3
4	PIET	1990/05/02	762	R 56 222.00	☒	EXAM NO	QUESTION 3
5	SUSAN	2015/12/06	125	R 36 560.00	☒	EXAM NO	QUESTION 3
6	NABOTH	2016/06/25	465	R 110 220.00	☐	EXAM NO	QUESTION 3
7	MELINDA	1998/10/09	92	R 25 080.00	☒	EXAM NO	QUESTION 3

✓✓✓✓✓✓✓✓

LANDSCAPE ✓✓

Examination no. ✓

Question 11

QUESTION 11.4

CORRECT HEADINGS ✓✓

ONLY THOSE WITH PROFIT ✓

SORT ✓✓

TITLE (EXAM NO. QUEST 11 REPORT) ✓✓

TOTAL CONTRIBUTION ✓✓ AMOUNT ✓✓
PRINT ON PORTRAIT ✓**EXAM NO QUEST 3 REPORT**

BUSINESS STARTING DATE	BEE KEEPERS	NUMBER OF KGs SOLD	PROFIT MADE
2016/06/25	NABOTH	465	R 110 220.00
2014/01/30	LINDA	60	R 98 200.00
2001/03/01	PROSPER	623	R 68 350.00
1989/01/15	JOBERT	500	R 102 000.00
TOTAL PROFIT			R 378 770.00

19 July 2019

Page 1 of 1

[31]

TOTAL SECTION B: 120
GRAND TOTAL: 200