



ZIMBABWE

**MINISTRY OF HIGHER AND TERTIARY EDUCATION,
INNOVATION, SCIENCE AND TECHNOLOGY
DEVELOPMENT**

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL DIPLOMA

IN

RECORDS MANAGEMENT AND INFORMATION SCIENCE

SUBJECT: Reprography

PAPER NO: 551/15/S06

DURATION: 3 Hours

MARCH/APRIL 2023 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

- 1. Answer any four (4) questions.**
- 2. Each question carries 25 marks.**

This paper consists of 2 printed pages.

QUESTION 1

Differentiate between planetary and rotary cameras. (25 marks)

QUESTION 2

Assess any five (5) challenges faced in a reprography unit. (25 marks)

QUESTION 3

Describe any five (5) types of microforms. (25 marks)

QUESTION 4

Explain the following filming standards.

- a) Completeness (5 marks)
- b) Density (5 marks)
- c) Resolution (5 marks)
- d) Identification (5 marks)
- e) Storage (5 marks)

QUESTION 5

Examine any five (5) benefits of digitisation in records and information centres. (25 marks)

QUESTION 6

Using examples, analyse any five (5) reasons for copying records and archives. (25 marks)

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