

General Certificate of Education
June 2008
Advanced Subsidiary Examination



APPLIED BUSINESS

BS05/TN

Unit 5 Business Communication and Information Systems

MATERIALS LIST FOR PAPER BS05

These instructions MUST be given immediately to the teacher responsible for GCE Applied Business paper BS05.

This document contains material which must be keyed in prior to the examination on Monday 2 June 2008.

INSTRUCTIONS TO THE EXAMINATIONS OFFICER

It is the responsibility of the Examinations Officer to ensure that the information contained in these instructions is given **immediately** to the teacher responsible for GCE Applied Business, Business Communication and Information Systems paper BS05.

This Materials List is strictly confidential and must be kept in safe custody by the Examinations Officer or by the particular supervisor to whom it is entrusted. It should be given to the Invigilator for the duration of the actual examination and afterwards returned to the Examinations Officer.

Additional copies of this Materials List cannot be supplied by AQA.

**CONFIDENTIAL INSTRUCTIONS TO THE TEACHER RESPONSIBLE FOR THE
GCE APPLIED BUSINESS – BUSINESS COMMUNICATION AND INFORMATION
SYSTEMS BS05**

1. It is the responsibility of nominated persons to ensure that appropriate preparations are made for the GCE Applied Business – Business Communication and Information Systems BS05 examination paper.
2. Suitably qualified persons are to be nominated by Heads of Centres to conduct the examinations. The instructions and the details of materials contained in this document are for the use of nominated persons *and are strictly confidential*. Once the materials have been prepared, they must be kept securely until the time of the examination.
3. The examination papers will contain a mixture of questions that should be answered on the examination paper and practical tasks requiring the use of a computer. Candidates will be required to attempt all questions and tasks in any one paper. Suitable equipment must be provided to enable each candidate to work independently and arrangements must be made for suitable equipment to be available to ensure that a candidate does not lose time in the event of a failure of equipment.
4. Any equipment failures should be reported to the examiner in the space provided on the stationery folder supplied by AQA for the return of each candidate's work.
5. The files in this document must be supplied ready for use by the candidates.
6. AQA will provide a stationery folder and plain A4 paper. The centre must provide all other materials.
7. Where a centre, due to insufficient equipment being available, is unable to accommodate all the candidates for the paper in the time scheduled on the timetable, the centre may apply to the Centre Services department of AQA for permission to hold additional sessions. Centres are required to write to AQA as soon as possible after the submission of entries and, in any case, not later than the end of April for the June series and November for the January series. Requests received after this date may not be approved. Decisions concerning these requests are at the discretion of AQA.
8. Where centres have obtained permission from AQA to hold more than one session for the examination, the persons responsible should ensure that all equipment is returned to the same state as that for the first group of candidates. No candidate's work should be stored in such a way that it can be retrieved by any subsequent candidate using the equipment.
9. For centres where candidates will be using single-station computer equipment, the persons responsible should ensure that candidates are each provided with a copy of the prepared disk. To avoid possible confusion and to ensure the authenticity of each candidate's work, each disk should be labelled with the candidate's name and candidate's number. Please do **not** send disks to AQA examiners.
10. For centres where candidates will be using workstations which are grouped or networked, each candidate should be allocated a **separate file** containing the prepared material which can be accessed only by the candidate allocated that file.

11. Candidates, ideally, should be able to print a hard copy of the worked tasks during the course of the examination. However, AQA recognises that this may not be possible in some centres where a printer may be linked to more than one workstation. The persons responsible may print a hard copy of each candidate's work after the examination has finished and the candidates have left the room, or supervise candidates printing their own work. No alterations to the candidates' work may be made at this stage. Where the printing of several candidates' work is queued in a print buffer, the persons responsible should ensure that the printer is adjusted to position each new sheet of paper correctly.
12. The persons responsible should check that each candidate has placed the centre number and his/her candidate number on each task, **either as a header, footer or handwritten**. If these have been omitted, the persons responsible should write these numbers on the worked tasks.

BS05 PAPER

Files for **Question One** have to be keyed in, in advance, by the persons responsible. Pages 5, 6 and 7 contain the data for the Tasks. **THIS MATERIAL AND ITS LAYOUT MUST BE FOLLOWED EXACTLY.**

After the material has been keyed in, it should be double-checked to ensure that it is accurate.

Files must be prepared in such a way that each candidate has an identical copy which has not been used and cannot be accessed by any other candidate.

Please ensure that candidates complete all the sections on the front covers of their stationery folders, and that the details of the computer hardware and software are correct.

PLEASE SUBMIT HARD COPIES OF YOUR ORIGINAL FILE (CENTRE COPY) FOR QUESTION ONE WITH YOUR CANDIDATES' SCRIPTS.

Material for Question 1(a) – Draft Flyer**FILE NAME: DRAFT FLYER**

Set up a word processing file called **DRAFT FLYER**.

Create a table of 1 column \times 3 rows.

Row 1, Title box: Height 2 cm. Insert 'Title'.
Row 2: Height 12 cm
Row 3: Height 10 cm. Split cell into 2 columns.

Please note that for this task candidates will require access to electronic images.

Title	

Turn over ►

Material for Question 1(b) – Content**FILE NAME: CONTENT**

Set up a word processing file called **CONTENT**.

Insert the following text.

Our large reception area is divided into two main spaces so that it is possible for dogs and cats to sit separately in the waiting areas. We have a friendly team of receptionists available to help with booking appointments for consultations and operations.

Whether your pet needs to stay in for a day or for a month, they will be as comfortable as possible in our air-conditioned kennels. We have separate wards for dogs and cats, to minimise stress. The dog wards have kennels big enough for a Great Dane as well as cosy enough for a Yorkshire Terrier!

We aim to provide the highest level of service, exceptional care for your pet and complete peace of mind for you.

Our up-to-date surgical equipment enables the vets to perform all manner of operations. Our highly trained vets are able to perform complex operations on a variety of animals.

We offer a wide range of routine services from health checks, vaccinations to dietary advice. We stock prescription diets as well as a selection of treats and accessories.

Our clipping and grooming parlour is open Monday to Saturday. The parlour is air-conditioned for your pet's comfort. We offer bathing, clipping and grooming. If required, sedation is available under veterinary supervision for the more nervous pet. Local collection and delivery can also be arranged.

Veterinary surgeons are available at the following times:

Monday, Tuesday, Thursday, Friday: 9.00 am – 10.30 am & 4.00 pm – 6.30 pm

Wednesday: 9.00 am – 10.30 am & 5.30 pm – 9.00 pm

Saturday: 9.00 am – 11.30 am

47 Smithey Rd
Goringe
Berkshire
BK2 3DN
Tel: 01603 552244
email: KVP@viscali.co.uk

Material for Question 1(d) – Email Reply**FILE NAME: EMAIL REPLY**

Set up a word processing file called **EMAIL REPLY**.

All boxes are text boxes.

Background box: Height: 15 cm/Width: 15 cm

3 × Header boxes: Height: 1 cm/Width: 14 cm

Main Text box: Height: 10 cm/Width: 14 cm

The diagram shows a large rectangular frame representing the email reply form. Inside this frame, there are three smaller rectangular boxes stacked vertically, each containing a label: 'To:', 'cc:', and 'Subject:'. Below these three boxes is a large, empty rectangular area for the main text of the reply.

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