AQA

ASSESSMENT and
QUALIFICATIONS
ALLIANCE

General Certificate of Secondary Education

Business & Communication Systems 3126

Paper 2 Foundation Tier

Mark Scheme

2007 examination - June series

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.

It must be stressed that a mark scheme is a working document, in many cases further developed and expanded on the basis of candidates' reactions to a particular paper. Assumptions about future mark schemes on the basis of one year's document should be avoided; whilst the guiding principles of assessment remain constant, details will change, depending on the content of a particular examination paper.

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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.

Foundation Tier – Practical Paper (3126/2F)

Task One – Database   **Total for this task: 6 marks**

(a)	Add the data to the **SALES** file.	(2 marks)

Correct and complete data added (2 x 1 per group).

(b)	Sort the database in order of **Sales value**, starting with the best selling product. (2 marks)

Sorted (1) in descending order (1).

(c)	Print the database in list format.

Group	Product	Example	Sales value	Number of sales	Supplier
4	Salads	Tomatoes	£121.58	55	London
1	Fruit	Apples	£97.58	59	London
5	Vegetables	Carrots	£84.09	51	Local
11	Fresh flowers	Carnations	£54.37	21	Local
10	Soft drinks	Orange squash	£48.31	27	London
2	Tropical fruits	Mangoes	£34.49	10	London
6	Herbs	Parsley	£31.25	16	London
12	Pot plants	Busy Lizzies	£27.50	5	London
3	Soft fruit	Plums	£26.03	19	Local
8	Dairy products	Milk	£11.87	9	Local
9	Eggs	Free range	£6.15	5	Local
7	Dried fruit	Currants	£2.50	1	London

(d)	(i) Paul wants a list of groups that have a local supplier. Search the database to answer this question. (1 mark)

Correct selection – see below (1).

(ii) Print these records in list format, showing all the fields with their headings. (1 mark)

Field headings shown (1).

Group	Product	Example	Sales value	Number of sales	Supplier
5	Vegetables	Carrots	£84.09	51	Local
11	Fresh flowers	Carnations	£54.37	21	Local
3	Soft fruit	Plums	£26.03	19	Local
8	Dairy products	Milk	£11.87	9	Local
9	Eggs	Free range	£6.15	5	Local

Task Two – Letter   **Total for this task: 17 marks**

| (a) Set out the letter correctly, using fully blocked style and open punctuation. Include all the parts of a letter in the correct places. *(10 marks)* |

Date, addressee, address, salutation, complementary close, marked for signatory (6 x 1). All parts present and in correct order (1), lines left aligned (1), correct line spacing (1), open punctuation (1).

| (b) Explain to Emma what Paul would like to do. *(3 marks)* |

'Attend the next meeting of the Hereford Farmers' Market group' (1-QWOC) to talk about selling more local products (1). Any other relevant comment, eg from scenario, Paul 'introducing himself' (1).

| (c) Explain what he would like to find out at the meeting. *(3 marks)* |

To find out what local products (1) the farmers could sell to him and if these could be delivered quickly (1) and regularly (1).

| (d) Thank Emma for her help. *(1 mark)* |

(1) QWOC.

| (e) Save and print your letter. |

FRESH FARE
46 Straight Lane North End Hereford HD39 9JE
Email: Paul.Johnson@freshfare.co.uk

14 May 2007 or 14th May 2007 or 15, 16, 17, 18.

Ms Emma Field or Ms E Field
Ghost Farm
Huxted
Hereford
HD31 9EK

Dear Emma or Ms Field or Madam

Single line space between each section

Yours sincerely or faithfully (if Dear Madam)

Minimum 2 lines spacing

Paul Johnson or Paul Johnson (Mr)

Task Three – Data capture sheet   **Total for this task: 35 marks**

> *(a) Create a table with the following details:*
> - *a title*
> - *five columns*
> - *a heading for each column*
> - *rows for **15** replies, all on one page.*   *(8 marks)*

Tabular format (ie rows and columns) (1). Title (1). Appropriate Headings, 5 correct (3), 2, 3, 4 correct (2), 1 correct (1). 15 spaces (1). One sheet (1). All relevant data shown (1).

> *(b) Enter the data from the email above into the table.*   *(5 marks)*

Marsh Farm (1), Cindy Hoove (1), Apple Juice (1), Next day supply (1), Re-orders okay (1).

> *(c) Save the table as **PRODUCT** and print it, showing the gridlines.*   *(1 mark)*

Grid lines shown (1).

Local Producers				
Business name	Contact name	Product	Quick supply	Regular orders
Marsh Farm	Cindy Hoove	Apple juice	Next day	Yes

(d) (i) Complete the memo headings. (4 marks)

Correct memo headings. To Paul (Johnson) (1); from candidate (1); date (in exam period) (1); subject – reference to local producers, Product table (1).

(ii) Identify **two** other pieces of information that could be added to the **PRODUCT** table. Explain how these pieces of information will help Paul. (6 marks)

Two other pieces suggested (2 x 1) with explanation (2 x 1) related to context (2 x 1). For example, e-mail address (1), so Paul could easily get into contact (1) if he needed a fast delivery (1).

(iii) Paul could have used **database software** to create this table. Explain **two** advantages to Paul's business in doing this. (6 marks)

Two advantages stated (2 x 1), with explanation (2 x 1) related to context (2 x 1). For example Paul could search the database (1) to find alternative suppliers of a product (1) if his regular one failed him (1).

(iv) Explain **one** disadvantage to Paul of using database software. (2 marks)

Disadvantage stated (1), with explanation (1). For example, it is more complex to set up (1) and Paul might need help (1).

(v) Save and print your memo.

You will be awarded up to three marks for accurate spelling, punctuation and the correct use of specialist terms. (3 marks)

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Task Four – Spreadsheet   **Total for this task: 25 marks**

> *(a)   (i)   Enter the hours worked by Ahmed and Leena for Weeks 1, 2, 3 and 4 of Period 1.   (2 marks)*

Correct data added in each column (2 x 1).

> *(ii)   Use formulae to calculate the **Total weekly wage** for each assistant for each week.   (4 marks)*

Correct formulae at top of each column (2 x 1), correctly filled down (2 x 1).

> *(iii)   Insert a new row under Week 4 to calculate the total wage earned by each assistant in Period 1. Give the row a heading.   (1 mark)*

Correct heading (1).

> *(iv)   Complete the row by using formulae to calculate the total wage earned by each assistant in Period 1.   (2 marks)*

Correct formulae (2 x 1).

> *(b)   (i)   Paul uses the **Wages summary** table to work out the total wages he pays in each period. Use a formula to complete the **Total wages bill** column for Ahmed and Leena.   (2 marks)*

Correct formula – 1 for correct cell references and 1 for + sign.

> *(ii)   Paul thinks that his total wages bill should not be more than £1500 in any period. This is shown as his target in the **Wages summary** table. Use a formula to calculate the **Difference** between the **Total wages bill** and the **Target for wages bill.**   (1 mark)*

Correct formulae (1).

> *(c)   Format **all** currency amounts correctly.   (3 marks)*

£ sign (1), to two decimal places (1). Only currency values formatted (1).

> *(d)   ● Print it showing the figures.*

> *● Print it showing the formulae.   (1 mark)*

Showing the figures.

	A	B	C	D	E	F	G	H
1	Weekly wages							
2								
3	Period	Week		Ahmed			Leena	
4			Rate per hour	Hours worked	Total weekly wage	Rate per hour	Hours worked	Total weekly wage
5	1	1	£6.00	40	£240.00	£5.50	21	£115.50
6		2	£6.00	38	£228.00	£5.50	25	£137.50
7		3	£6.00	37	£222.00	£5.50	20	£110.00
8		4	£6.00	40	£240.00	£5.50	19	£104.50
9	Total wages				£930.00			£467.50
10								
11	Wages summary							
12								
13	Period	Total wages bill	Target for wages bill	Difference				
14	1	£1 397.50	£1 500.00	£102.50				

Showing the formulae.

	A	B	C	D	E	F	G	H
1	Weekly wages							
2								
3	Period	Week		Ahmed			Leena	
4			Rate per hour	Hours worked	Total weekly wage	Rate per hour	Hours worked	Total weekly wage
5	1	1	6	40	=C5*D5	5.5	21	=F5*G5
6		2	6	38	=C6*D6	5.5	25	=F6*G6
7		3	6	37	=C7*D7	5.5	20	=F7*G7
8		4	6	40	=C8*D8	5.5	19	=F8*G8
9	Total wages				=SUM(E5:E8)			=SUM(H5:H8)
10								
11	Wages summary							
12								
13	Period	Total wages bill	Target for wages bill	Difference				
14	1	=E9+H9	1 500	=C14-B14				

*(e) (i) Create a pie chart to show the **Total weekly wage** earned by Ahmed and Leena in Period 1.* *(3 marks)*

Pie chart created (1), showing correct values from spreadsheet (2 x 1).

(ii) Key in a chart title. *(2 marks)*
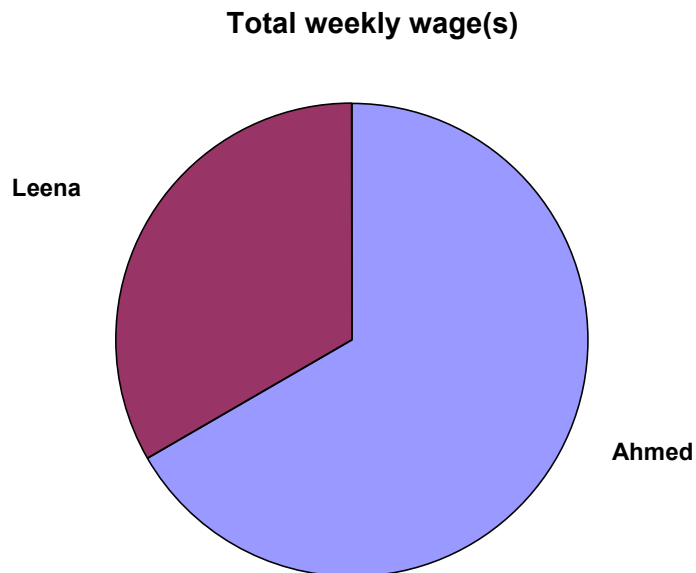
Suitable (1) title (1).

(iii) Label each segment to show the assistant's name. *(3 marks)*

Slices labelled (2 x 1). Default legend is deleted (1).

Note – spellings are not important.

*(f) Print this chart as **a separate sheet** and save the file.* *(1 mark)*

Printed as a new sheet (1).

Total weekly wage(s)

Task Five – Flyer   **Total for this task: 17 marks**

> *(a) (i)   Select a software application and use a **wide variety of tools** to design an A4 flyer. It should:*
>
> - *attract people's attention*
> - *encourage them to buy tropical fruit.*   *(8 marks)*

Font formats, eg size, colour, emphasis, type. Any 1 use = 1.
Use of default font (probably Times New Roman, 12, black) scores no marks.

Paragraph formats, eg line spacing, indenting, bullets, alignment, tabs. Any 1 use = 1.
Use of default alignment (left) and single line spacing scores no marks.

Graphics, eg pictures/clip art, word art, lines, shapes, fills, borders. Any 1 use = 1.

Only the first use of the tool counts, eg repeated use of word art still only counts as 1 mark.

Candidates can gain up to 5 more marks (1 mark per use) for the use of additional tools in the above categories. However, only the first use of the tool counts, eg repeated use of word art, different fonts, still only counts as 1 mark.

> *(ii)   The flyer must have the following information:*
>
> - *the business name*
> - *the business address*
> - *the following examples of fruit for sale and the prices – mango £1.60, pineapple £1.35, lime £0.25 and avocado £1.20.*
>   *(3 marks)*

Correct information selected, business details (1), fruit names (1), fruit prices (1). Spelling and initial capitals should be correct. There should be a reference to pounds or pence with the prices.

> *(b) Save your flyer as **FRUIT** and print it.*

> *(c) Compose a note to Paul explaining how you have used a **wide variety of tools** to create a flyer which meets each of the following targets:*
>
> *(i)   to attract people's attention*   *(3 marks)*
> *(ii) to encourage people to buy tropical fruit.*   *(3 marks)*

Correct use of terms (2 x 1), explanation (2 x 1), related to target (2 x 1). For example, I used word art (1) for the business name so it would stand out (1) and attract attention (1).

> *(d) Save the note as **FLYER** and print it.*