

GCSE 2004

June Series



Mark Scheme

Business & Communication Systems (3126/2F)

Mark schemes are prepared by the Principal Examiner and considered, together with the relevant questions, by a panel of subject teachers. This mark scheme includes any amendments made at the standardisation meeting attended by all examiners and is the scheme which was used by them in this examination. The standardisation meeting ensures that the mark scheme covers the candidates' responses to questions and that every examiner understands and applies it in the same correct way. As preparation for the standardisation meeting each examiner analyses a number of candidates' scripts: alternative answers not already covered by the mark scheme are discussed at the meeting and legislated for. If, after this meeting, examiners encounter unusual answers which have not been discussed at the meeting they are required to refer these to the Principal Examiner.

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Dr Michael Cresswell Director General

Foundation Tier – Practical Paper (3126/2F)

The award (or non-award) of the positive marks for an item may be shown on the candidate's script by means of a tick (or a cross) in the appropriate place on the script. The value of the positive mark(s) awarded must be recorded in the right hand margin **in the order in which they occur in the mark scheme**. There is no need to annotate the script in full to show which marks have been awarded.

Task One - Advertisement**Total for this question: 16 marks**

(a)

Recall file	1
Correct errors: assistants, week, form	3
Enlarge font size of Abandon	1
Put job title in bold	1
Move salary information above experience information	1
Reduce font size of address	1
Centre text: horizontally (1), vertically (1)	2
Add suitable clipart	1
Put border round page	1

(b)

Evaluate advert

Identify and explain one element of display which will attract applicants, eg clipart makes advert visually attractive (1), stand out from other job adverts (1) and attract those interested in music (1 + 1). 2

Identify and explain one way in which advertisement could be made more attractive: eg use of colour for text to make it more eye-catching (1) and make it stand out from other adverts on the page (1) (1 + 1). 2

Task Two - Spreadsheet**Total for this task: 40 marks**

Add a suitable (1) title (1) eg new equipment order (it should be emphasised and spelt correctly)	2
Create spreadsheet with 4 columns correctly headed	1
Emphasise column headings (not italics)	1
Correctly complete items already bought: 1 mark each for item, quantity, price	9
Correctly complete items to buy: 2 marks each for correct item (deduct one mark for each item incorrectly spelt), 1 mark for correct quantity 1 mark for correct price	20
Insert correct formulae for total price 1 for first + 1 for remainder	2
Insert correct formula for total 1 for correct answer, 1 for using sum function correctly (only one mark if candidate uses eg D2+D3+D4)	2
Print showing formulae	1
Format price and total price columns to currency: 1 for 2 dp + 1 for £ sign (only award if correct in all cells)	2

Examples:

Equipment Order

Item	Quantity	Price	Total Price
Desk	2	£ 245.00	£ 490.00
Chair	2	£ 27.90	£ 55.80
PC system	2	£ 600.00	£1,200.00
Laser printer	1	£ 199.99	£ 199.99
Toner cartridge	2	£ 60.00	£ 120.00
Drum	1	£ 80.00	£ 80.00
CD drive	1	£ 125.80	£ 125.80
Mouse	2	£ 30.00	£ 60.00
			£2,331.59

Equipment Order

Item	Quantity	Price	Total Price
Desk	2	245	=B3*C3
Chair	2	27.9	=B4*C4
PC system	2	600	=B5*C5
Laser printer	1	199.99	=B6*C6
Toner cartridge	2	60	=B7*C7
Drum	1	80	=B8*C8
CD drive	1	125.8	=B9*C9
Mouse	2	30	=B10*C10
			=SUM(D3:D10)

Task Three - Database**Total for this task: 25 marks**

(a)

Search for venues with **more** than 2000 seats (1) costing less than £7000 (1). **2**
(1 mark for inclusive search – 4 records)

Sort in descending order of cost. **1**

Print correct fields: Name, Contact, Telephone, Seating and Cost.
Deduct one mark for each extra or missing field. **2**

(b)

Complete memo headings correctly: To Rock Boatman, from candidate,
correct date. **3**

Explain why database more suitable than wp: 1 + 1 for each reason plus 1
for each example, eg Database allows Rock to search for venues which meet
requirements, eg North region, saving time when looking for a venue. Database
allows him to print only certain fields, eg name and telephone number of
contact, useful when he wants to contact certain venues. **6**
Allow mailmerge.

Explain data type used in each field: 1 for each correct data type and explanation:
ID number/numeric (1) because it contains only numbers (1), Name/Town/Region/
Contact Text/alphabetic (1) because it contains only letters (1), Telephone Text/
alphanumeric (1) because it contains numbers and spaces/leading zeroes (1), Seating/
cost numeric (1) (accept currency for cost) because it contains numbers and allows
accurate sorting/searching (1). Allow autonumber for ID. **8**

Quality of Written Communication

Level 1

Basic command of grammar and spelling, few if any specialist terms 1 mark.

Reasonable command of grammar and spelling, few specialist terms 2 marks.

Good command of grammar and spelling, good use of specialist terms, few errors 3 marks. **3**

Name	Contact	Telephone	Seating	Cost
University	David Jones	029 2087 3456	4500	£6,000.00
Royal Court	Jane Green	020 8675 1765	4000	£5,000.00
Guildhall	Sean O'Connor	020 8290 8908	6000	£4,500.00

Task Four - Data Capture Form**Total for this task: 7 marks**

Suitable (1) title (1)	2
Inclusion of correct fields: Name, Town, Region, Contact, Telephone, Seating, Cost. Deduct one for each incorrect or missing field.	2
Correct sized boxes: all boxes suitable 3 marks, 3 or more boxes suitable 2 marks, boxes present but not suitable 1 mark.	3

Task Five - Letter Composition**Total for this task: 12 marks**

Including all parts of letter **in correct order**: date (in full) (1), addressee (1), address (1), salutation (Dear Ms Banks) (1), complementary close (1). (Yours sincerely, award for Yours faithfully only if mark not given for salutation), name of signatory (1) (R Boatman, Rock Boatman). In order to award mark for part, must have at least one blank line after each part - at least two blank lines after complementary close. **6**

Acknowledge letter (no errors) **1**

Concert in October (award if present) **1**

Will inform in August (award if present) **1**

Suitable closing sentence (no errors) **1**

Open punctuation (1) and fully blocked style (1) **2**

(Address for reference)

270 Penny Lane

Mossley Hill

Liverpool

L18 3GH