AQA

Business and Communication Systems 413009/TN

Unit 9   Using ICT in Business

Teachers' Notes   Confidential

Open on receipt

TEACHERS' NOTES AND CD-ROM FOR THE UNIT 9 EXAMINATION

These instructions MUST be given immediately to the person(s) responsible for this unit.

**This document contains material which must be prepared prior to this
Computer Based Examination.**

INSTRUCTIONS TO THE EXAMINATIONS OFFICER

The Teachers' Notes and CD-ROM are strictly confidential and must be kept under secure conditions. They should be given to the Invigilator for the duration of the examination and afterwards returned to the Examinations Officer.

Additional copies of these Teachers' Notes and CD-ROM will not be supplied by AQA.

Unit 9 is a **Computer Based Examination**. Centres may timetable the examination at any time between Monday 9 May 2011 and Friday 13 May 2011. Centres do not need to request permission to hold more than one sitting during this period. Each candidate must take his/her examination during a one and a half hour sitting and the usual examination regulations will apply.

Centres must ensure that candidates are unable to obtain access to the internet during the course of the examination.

At the end of the examination, please instruct candidates to hand in both the stationery folder containing their worked tasks in numerical **task order** and the examination paper.

The stationery folders containing the worked tasks should be sent to the examiner once all examination sittings have been held.

The examination question papers should not be sent to the examiner but must be stored under secure conditions until after Friday 13 May 2011.

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CONFIDENTIAL INSTRUCTIONS TO THE PERSON(S) RESPONSIBLE FOR THE UNIT 9 EXAMINATION.

1   Suitably qualified person(s) are to be nominated by Heads of Centres to conduct the Examination. The instructions and the details of materials contained in this document are for the use of nominated person(s) and are *strictly confidential.* Once the materials have been prepared, they must be kept securely until the time of the examination.

2   It is the responsibility of nominated person(s) to ensure that appropriate preparations are made for the computer based examination.

3   The examination will contain three tasks and candidates will be required to attempt **all** tasks. 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 from the CD-ROM.

6   When you place the CD-ROM into your computer, it will display the files which can be copied and pasted.

    The fonts are in Ariel, 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.

7   If you have manually keyed the files, a hard copy of your original files (tutor's copy) **must** be forwarded to the examiner with the candidates' scripts. Files must be prepared **exactly** as they appear in this document.

8   AQA will provide a stationery folder, for each candidate to use for the return of the worked tasks, and plain A4 paper. The centre must provide all other materials. Please ensure that candidates complete all the sections on the front cover of their stationery folders, and that the details of the computer hardware and software are correct.

9   Where centres hold more than one session for the examination, the person(s) 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.

10 For centres where candidates will be using single-station computer equipment, the person(s) responsible should ensure that each candidate is 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. A hard copy of the work should be printed and sent to the AQA examiner. Please do **not** send disks to AQA examiners.

11 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.

12 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 person(s) 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 can be made at this stage. Where the printing of several candidates' work is queued in a print buffer, the person(s) responsible should ensure that the printer is adjusted to position each new sheet of paper correctly.

13 The person(s) responsible should check that each candidate has placed their name and candidate number on each task, **either as a header or footer or is handwritten.** If these have been omitted, the person(s) responsible should write this information on the worked tasks.

14 **At the end of the examination, all candidates must hand in their copies of the question paper. These papers must be stored under secure conditions until after Friday 13 May 2011.**

CENTRES THAT ARE UNABLE TO USE THE CD-ROM PROVIDED.

Files have to be prepared, in advance, by the person(s) responsible where the CD-ROM cannot be used. Pages 4–8 contain the data for these Tasks. **THIS DATA AND ITS LAYOUT MUST BE FOLLOWED EXACTLY, ALTHOUGH LINE ENDINGS MAY DIFFER**.

After preparing the data, it should be double-checked to ensure that it is correct.

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.

IF YOU HAVE NOT USED THE CD-ROM PLEASE SUBMIT HARD COPIES OF YOUR ORIGINAL FILES (TUTOR'S COPY) WITH YOUR CANDIDATES' SCRIPTS.

Material for Task One – Spreadsheet   **FILE NAME: SALES**

Set up a spreadsheet file called **SALES** which contains the following data.

	A	B	C
1		Young Look Sales for 2010	
2			
3		Monthly Sales	3 Monthly Average Sales
4		£000s	£000s
5	January	1300	
6	February	2000	
7	March	4500	
8	May	4200	
9	June	4200	
10	July		
11	August	3600	
12	September	4500	
13	October	8100	
14	November	8800	
15	December	9800	

Material for Task One – Spreadsheet   **FILE NAME: REPORT**

Set up a word processing file called **REPORT** which contains the following data.

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

To/From/Subject box: Height 3 cm
Introduction box: Height 2 cm
Findings: Height 8.5 cm
Conclusion box: Height 3 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 the gridlines showing or hidden.

To: **From:** **Subject:**
Introduction:
Findings:
Conclusion:
Date:

Material for Task Two – Advertisement   **FILE NAME: ADVERT**

Set up a word processing file called **ADVERT** which contains the following data.

Insert a text box width 15 cm x height 8 cm.

YOUNG LOOK
requires a
SALES MANAGER

Young Look

Responsible for increasing sales across its 12 modern fashion stores.

Must have at least 5 years' experience of store management in the fashion industry and be ready for promotion to a new challenge.

Salary £26 000 plus benefits

The post is located at the head office in Moulton Spa.

Please send a CV and letter of application to: Muhim Abdul,
Human Resources Manager, Young Look, Kinsot Lane, Moulton Spa, SY23 3GF
Closing date: 12 March 2009

Material for Task Three – Presentation   **FILE NAME: PRESENTATION**

Set up a presentation file called **PRESENTATION** which contains the following data.

Click to add title

What is 'Green Fashion'?

- Clothes produced in an environmentally friendly way

- Fabrics produced in ways that reduce harm to the environment

- Dyes used for colour contain fewer chemicals

What we should sell and why

What we should sell
-
-
-
Why we should sell
-
-
-

Promotional Event

-
-
-

Turn over ▶

Material for Task Three – Presentation   **FILE NAME: IMAGE**

Set up a file called **IMAGE** which contains the following data.