AQA

General Certificate of Education
January 2009
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 19 January 2009.

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.

Turn over ▶

BS05 PAPER

Files for **Question One** have to be keyed in, in advance, by the persons responsible. Pages 5, 6, 7 and 8 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) and 1(b) – Spreadsheet

FILE NAME: CHA'S RAF HOUSING DEVELOPMENT

Prepare the following spreadsheet called **CHA'S RAF HOUSING DEVELOPMENT**.

Please note that formulae should be entered in cells D4 to D27 and F4 to F19.
The formulae is shown in the second spreadsheet, see **page 6**.
The spreadsheet should be displayed to candidates **without** the formulae showing.

CHA's RAF Housing Development						
		Planned		**Actual**		
Planned completion date		Flats modernised each week	Total flats modernised	Flats modernised each week	Total flats modernised	Shortfall
	08/09/2008	2	2	2	2	
	15/09/2008	2	4	0	2	
	22/09/2008	2	6	1	3	
	29/09/2008	2	8	3	6	
Phase 1	06/10/2008	2	10	1	7	
	13/10/2008	2	12	2	9	
	20/10/2008	2	14	1	10	
	27/10/2008	2	16	2	12	
	03/11/2008	2	18	1	13	
	10/11/2008	2	20	2	15	
	17/11/2008	2	22	2	17	
	24/11/2008	2	24	1	18	
	01/12/2008	2	26	3	21	
	08/12/2008	2	28	2	23	
Phase 2	15/12/2008	2	30	1	24	
	22/12/2008	2	32	1	25	
	29/12/2008	0	32			
	05/01/2009	0	32			
	12/01/2009	3	35			
	19/01/2009	3	38			
	26/01/2009	3	41			
	02/02/2009	3	44			
	09/02/2009	3	47			
Phase 3	16/02/2009	3	50			

	A	B	C	D	E	F	G
1	CHA's RAF Housing Development						
2			Planned		Actual		
3		Planned completion date	Flats modernised each week	Total flats modernised	Flats modernised each week	Total flats modernised	Shortfall
4		08/09/2008	2	=C4	2	=E4	
5		15/09/2008	2	=D4+C5	0	=F4+E5	
6		22/09/2008	2	=D5+C6	1	=F5+E6	
7		29/09/2008	2	=D6+C7	3	=F6+E7	
8	**Phase 1**	06/10/2008	2	=D7+C8	1	=F7+E8	
9		13/10/2008	2	=D8+C9	2	=F8+E9	
10		20/10/2008	2	=D9+C10	1	=F9+E10	
11		27/10/2008	2	=D10+C11	2	=F10+E11	
12		03/11/2008	2	=D11+C12	1	=F11+E12	
13		10/11/2008	2	=D12+C13	2	=F12+E13	
14		17/11/2008	2	=D13+C14	2	=F13+E14	
15		24/11/2008	2	=D14+C15	1	=F14+E15	
16		01/12/2008	2	=D15+C16	3	=F15+E16	
17		08/12/2008	2	=D16+C17	2	=F16+E17	
18	**Phase 2**	15/12/2008	2	=D17+C18	1	=F17+E18	
19		22/12/2008	2	=D18+C19	1	=F18+E19	
20		29/12/2008	0	=D19+C20			
21		05/01/2009	0	=D20+C21			
22		12/01/2009	3	=D21+C22			
23		19/01/2009	3	=D22+C23			
24		26/01/2009	3	=D23+C24			
25		02/02/2009	3	=D24+C25			
26		09/02/2009	3	=D25+C26			
27	**Phase 3**	16/02/2009	3	=D26+C27			

Material for Question 1(c)   **FILE NAME: PROGRESS REPORT**

Set up a word processing file called **PROGRESS REPORT**.

Create a table of 1 column × 5 rows. The column width should be 17 cm. Insert headings.

To/From/Subject box: Height 3 cm
Introduction box: Height 2 cm
Key Issues box: Height 7 cm
Conclusion box: Height 3 cm
Signed/Date box: Height 1 cm

Note: Gridlines should be visible to candidates in order to give them a guide on the length of the report. The printout may have them showing or hidden.

To: From: Subject: Progress Report on the RAF housing development
Introduction
Key Issues
Conclusion
Signed: Date:

Material for Question 1(d)   **FILE NAME: CUSTOMER OPINION QUESTIONNAIRE**

Set up a word processing file called **CUSTOMER OPINION QUESTIONNAIRE**.

CUSTOMER OPINION QUESTIONNAIRE

Hello

We would be grateful if you could spare a few minutes to complete this questionnaire.

How satisfied are you with:

- The painting and decorating?   _____
- The kitchen and bathroom?   _____
- The carpets?   _____
- The general standard of work?   _____

Other comments

Please return to Castle Housing Association.