



General Certificate of Education  
June 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 1 June 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.

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**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) – Spreadsheet****FILE NAME: TIME AND ATTENDANCE RECORD**Prepare the following spreadsheet called **TIME AND ATTENDANCE RECORD**.**This spreadsheet should be presented in landscape.****Format the title cells to ‘wrap text’.****For employee, ED1002, fill cell for Friday’s ‘TA Code’ light blue.**

<b>TIME AND ATTENDANCE RECORD</b>														
<b>Employee code</b>	<b>Contracted hours per week</b>	<b>Hours carried forward from last week</b>	<b>Mon</b>	<b>TA Code</b>	<b>Tues</b>	<b>TA Code</b>	<b>Wed</b>	<b>TA Code</b>	<b>Thurs</b>	<b>TA Code</b>	<b>Fri</b>	<b>TA Code</b>	<b>Total hours for week</b>	<b>Hours carried forward</b>
ED1001	35	0	7		7		7		7		7		35	0
ED1002	35	5	7.5		8		9		8.5		0	FL	33	3
ED1003	35	7	7		7		7		0		7		28	7
ED1004	35	-1	8		8		9		8		4		37	1
ED1005	35	0	6		6		6		6		6		30	-5
ED1006	35	0	7		7		7		7		7		35	0
ED1007	35	8	7		0		7		7		7		28	1
ED1008	35	0	7		7		7		7		7		35	0
ED1009	35	0	3.5		8		7		7		6		31.5	0
ED1010	35	3	7		6		6		6		7		32	0
ED1011	35	0	7		7		7		7		7		35	0
ED1012	35	0	7		7		7		7		7		35	0
ED1013	35	0	7		7		7		7		7		35	0
ED1014	35	0	0		0		0		0		0		0	0

**Turn over ►**

**Material for Question 1(b) –****FILE NAME: FLEXITIME REPORT**

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

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

To/From/Subject box: Height 3 cm  
Introduction box: Height 2 cm  
Key Findings box: Height 5 cm  
Conclusion box: Height 5 cm  
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:
Introduction
Key Findings
Conclusion
Date:

**Material for Question 1(c) – Poster****FILE NAME: POSTER**

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

Insert a page border: ‘Box’ setting.

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

[Insert appropriate logo]

Piggie Books Ltd

Flexitime

In March, Piggie Books Ltd introduced flexitime. Are you making the most of this scheme?

Do you know what this means for you?

Health appointments (Dentist etc)

Work-life balance

Avoid rush hour traffic

Attend school events

Sports training / hobbies

For further information, please contact Human Resources.

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