



# higher education & training

---

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

## **MARKING GUIDELINE**

**NATIONAL CERTIFICATE**

**DATA MANAGEMENT: FARMING N6**

**26 November 2024**

**This marking guideline consists of 10 pages.**

## SECTION A

### QUESTION 1

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

(10 × 1) [10]

### QUESTION 2

- 2.1 C✓✓
- 2.2 E✓✓
- 2.3 A✓✓
- 2.4 D✓✓
- 2.5 B✓✓

(5 × 2) [10]

### QUESTION 3

- 3.1 TRUE ✓✓
- 3.2 FALSE ✓✓
- 3.3 TRUE ✓✓
- 3.4 TRUE ✓✓
- 3.5 TRUE ✓✓
- 3.6 TRUE ✓✓

(6 × 2) [12]

### QUESTION 4

- 4.1 =Firefighting equipment= Fire Extinguisher It is important to guard against overloading,✓✓  
= Emergency Plan= Make sure that there is an emergency plan in place✓✓  
=Clean Environment= Ensure a clean environment without smoke and dust✓✓  
=Duplicate some of the Hardware and all-important software.✓✓  
=Insurance = Computer hardware can be covered under a normal short-term insurance policy.  
=UPS = it is important to have uninterruptible power supply to avoid data loss during power failure.✓✓

(10)

- 4.2 Salary – is a fixed payment agreed to by both employer and employee at a regular interval✓✓  
Wages – is hourly or daily payments for the work done✓✓

(4)

- 4.3      Texty files/Date files: These can be displayed on the screen and read by the user. These can be created with the aid of application programs such as MS Word or spreadsheet programs.  
Command and program files: The contents of command and program files cannot be displayed on the screen and read. They are created in machine language and each file contains a set of instructions for the computer to run a specific program. (4)
- 4.4      4.4.1      Internet– is a decentralised global network of computers that enables people all over the globe to communicate electronically✓✓
- 4.4.2      Modem – Modulator-demodulator or simply modem is a computer hardware device that converts data from digital format into a formal suitable analogue transmission medium such as telephone or radio✓✓
- 4.4.3      Statutory Deduction – Any deductions which employees may be required to make by law including PAYE (Pay As You Earn, UIF)✓✓
- 4.4.4      Defragmentation – the process of rewriting parts of a file to contiguous sectors on a hard disk to increase the speed of access and retrieval.✓✓
- 4.4.5      Voluntary deduction – The amount which employee elected to have subtracted from gross pay. Like life Insurance✓✓
- (5 × 2)      (10)  
[28]

## QUESTION 5

- 5.1      • Wages and stocktaking✓✓  
            • Financial statements✓✓  
            • Irrigation of fields✓✓  
            • Poultry batteries✓✓  
            • Dairy✓✓ (10)
- 5.2      • Scan the hard disk for viruses once a week.✓✓  
            • Back up the contents of the hard disk on a regular basis.✓✓  
            • Avoid downloading from bulletin board systems, computer games, and use of illegitimate copies of software from friends.✓✓  
            • Avoid sharing removable disks on computers and networks.✓✓  
            • Do not open unrecognised email messages and beware of strange email attachments.✓✓  
            • Check all diskettes and downloaded files by scanning with antivirus.✓✓  
            • Install an antivirus program on the hard disk to identify and clear viruses.✓✓ (10)  
[20]

**TOTAL SECTION A:**

## WORD PROCESSING

6.1 Examination and question numbers in header ✓✓

### QUESTION 6

## FARM MANAGEMENT

6.3 Font type ✓✓ size ✓✓

What is soil?

Soil is the loose surface material that covers most land. It consists of inorganic particles and organic matter. Soil provides the structural support to plants used in agriculture and is also their source of water and nutrients.

Soils vary greatly in their chemical and physical properties. Processes such as leaching, weathering and microbial activity combine to make a whole range of different soil types. Each type has particular strengths and weaknesses for agricultural production.

The physical characteristics of soils include all the aspects that you can see and touch such as:

1. texture
2. colour
3. depth
4. structure
5. porosity (the space between the particles)
6. stone content.

6.4 Numbering on bullet paragraph ✓✓

Good soil structure contributes to soil and plant health allowing water and air movement into and through the soil profile. Soil stores water for plant growth and supports machine and animal traffic.

### **Sandy soil**

The solid part of the soil is made up of particles such as organic matter, silt, sand and clay which form aggregates. Aggregates are held together by clay particles and organic matter. Organic matter is one of the major cementing agents for soil aggregates. The size and shape of aggregates give soil a characteristic called soil structure.

6.5 three paragraph changed to one column ✓✓✓

### **Loam type soil**

The amount of soil pores and the pore size relate to the drainage capacity of the soil. The larger size and fewer the number of pores the easier it is for water to move through the soil profile. Soil structure influences plant growth by affecting the movement of water, air and nutrients to plants. Sandy soils have little or no structure.

### **Clay soil**

Slaking is the breakdown of aggregates on wetting, into smaller particles. Slaking generally occurs when intense rainfall hits dry soil, the aggregates collapse as a result of the pressure created by the clay swelling and the trapped air expanding and escaping

6.6 Picture style inserted ✓✓✓

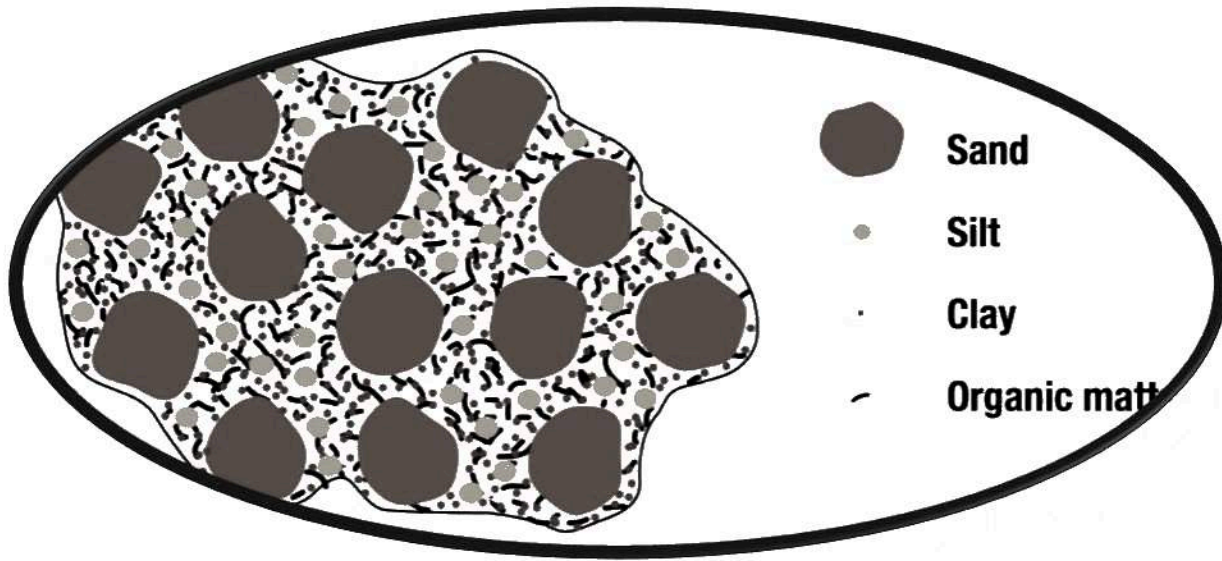


Figure 1. Soil aggregate

Table 1: Soil colour and indications

| SOIL COLOUR | INDICATION                  |
|-------------|-----------------------------|
| Dark brown  | High organic matter content |
| Black       | Humus                       |
| Red         | Presence of iron            |
| Yellow      | Moisture conditions         |
| Grey/Blue   | Poor drainage               |

6.7 Table inserted correctly✓✓ column headings in uppercase and bold✓✓✓✓  
Accuracy✓✓✓✓

6.8 Page numbering at the bottom right✓✓

6.9 Print out✓✓

TOTAL: [30]

## QUESTION 7

7.1.2 Correct program and accuracy ✓✓✓✓✓

7.1.3 Wrap Text ✓

7.1.5 Examination and Question Number in header: ✓✓

7.1.6 Print without row and column headings ✓✓

TOTAL [10]

|    | A                 | B    | C     | D    | E              | F          |
|----|-------------------|------|-------|------|----------------|------------|
| 1  | FARMING RESOURCES |      |       |      |                |            |
| 2  |                   |      |       |      |                |            |
| 3  | 2020 - 2021       |      |       |      |                |            |
| 4  |                   |      |       |      |                |            |
| 5  | TYPE              | YEAR | VALUE | LEVY | CORE<br>STATUS | COMMISSION |
| 6  | LASHER            | 2018 |       |      |                |            |
| 7  | CHEMICALS         | 2021 |       |      |                |            |
| 8  | TRACTORS          | 2020 |       |      |                |            |
| 9  | VEHICLES          | 2019 |       |      |                |            |
| 10 | HELICOPTERS       | 2016 |       |      |                |            |
| 11 | OTHER IMPORTS     | 2017 |       |      |                |            |

7.2.1 Font Stencil size 18pt, merge & centre ✓✓✓✓

7.2.2 Columns inserted and shading ✓✓✓

7.2.3 Information in row 12 to 18 ✓✓✓

|    | A                        | B          | C             | D           | E           | F           | G                  |
|----|--------------------------|------------|---------------|-------------|-------------|-------------|--------------------|
| 1  | <b>FARMING RESOURCES</b> |            |               |             |             |             |                    |
| 2  |                          |            |               |             |             |             |                    |
| 3  | 2020 - 2021              |            |               |             |             |             |                    |
| 4  |                          |            |               |             |             |             |                    |
| 5  | TYPE                     | YEAR       | VALUE         | LEVY        | CORE STATUS | COMMISSION  | TOTAL AMOUNT SPEND |
| 6  | CHEMICALS                | 2021       | R720 000,00   | R216 000,00 | YES         | R288 000,00 | R1 224 000,00      |
| 7  | TRACTORS                 | 2020       | R680 000,00   | R204 000,00 | YES         | R272 000,00 | R1 156 000,00      |
| 8  | VEHICLES                 | 2019       | R623 000,00   | R186 900,00 | YES         | R249 200,00 | R1 059 100,00      |
| 9  | LASHER                   | 2018       | R402 700,00   | R120 810,00 | NO          | R0,00       | R523 510,00        |
| 10 | OTHER IMPORTS            | 2017       | R340 000,00   | R102 000,00 | NO          | R0,00       | R442 000,00        |
| 11 | HELICOPTERS              | 2016       | R270 000,00   | R81 000,00  | NO          | R0,00       | R351 000,00        |
| 12 | TOTAL                    |            | R3 035 700,00 | R910 710,00 |             | R809 200,00 | R4 755 610,00      |
| 13 | TOTAL NO OF ITEMS        | 6          |               |             |             |             |                    |
| 14 | LEVY                     | <u>30%</u> |               |             |             |             |                    |
| 15 |                          |            |               |             |             |             |                    |
| 16 |                          |            |               |             |             |             |                    |
| 17 |                          | 2016       | 2017          | 2018        | 2019        | 2020        | 2021               |
| 18 | VALUE                    | 270000     | 340000        | 402700      | 623000      | 680000      | 720000             |

7.2.4 A correct HLOOKUP calculation ✓✓✓✓

E correct calculation ✓✓✓

F correct calculation ✓✓

B correct calculation ✓✓✓✓

D correct calculation ✓✓✓

G correct calculation ✓✓

C correct calculation on IF Function ✓✓✓

7.2.5 Date sorted using year ✓✓

7.2.6 R sign ✓✓

7.2.7 lines correctly inserted ✓✓

7.2.8 30% Double Underlined ✓✓

7.2.9 Right align and Bold ✓✓

7.2.10 Print in landscape ✓

[42]

## FARMING RESOURCES

| 2020 - 2021           |                       |                                 |              |                             |                            |                    |
|-----------------------|-----------------------|---------------------------------|--------------|-----------------------------|----------------------------|--------------------|
| TYPE                  | YEAR                  | VALUE                           | LEVY         | CORE STATUS                 | COMMISSION                 | TOTAL AMOUNT SPEND |
| CHEMICALS             | 2021                  | =HLOOKUP(B6;\$B\$17:\$G\$18;2)  | =\$B\$14*C6  | =IF(C6>=500000;"YES";"NO")  | =IF(C6>=500000;40%*C6;0)   | =SUM(C6:D6;F6)     |
| TRACTORS              | 2020                  | =HLOOKUP(B7;\$B\$17:\$G\$18;2)  | =\$B\$14*C7  | =IF(C7>=500000;"YES";"NO")  | =IF(C7>=500000;40%*C7;0)   | =SUM(C7:D7;F7)     |
| VEHICLES              | 2019                  | =HLOOKUP(B8;\$B\$17:\$G\$18;2)  | =\$B\$14*C8  | =IF(C8>=500000;"YES";"NO")  | =IF(C8>=500000;40%*C8;0)   | =SUM(C8:D8;F8)     |
| LASHER                | 2018                  | =HLOOKUP(B9;\$B\$17:\$G\$18;2)  | =\$B\$14*C9  | =IF(C9>=500000;"YES";"NO")  | =IF(C9>=500000;40%*C9;0)   | =SUM(C9:D9;F9)     |
| OTHER IMPORT          | 2017                  | =HLOOKUP(B10;\$B\$17:\$G\$18;2) | =\$B\$14*C10 | =IF(C10>=500000;"YES";"NO") | =IF(C10>=500000;40%*C10;0) | =SUM(C10:D10;F10)  |
| HELICOPTERS           | 2016                  | =HLOOKUP(B11;\$B\$17:\$G\$18;2) | =\$B\$14*C11 | =IF(C11>=500000;"YES";"NO") | =IF(C11>=500000;40%*C11;0) | =SUM(C11:D11;F11)  |
| TOTAL                 |                       | =SUM(C6:C11)                    | =SUM(D6:D11) |                             | =SUM(F6:F11)               | =SUM(G6:G11)       |
| TOTAL NO OF I<br>LEVY | =COUNT(B6:B12)<br>0.3 |                                 |              |                             |                            |                    |
|                       | 2016                  | 2017                            | 2018         | 2019                        | 2020                       | 2021               |
| VALUE                 | 270000                | 340000                          | 402700       | 623000                      | 680000                     | 720000             |

7.3.1 Correct Formulae displayed ✓✓✓

7.3.2 Header changed ✓

7.3.3 Widths adjusted ✓✓

7.3.4 Printed correctly on two pages ✓✓

(8)  
[60]

Please turn over

## DATABASE

### QUESTION 8

- 8.1 **File Name** *PRODUCT*✓✓ **and EXAMINATION**✓✓  
**FIELD**✓✓ **INFORMATION CORRECT** ✓✓  
**PRINT**✓✓

(10)

C:\Users\ .Documents\PRODUCT EXAMINATION NUMBER.accdb Saturday, 30 October 2021  
 Table: HARVESTING EXAMINATION QUEZ 8 Page: 1

#### Columns

| Name            | Type           | Size |
|-----------------|----------------|------|
| NO:             | Long Integer   | 4    |
| PRODUCT         | Short Text     | 20   |
| HARVESTING DATE | Date With Time | 8    |
| PRICE           | Currency       | 8    |
| AVAILABLE       | Yes/No         | 1    |

- 8.2 **Table information, accuracy**✓✓✓✓✓✓✓✓  
**Print**✓✓

HARVESTING EXAMINATION QUEZ 8

2021/10/30

| NO: | PRODUCT        | HARVESTING DATE | PRICE     | Yes/No                              |
|-----|----------------|-----------------|-----------|-------------------------------------|
| 1   | Potatoes       | 2021/02/28      | R2 000,00 | <input checked="" type="checkbox"/> |
| 2   | Lemons         | 2021/09/22      | R2 300,00 | <input checked="" type="checkbox"/> |
| 3   | Carrots        | 2021/12/07      | R3 000,00 | <input type="checkbox"/>            |
| 4   | Onions         | 2021/08/11      | R1 500,00 | <input checked="" type="checkbox"/> |
| 5   | Sweet Potatoes | 2021/07/10      | R4 500,00 | <input type="checkbox"/>            |
| 6   | Tomatoes       | 2021/10/26      | R3 500,00 | <input checked="" type="checkbox"/> |

### EXAMINATION QUEZ 8.3

| HARVESTING DATE | PRODUCT        | PRICE     |
|-----------------|----------------|-----------|
| 2021/02/28      | Potatoes       | R2 000,00 |
| 2021/07/10      | Sweet Potatoes | R4 500,00 |
| 2021/08/11      | Onions         | R1 500,00 |
| 2021/09/22      | Lemons         | R2 300,00 |
| 2021/10/26      | Tomatoes       | R3 500,00 |
| 2021/12/07      | Carrots        | R3 000,00 |
| AVERAGE         |                | R2 800,00 |

Saturday, 30 October 2021

Page 1 of 1

- 8.3 Three headings appears in the report ✓**  
**8.3.1 Sorting corrected using date ✓✓**  
**8.3.2. Title: Exam no and quest 8.3 ✓✓**  
**8.3.3 Average ✓✓ Average calculated with R sign ✓✓**  
**8.3.4 Print in portrait ✓**

[30]

**TOTAL SECTION B: 120**  
**GRAND TOTAL: 200**