



General Certificate of Education  
January 2010  
Advanced Subsidiary Examination

**APPLIED BUSINESS**

**BS05/TN**

**Unit 5 Business Communication and Information Systems**

**CONFIDENTIAL**

**TEACHERS' NOTES AND CD-ROM 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 Thursday 14 January 2010.**

**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.

The Teachers' Notes and CD-ROM are strictly confidential and must be kept in safe custody by the Examinations Officer or by the particular supervisor to whom they are entrusted. They should be given to the Invigilator for the duration of the actual examination and afterwards returned to the Examinations Officer.

Additional copies of the Teachers' Notes and CD-ROM 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. These files can be either manually keyed or copied and pasted from the CD-ROM. All fonts are in Arial, font size 11 unless otherwise stated. You may change this to the standard font used at your centre, if necessary, except where specific font types and/or sizes are given. Once you have copied and pasted all the files, check each file for accuracy against the Teachers' Notes. You should also check that you have not duplicated any files.
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: ANNUAL SALES**

Prepare the following spreadsheet called **ANNUAL SALES**.

Please note that a formula should be entered in cell E3.

The formula is shown in the second spreadsheet on this page.

The spreadsheet should be displayed to candidates **without** the formula showing.

<b>Annual Sales 2007 to 2009 (£)</b>				
<b>Year</b>	<b>Ashford</b>	<b>Maidstone</b>	<b>Tonbridge</b>	<b>Total Sales</b>
2007	49510	50090	70090	169690
2008	55780	52390	71950	
2009	44300	51950	47560	

**Formula to be entered but not to be displayed to candidates.**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>1</b>	<b>Annual Sales 2007 to 2009 (£)</b>				
<b>2</b>	<b>Year</b>	<b>Ashford</b>	<b>Maidstone</b>	<b>Tonbridge</b>	<b>Total Sales</b>
<b>3</b>	2007	49510	50090	70090	=SUM(B3:D3)
<b>4</b>	2008	55780	52390	71950	
<b>5</b>	2009	44300	51950	47560	

**Turn over ►**

**Material for Question 1(b) – Report****FILE NAME: RESCUE ME SALES REPORT**

Set up a word processing file called **RESCUE ME SALES 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 12 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: Report on charity shops' sales performance
Introduction
Key Issues
Conclusion
Signed: _____ Date: _____

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Material for Question 1(c) – Poster

FILE NAME: D-DAY POSTER

Prepare the following word processing file called **D-DAY POSTER**.

Insert a page border: 'Box' setting.

Font: Bodoni MT Black. Font size: 55 to be used for the first three lines.  
For the remainder of the text, font size 32 to be used. (Please note, if Bodoni MT Black is not available, a similar font should be used.)

This can also be downloaded from [www.ddaydonate.charityshops.org.uk/poster\\_template.doc](http://www.ddaydonate.charityshops.org.uk/poster_template.doc)

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# **D-DAY: DONATE, DON'T DUMP**

**Please, bring in your top quality donations on [INSERT DATE HERE, IN BOLD LETTERS], and help [insert charity name] raise £1,000s for charity!**

**Thank you!**

**[YOUR LOGO HERE]**

Source: The Association of Charity Shops, and Optomen Television Limited

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