higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

INFORMATION PROCESSING N5

(6020275)

09 November 2023
09:00–12:00

This question paper consists of 21 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
INFORMATION PROCESSING N5
TIME: 3 HOURS
MARKS: 300

QUESTION PAPER	TIME	MARKS
SECTION A: TYPING TECHNIQUE	2 hours	200
SECTION B: AUDIO TRANSCRIPTION	1 hour	100
TOTAL	3 hours	300

INSTRUCTIONS AND INFORMATION

30 MINUTES ARE ALLOWED TO READ THE INSTRUCTIONS

Read the following instructions carefully before answering the question paper. Invigilators will explain if necessary.

SECTION A: TYPING TECHNIQUE

1. Candidates who are not ready and on time for the TIMED ACCURACY TEST (QUESTION 1) will only be allowed to enter the examination venue after the expiration of the TEN minutes allowed for the test.

2. Candidates are allowed to read through QUESTION 1, the timed accuracy test, THREE minutes before the commencement of the examination.

3. The test must be keyed in at the beginning of the examination.

4. After the expiration of the TEN minutes allowed, the test will be collected and signed by the invigilator. It will be retained until the completion of the examination session whereafter it will be put in your EXAMINATION FOLDER in your presence.

5. Answer all the questions.

6. Procedure for QUESTIONS 2, 3, 4, 5 and 6: Key in, save and print.

7. Retrieve the letterhead saved as QUESTION 3 on your data diskette/hard drive/network.

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SECTION B: AUDIO TRANSCRIPTION

You have received the following:

1. Information regarding the questions
2. Notes regarding the questions
3. Audio cassette or audio software

NOTE:

1. If you use an audio cassette, rewind the cassette before commencing with the transcription.
2. Complete the information required for NOTES ON THE EXAMINATION QUESTIONS.

PRINTING

Each answer must be printed on a separate A4 paper. Use only ONE side of the paper.

GENERAL

1. You may use the ASCII codes.
2. NO notes or any non-permissible material may be hidden in or transcribed into these articles.
3. Work fast and accurately in order to complete the question paper in time.
4. Save the work at regular intervals to prevent loss of keyed-in data during a power failure. Only the duration of the power failure will be allowed additionally. No extra time will be allowed for loss of work.
5. In the event of a computer or printer defect, the invigilator will make the necessary arrangements for you to continue with the examination and the actual time lost will be allowed additionally.
6. Key in the QUESTION NUMBER as well as you EXAMINATION NUMBER on each question as indicated in the question paper. No questions without EXAMINATION NUMBERS will be marked.

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7. At the end of the examination session, hand in the following:

   7.1 EXAMINATION FOLDER with printouts to be marked in the same order as the questions in the QUESTION PAPER.

   7.2 Disk properly marked with your EXAMINATION NUMBER. If work is saved on the hard drive/network, the invigilator(s) must copy the work to a compact disk/memory stick and then it must be deleted immediately from the hard drive/network. Students' answers must be kept for at least 6 MONTHS.

   7.3 The rewound cassette.

   7.4 All other printouts. No printouts may be taken out of the examination room or put into bins.

8. No candidate may print his/her work for another candidate, make his/her memory stick or data on the hard drive/network available to another candidate to access or access another candidate's work in any way. Any attempt to access information from another or transfer information to each other in any form is a contravention of the examination rules and regulations and will be viewed in a very serious light and be treated as an examination irregularity. Such cases will be formally investigated which may lead to the withholding of candidates' results.

WAIT FOR THE INSTRUCTIONS FROM THE INVIGILATOR BEFORE YOU TURN THE PAGE.

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SECTION A

TYPING TECHNIQUE

	TIME	MARKS
QUESTION 1: TIMED ACCURACY TEST	10 minutes	20
QUESTION 2: TABULAR STATEMENT	24 minutes	40
QUESTION 3: CIRCULAR LETTER	32 minutes	50
QUESTION 4: AGENDA	19 minutes	30
QUESTION 5: MINUTES	25 minutes	40
QUESTION 6: AFRICAN LANGUAGE	10 minutes	20
TOTAL	120 minutes	200

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QUESTION 1: TIMED ACCURACY TEST

TIME: 10 MINUTES **MARKS: 20**

MARGINS: Left: 2.54 cm/1" Right: 2.54 cm/1" LINE SPACING: 1.5 or 2.0 SPEED: 45 wpm (minimum requirement)	PAPER: A4 portrait HYPHENATION: None ALIGNMENT: Left FONT: Courier New 12 pt
1. The TIMED ACCURACY TEST must be keyed in ONCE only. 2. The passage allows for speeds of 45 and 50 words per minute. 3. As a header, key in your EXAMINATION NUMBER (left-aligned) and QUESTION 1 (right-aligned). 4. Save the document as Q1 and print. 5. Your test must be collected and signed by the invigilator at the BEGINNING of the examination. All pages need to be signed.	

Vaccination is the administration of a vaccine to help the immune system develop protection from a disease. Vaccines contain a microorganism or virus in a weakened, live or killed state, or proteins or toxins from the organism. In stimulating the body's adaptive immunity, they help prevent sickness from an infectious disease.

When a sufficiently large percentage of a population has been vaccinated, herd immunity results. Herd immunity protects those who may be immune-compromised and cannot get a vaccine because even a weakened version would harm them. Vaccination is the most effective method of preventing infectious diseases, widespread immunity due to vaccination is largely responsible for the worldwide eradication of smallpox and the elimination of diseases such as polio and tetanus from much of the world.

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QUESTION 1 (CONTINUED)

Just like any medication or procedure, no vaccine can be 100% safe or effective for everyone because each person's body can react differently.

While minor side-effects, such as soreness or low-grade fever, are relatively common, serious side-effects are very rare and occur in about 1 out of every 100 000 vaccinations. They typically involve allergic reactions that can cause hives or difficulty breathing. However, vaccines are the safest they ever have been in history and each vaccine undergoes rigorous clinical trials to ensure their safety before approval by authorities.

Prior to human testing, vaccines are tested on all cell cultures and the results modelled to assess how they will interact with the immune system. During the next round of testing, researchers study vaccines in animals, including mice, rabbits, guinea pigs and monkeys.

Vaccines that pass each of these stages of testing are then approved by the safety authority to start a three-phase series of human testing, advancing to higher phases only if they are deemed safe and effective at the previous phase. The people in these trials participate voluntarily and are required to prove they understand the purpose of the study and the potential risks.

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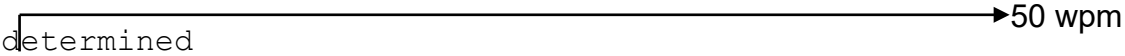
QUESTION 1 (CONTINUED)

During phase 1 trials, a vaccine is tested in a group of about 20 people with the primary goal of assessing the vaccine's safety. Phase 2 trials expand the testing to include 50 to several hundred people.



During this stage, the vaccine's safety continues to be evaluated and researchers also gather data on the effectiveness and the ideal dose of the vaccine.

Vaccines determined



[20]

QUESTION 2: TABULAR STATEMENT

TIME: 24 MINUTES **MARKS: 40**

MARGINS: Left: 1.27 cm/0.5" Right: 1.27 cm/0.5" LINE SPACING: Single except where indicated otherwise	PAPER: A4 landscape HYPHENATION: None ALIGNMENT: As indicated FONT: Arial 12 pt
1. As a header, key in your EXAMINATION NUMBER (left-aligned) and QUESTION 2 (right-aligned). 2. Take all proofreading signs into consideration. 3. Insert a TABLE. 4. Save the document as Q2 and print. 5. Put the printout in your EXAMINATION FOLDER.	

Candidate: Centre ALL column headings vertically and horizontally
ALL column headings - bold
Apply 15% gray shading to row 1 and row 2
Right-align all figures except in headings

Latest vaccine statistics[1] 20 pt, bold, u/line, right-align, sp caps

runs on

Covid-19 Total vaccination summary as at 28 Oct 2021 at 17:00 (including 12-17 years) — in full, uc, runs on

Total number of vaccines administered [22,118,947 NL

Province	Total number of Johnson & Johnson u/line [vaccines administered NL [5,199,773 NL		Total number of Pfizer u/line [vaccines administered NL [17,030,773 NL	
	Sisonke	National	First Dose	Second Dose
Eastern Cape sp	60502	-	574000 trs	1955887
Free State	24355	294500	-	934379
Gauteng	135444	8582015	2963574	2021047
KwaZulu-Natal	94393	755610	1542162	2620738
Northern Cape	9455	137464	~~0~~ 94000 del	307229

QUESTION 2 (CONTINUED)

Total number vaccines [A]dministered by gender and age NL lc		
~~Women~~ ~~Female~~ stet	Men ~~Male~~ stet	Children 12 to 17 years ital
704598	403084	15000
282559	183519	16000
1210983	912304	25000
1039491	578783	23000
91310	72707	8000

[1]Data displayed only contains vaccination records captured on / live electronic vaccination data system and excludes ʌ records uc ʌ vaccination captured on paper within / last 24 hours. bold, ital

[40]

QUESTION 3: CIRCULAR LETTER

TIME: 32 MINUTES **MARKS: 50**

MARGINS: Left: 2.54 cm/1" Right: 2.54 cm/1" LINE SPACING: Single except where indicated otherwise	PAPER: Letterhead HYPHENATION: Automatic ALIGNMENT: Left FONT: Courier New 12 pt except where indicated otherwise
1. Retrieve the letterhead QUESTION 3 that is saved in the INFORMATION PROCESSING N5 folder. 2. As a header, key in your EXAMINATION NUMBER (left-aligned) and QUESTION 3 (right-aligned). 3. Take all proofreading signs into consideration. 4. Save the document as Q3 and print. 5. Put the printout in your EXAMINATION FOLDER.	

Candidate: Insert paragraph numbers as indicated and indent
Arrange paragraphs in numerical order
Create a page break after subparagraph 1.5
Number page 2, only top left

Insert today's date in full, align right

To^ all Non-Professional Health Care workers uc ^ :

Vaccine roll-out 16 pt, sp caps, bold, double u/line, centre

The vaccine roll-out is well under way and <u>most</u> healthcare professionals uc have been vaccinated but not all health care workers have been vaccinated. [In line with / Department of Health's original phased approach NP to / roll-out, <u>Phase one</u> of / vaccination roll-out should ensure bold in figures vaccination of all health care workers.

runs on
<u>Phase 2</u> of / roll out has started and still not all / health care bold
workers have been vaccinated. ~~we need to respond to this as fast as possible.~~ del

1. Health care workers eligible as beneficiaries of vaccination include: uc, bold, u/line

QUESTION 3 (CONTINUED)

- Nurses (all catagories) ╪ sp
- Medical doctors (all categories and specialisations) ╪
- Community health workers, liaison and development officers employed by provincial departments of health ╪
- Pharmacists and Pharmacist Assistants lc
  [(fully registered, post-basic, basic) ╪ NL u/line
- Staff working in student health services at TVETs and HEIs

insert sub-paragraph numbers 1.1–1.5 and indent

╪

Page break

3. Verification process: uc, bold, u/line

╪

To ensure that only eligible HCWs register and receive vaccines during this phase of / roll-out, there is a need to put in place some checks and verification. These verification checks will ensure that only those who are eligible are able to receive their vaccination.

╪

2. Data required: uc, bold, u/line

╪

Data provided for inclusion in HCWs' verification list must include the ~~details~~ stet

following ~~information~~ (send information in MS Excel and in a specific order to vaccines@health.co.za): ital

╪

Name, surname and identity number; [Facility name/Practice name/ NL

Company name; [Practice number or company registration number NL

and employer contact details

╪

4. Registration period: uc, bold, u/line

╪

Registration will be from / date of this letter until 31 December, after which this service longer will no be available. trs

╪

The employer will be responsible for verifying that only employees fulfilling / eligibility criteria as per circular above, categorising health personnel, are included in / list.

FB Berlin Sans 14 pt, centre, single border

Dr SK Bovungana, Director-General: Health uc, bold display conclusion correctly

[50]

QUESTION 4: AGENDA

TIME: 19 MINUTES **MARKS: 30**

MARGINS: Left: 2.54 cm/1" Right: 2.54 cm/1" LINE SPACING: Single except where indicated otherwise	PAPER: A4 portrait HYPHENATION: Automatic ALIGNMENT: Left FONT: Courier New 12 pt
1. As a header, key in your EXAMINATION NUMBER (left-aligned) and QUESTION 4 (right-aligned). 2. Take all proofreading signs into consideration. 3. Save the document as Q4 and print. 4. Put the printout in your EXAMINATION FOLDER.	

Notice is hereby given of a general meeting of staff members and vaccine advisory committee to be held in / baordroom on Wednesday, 3/11/2021 at 10:00. — uc; uc sp; in full

move

1. Attendance

2. Apologies

Agenda centre, bold, sp caps

3. Opening and welcome

4. Minutes of the ~~previous~~ current meeting — stet

5. Points to discuss: bold, ital

QUESTION 4 (CONTINUED)

5.3 Staff members on chronic medication u/line
5.1 General overview about vaccine Covid-19 trs
5.2 Vaccine during pregnancy and lactation
5.4 Side-effects

} insert subparagraph numbers, arrange in numerical order, indent and d/s

⫩

6. Aob in full

⫩

7. Closure

⫩

By order of / board uc

A Vorster Secretary display conclusion correctly

20/11/21 descending order

Candidate: Aob = Any other business

[30]

QUESTION 5: MINUTES

TIME: 25 MINUTES **MARKS: 40**

MARGINS: Left: 1.27cm/0.5" Right: 1.27 cm/0.5" LINE SPACING: Single except where indicated otherwise	PAPER: A4 landscape HYPHENATION: Automatic ALIGNMENT: Left FONT: Arial 12 pt
1. As a header, key in your EXAMINATION NUMBER (left-aligned) and QUESTION 5 (right-aligned). 2. Take all proofreading signs into consideration. 3. Save the document as Q5 and print. 4. Put the printout in your EXAMINATION FOLDER.	

Minutes of a general meeting of staff members and Vaccine Advisory Committee held in the boardroom on Wednesday, 3/11/2021 at 10:00. descending order

Candidate: Insert table as indicated
All headings in Topic column must be in bold swap these two columns
Leave one open row as indicated before next row

No	Discussion	Topic uc, bold
1	As per attendance register.	Attendance
2	Mrs Cloete, Mr Petzer, Miss Vimbani	Apologies
3	The chairperson started by requesting all attendees sp to mute their microphones and explained / procedure to follow when a person wants to speak as the meeting was virtual, thereafter, welcomed everyone and declared / meeting properly opened. ~~constituted~~. stet	Opening and welcome
4	The minutes of the meeting held on 30 August, u/line were taken as read, and then approved and signed.	Minutes of / previous meeting
5	Candidate: shade row	Points of discussion:
5.1	Staff members were encouraged to take the vaccine as infectious diseases could spread easily and ital most people could rapidly become infected. Mr Njajula, one of / members of the Advisory Committee, further advised that the aim is to reach a ʌ immunity, where a high % of ʌ herd in full people would be vaccinated, making it difficult for the disease to spread. Insert page break	General overview

QUESTON 5 (CONTINUED)

Swap these two columns

5.2	Recommendations were that Covid-19 vaccination should be offered to women who are eligible to be vaccinated during any stage of pregnancy u/line and during lactation. u/line Members were encouraged to discuss the benefits and possible risks of vaccination with their doctors. +	Pregnancy and Lactation
5.3	It was explained that staff members with comorbidities are more exposed to severe Covid-19 infections and therefore were likely to benefit the most from the vaccines. runs on It was further revealed that they are the ones who especially need to vaccinate to decrease their risk of hospitalisation and possible death. Furthermore, staff members were assured that people with comorbidities were included in many vaccine trials, and the results showed good protection ~~from vaccine during pregnancy and lactation~~. + del	Chronic medication
5.4	Members were warned of some common, mild trs moderate uncommon and rare severe side-effects that might be present after taking / vaccine and what to do when these side-effects are seen. +	Side-effects
6	Members were encouraged to continue to take precautions against / deadly Covid-19 virus and to strongly consider taking a vaccine. +	Any other business
7	The meeting concluded at 12:00. +	Closure

Set a left tab stop at 5"/12.7 cm and align

Chairperson secretary uc, bold

Insert 20 leader dots

[40]

QUESTION 6: AFRICAN LANGUAGE

TIME: 10 MINUTES **MARKS: 20**

MARGINS: Left: 2.54 cm/1" Right: 2.54 cm/1" LINE SPACING: 2.0	PAPER: A4 portrait HYPHENATION: None ALIGNMENT: Left FONT: Courier New 12 pt
1. As a header, key in your EXAMINATION NUMBER (left-aligned) and QUESTION 6 (right-aligned). 2. Key in as indicated. 3. Save the document as Q6 and print. 4. Put the printout in your EXAMINATION FOLDER.	

XANA SWISAWUTISI LESWI SWI HLAYISEKILE KUFIKA KWIHI?

Swisawutisi swa kamberiwa hi vurhonwana ku vona vuhlayiseki na matirhelo, hi ku ya hi data ya ndzingeto kusuka eka magidi ya vatekaxiave emisaveni hinkwayo.

EAfrika-Dzonga hi na riandlalo ra engetelo ra vuhlayiseki. Vulawuri bya Swimakiwa swa Rihanyu bya Afrika-Dzonga (SAHPRA) byi languta data ya xisayense hinkwayo ku tiyisisa leswaku xisawutisi lexi xi hlayisekile, xi tirha kahle, na ku va ximakiwa xa risima.

Hi ku engetela, hikwalaho ka leswi swisawutisi

[20]

TOTAL SECTION A: 200

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SECTION B

AUDIO TRANSCRIPTION

	TIME	MARKS
QUESTION 7: PARAGRAPHS	**25 minutes**	**40**
QUESTION 8: SPEECH	**20 minutes**	**35**
QUESTION 9: MEMORANDUM	**15 minutes**	**25**
TOTAL	**60 minutes**	**100**

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AUDIO TRANSCRIPTION PAPER

INFORMATION REGARDING THE EXAMINATION QUESTIONS

You are a personal assistant. Your manager handed you a cassette with recorded tasks which you have to complete in an hour while he/she is away.

1. Your first task **(QUESTION 7)** is to key in and print **PARAGRAPHS**.

   WORDS:

   myths; misconceptions; spike; fatigue; contagious; alter; nucleus

2. Your second task **(QUESTION 8)** is to key in and print **SPEECH**.

   WORDS:

   Excellency; Dlabazane; Excellences; Distinguished; stall; frequent; herd; sufficiently; variants; tunnel

3. Your third task **(QUESTION 9)** is to key in and print **MEMORANDUM**.

   WORDS:

   embarking; gazebo; Pfizer; portal; WhatsApp

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QUESTION 7: PARAGRAPHS

TIME: 25 MINUTES **MARKS: 40**

MARGINS: Left: 2.54 cm/1" Right: 2.54 cm/1" LINE SPACING: As indicated	PAPER: A4 Portrait HYPHENATION: Automatic ALIGNMENT: Left FONT: Arial 12 pt
1. As a header, key in your EXAMINATION NUMBER (left-aligned) and QUESTION 7 (right-aligned). 2. The starting point on the counter/index is … 3. The reading time is ±20 minutes 4. Save the document as Q7 and print. 5. Put the printout in your EXAMINATION FOLDER.	

[40]

QUESTION 8: SPEECH

TIME: 20 MINUTES **MARKS: 35**

MARGINS: Left: 2.54 cm/1" Right: 2.54 cm/1" LINE SPACING: As indicated	PAPER: A5 landscape HYPHENATION: Automatic ALIGNMENT: Left FONT: Arial 12 pt
1. As a header, key in your EXAMINATION NUMBER (left-aligned) and QUESTION 8 (right-aligned). 2. The starting point on the counter/index is … 3. The reading time is ±17½ minutes 4. Save the document as Q8 and print. 5. Put the printout in your EXAMINATION FOLDER.	

[35]

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QUESTION 9: MEMORANDUM

TIME: 15 MINUTES **MARKS: 25**

MARGINS: Left: 2.54 cm/1" Right: 2.54 cm/1" LINE SPACING: As indicated	PAPER: A4 portrait HYPHENATION: None ALIGNMENT: Left FONT: Arial 12 pt
1. As a header, key in your EXAMINATION NUMBER (left-aligned) and QUESTION 9 (right-aligned). 2. The starting point on the counter/index is … 3. The reading time is ±12½ minutes 4. Save the document as Q9 and print. 5. Put the printout in your EXAMINATION FOLDER.	

[25]

TOTAL SECTION B: 100
GRAND TOTAL: 300

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