



General Certificate of Secondary Education

Business & Communication Systems 3126

Paper 2 Foundation Tier

Mark Scheme

2008 examination - June series

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Foundation Tier – Controlled Test (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 task: 11 marks

(a) Recall the word processing file **ADVERT** which contains **some** key information in a text box.

Using this text and any other relevant information, create the advertisement for the newspaper. You should use text and formatting tools. **Do not** change the size of the text box.

It is important that:

(i) *The text is clear and error free.* (3 marks)

Simple, eg script font not chosen (1). Errors, 'evens' (1) and 'a' (1) corrected.

(ii) *The advertisement contains all the necessary information.* (3 marks)

Information added, eg AH Garages (1), any description of business from scenario (1), contact address. Any two for 2 marks plus clear title for advertisement (1).

(iii) *The key points are emphasised.* (3 marks)

Key points are business title AH Garages or AHG Racing (1) and job title (1). Text should be emphasised, eg emboldened/enlarged/underscored (1).

(iv) *The advertisement is correctly laid out.* (2 marks)

Possible formatting tools used, eg line spaces or bullet points or centred style, between main sections, advertisement boxed (2x1).

(b) (ii) *Save and print the advertisement.*

Possible answer.

AH Garages

AH Garages is a chain of five garages together with a showroom and workshop in Halem. We also provide a base for AHG Racing, a historic car rallying team.

Workshop Manager

You will need good communication and organisational skills. Must have experience of managing car repairs as well as organising events for the motor trade. Good ICT skills (especially word processing and data processing) desirable.

The successful applicant will also be responsible for AHG Racing.

Contact Alan Honess for an application form and further details.

The Old Works, Farnley Road, Harlem, HA25 3KA

Task Two – Database**Total for this task: 25 marks***(a) Recall the database file **SPONSOR**.**(i) Add the data from the two emails to the database. (4 marks)*

All fields correctly completed (2) for each record.

Factually correct (1) for accuracy, ie spelling, initial capitals on name and business fields (1).

| ID | Name | Business | Location | Offer | In return |
|----|-----------------|--------------------|----------|-------|---------------------------------|
| 7 | Phil Anstruther | Anstruther and Co | LO | £500 | Advertise sponsorship in stores |
| 8 | Lisa Hankin | Websites Unlimited | NA | £1000 | Link to (Alan's) website |

*(ii) When Alan checks the emails he sees that there is additional data that he would like to store in the database.**Add **two** extra fields to store some of this additional data. Give each field a heading. (4 marks)*

Two extra fields created (2x1) with suitable/appropriate headings (2x1) ignoring spelling mistakes, etc.

*(iii) Key the additional data from the emails above into the two new fields. No field entry should consist of more than **five** words. (3 marks)*

Correct factual data keyed in (2x1) ignore spelling mistakes, etc. No entry more than five words (1).

If correct data is keyed into an inappropriate field, only marks for the data can be awarded.

| ID | Name | Position | Business | Type of business | Location | Offer | Type of payment | In return |
|----|-----------------|----------|--------------------|--------------------|----------|-------|--------------------|---------------------------------|
| 7 | Phil Anstruther | Owner | Anstruther and Co | Convenience stores | LO | £500 | Annual for 5 years | Advertise sponsorship in stores |
| 8 | Lisa Hankin | Director | Websites Unlimited | Web design | NA | £1000 | one-off | Link to (Alan's) website |

(b) Alan is very interested in the location of his sponsors.

(i) Sort your database to group together all businesses with the same location code. (1 mark)

Sort on correct field (1).

(ii) Print the sorted database in list format, **showing the field headings**. (1 mark)

| ID | Name | Position | Business | Product | Location | Offer | Years | In return |
|----|-----------------|----------|--------------------|--------------------|----------|-----------------------|-------|----------------------------------|
| 7 | Phil Anstruther | Owner | Anstruther and Co | Convenience stores | LO | £500 | 5 | Advertise sponsorship in stores |
| 1 | Ed Miller | | OK Superstore | | LO | £5000 | | Display car outside store |
| 8 | Lisa Hankin | Director | Websites Unlimited | Web design | NA | £1000 | 1 | Link from Alan's website |
| 4 | Sally Hopper | | Discount Oils | | NA | 50% discount products | | Logo on rally car |
| 3 | Emily Arthur | | EA Enterprises | | NA | £2000 | | Corporate entertainment at rally |
| 2 | Roberta Jagger | | UK Helmets | | NA | Free helmets | | Logo on rally car |
| 6 | Stan Jones | | Edge House Hotel | | WA | Free accommodation | | Advertise hotel on website |
| 5 | Peter Clarke | | The Bistro | | WA | Free meal | | Tell other competitors |

(iii) Alan wants to know the most **popular** location of his sponsors. Search the database to answer this question. (1 mark)

Correct, (ie national sponsors) selected (1).

(iv) Print **just** these records in list format.

| ID | Name | Position | Business | Product | Location | Offer | Years | In return |
|----|----------------|----------|--------------------|------------|----------|-----------------------|-------|----------------------------------|
| 8 | Lisa Hankin | Director | Websites Unlimited | Web design | NA | £1000 | 1 | Link from Alan's website |
| 4 | Sally Hopper | | Discount Oils | | NA | 50% discount products | | Logo on rally car |
| 3 | Emily Arthur | | EA Enterprises | | NA | £2000 | | Corporate entertainment at rally |
| 2 | Roberta Jagger | | UK Helmets | | NA | Free helmets | | Logo on rally car |

(c) Recall the word processing file **MESSAGE** which is an email. Use it to write an email to Alan Honess (ahoness@ahg.com) to explain how he could find more sponsors.

(i) Complete the email headings. (2 marks)

To: ahoness@ahg.com in the correct box (1). Appropriate subject reference to sponsorship (1).

(ii) Write the email to explain how the database file **SPONSOR** could help Alan to find more sponsors. Justify your answer. (6 marks)

General statement made (1x2), which is then elaborated with a qualitative example from database (1x2), supported by a specific (including quantitative) example from database, for example:

He will know where to look for them such as local, national or Wales (1) as most local sponsors offer money (1), such as Phil Anstruther (1).

(iv) Save and print the email.

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

| | | |
|---------|---|---------|
| Level 3 | Good command of grammar and spelling, good use of specialist terms. | 3 marks |
| Level 2 | Reasonable command of grammar and spelling, some use of specialist terms. | 2 marks |
| Level 1 | Basic command of grammar and spelling, few if only specialist terms. | 1 mark |

Task Three – Data capture form

Total for this task: 13 marks

- (a) (i) *Select a suitable software application to design an A4 form. The form should use **boxes** to record the details. A new sheet will be used to record each offer of sponsorship. When designing your form you should:*
- *insert a suitable title*
 - *consider the order in which the data are recorded on the database file*
 - *make sure boxes are a suitable size for each piece of information*
 - *make sure that you have included the extra details you added in **Task Two***
 - *make sure that entries can be handwritten in the boxes. (13 marks)*

| | |
|--|---------|
| Suitable title (1) emphasised (1) (reference to sponsors) | 2 marks |
| Equal vertical space between boxes (1) and labels consistently placed (1) with labels alongside, over or inside of boxes (1) | 3 marks |
| Boxes of same height or length (1) Alignment left, right or centred (1) Appropriate size for data (3) | 5 marks |
| Appropriate labels (3) Must be ones from database including their own | 3 marks |

(iii) Save the form as **DATA** and print a **blank copy**.

Sponsors

Name

Role in business

Business

Product

Location

Offer

In Return

Task Four – Letter

Total for this task: 21 marks

- (a) Recall the word processing file **LETTER**, which is AHG Racing’s letterhead. Compose a letter from Alan to Ed Miller to thank him for his sponsorship offer and to confirm details.
- (i) 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 (1), addressee (1), address (1), salutation (1), complementary close (1), marked for signatory (1). All parts in correct place (1), lines left justified (1), correct line spacing (1), open punctuation (1).

- (ii) Accept Ed Miller’s offer with thanks. (1 mark)

Offer accepted with thanks (1) (QWC).

- (iii) Confirm the details of the sponsorship deal. (3 marks)

Ed will give Alan £500 (1). In exchange (1), Alan will display the rally car outside the superstore (1).

- (iv) Ask Ed to contact Alan if he has any queries. (1 mark)

Appropriate final sentence (1) (QWC).

- (vi) Save and print the letter.

AHG RACING

The Old Works Farnley Road Halem HA25 3KA

12th May 2008

Mr E Miller
OK Superstore
35 Straight Lane
Halem
HA25 11MJ

Dear Mr Miller or Ed

Yours sincerely

Alan Honess

(b) *Alan knows that it should be possible to use mail merge to save time when a number of similar letters have to be sent. Open a new word processing document and compose a note to Alan answering the following **two** questions.*

(i) *Describe what is meant by 'mail merge'. (3 marks)*

Information from a document, eg database (1) inserted into gaps (1) in a letter to personalise it (1).

(ii) *Explain how a mail merge could save time for Alan. (3 marks)*

Alan would not have to key in all details, eg addresses (1), one by one (1), it would be done automatically (1).

(iv) *Save the note as **MAIL** and print it.*

Task Five – Spreadsheet

Total for this task: 30 marks

(a) Recall the spreadsheet file **TIMES**. It shows AHG Racing's timings for 2007 and 2008.

(i) Use formulae to calculate the **Time** taken to complete each stage in 2007 and 2008. (4 marks)

Correct formulae in one column (3x1), copied into other column (1).

(ii) Add **two** rows after the final stage information.

Use formulae to calculate:

- the **total** rally time for the three **stages** in 2007 and 2008. Give the row a heading.
- the **average** total rally time for the three stages over 2007 and 2008. Give the row a heading. (6 marks)

Suitable row label (1) and correct formulae (2x1).

Heading (1).

EITHER correct formulae, including use of correct cell references (1) in brackets (1)

OR use of average function (1) and correct cell references (1).

Print showing formulae.

(iv) Save and print out the spreadsheet showing the **formulae**.

(1 mark)

| | A | B | C | D |
|----|----------------------------|---|---|--------------|
| 1 | Radnor Forest Rally | | | |
| 2 | | | | |
| 3 | The rally course | 2007 | 2008 | |
| 4 | | Timings in minutes from start of rally | Timings in minutes from start of rally | |
| 5 | Before competition | | | |
| 6 | Time into service area | 10 | 8 | |
| 7 | Leave service area | 20 | 30 | |
| 8 | | | | |
| 9 | First stage | | | |
| 10 | Start competing | 32 | 40 | |
| 11 | Finish first stage | 54 | 62 | |
| 12 | Time | =B11-B10 | =C11-C10 | |
| 13 | | | | |
| 14 | Second stage | | | |
| 15 | Start competing | 66 | 74 | |
| 16 | Finish second stage | 90 | 100 | |
| 17 | Time | =B16-B15 | =C16-C15 | |
| 18 | | | | |
| 19 | Final stage | | | |
| 20 | Start competing | 96 | 112 | |
| 21 | Finish final stage | 118 | 130 | |
| 22 | Time | =B21-B20 | =C21-C20 | |
| 23 | | | | |
| 24 | Total rally time | =B12+B17+B22 | =C12+C17+C22 | |
| 25 | Average rally time | | | =(B24+C24)/2 |

- (b) *Competitors have extra minutes added to their time if they spend too much time in the service area.*
- (i) *Alan wants to calculate the amount of time spent in the service area. Insert a new row under **Leave service area**. Use a formula to calculate the time spent in the service area in 2007 and 2008. Give the row a heading. (3 marks)*

Row inserted (1) with suitable label (1) and formulae (1).

- (ii) *In 2008, AHG Racing spent too much time in the service area and four minutes were added to their total time for the rally. Amend the formula used in **Total rally time for 2008** to show the correct time. (1 mark)*

Formulae edited, ie +4.

- (c) (i) *Change the appearance of the title and the column headings so that they stand out. (3 marks)*

Title and both rows of column headings emphasised (3x1).

- (ii) *Save the amended spreadsheet.*
- *Print the spreadsheet showing the formulae.*
 - *Print the spreadsheet showing the figures.*

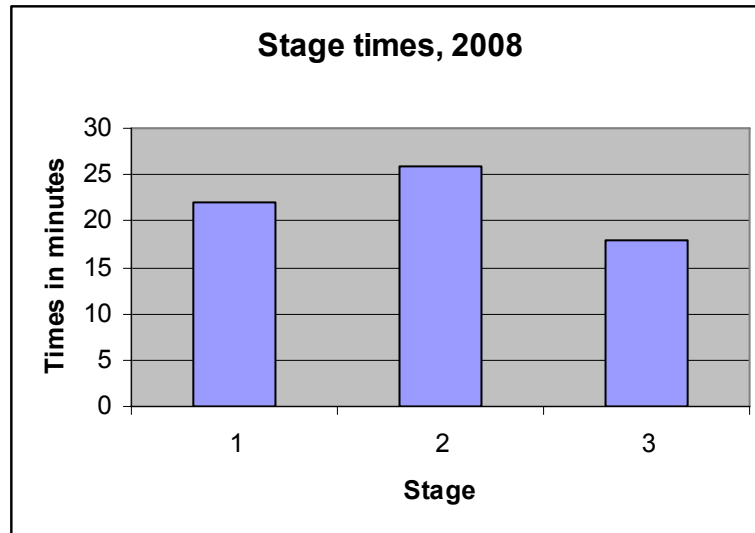
| | A | B | C | D |
|----|----------------------------|---|---|----|
| 1 | Radnor Forest Rally | | | |
| 2 | | | | |
| 3 | The rally course | 2007 | 2008 | |
| 4 | | | | |
| 5 | | Timings in minutes from start of rally | Timings in minutes from start of rally | |
| 6 | Before competition | | | |
| 7 | Time into service area | 10 | 8 | |
| 8 | Leave service area | 20 | 30 | |
| 9 | Time in service area | 10 | 22 | |
| 10 | | | | |
| 11 | First stage | | | |
| 12 | Start competing | 32 | 40 | |
| 13 | Finish first stage | 54 | 62 | |
| 14 | Time | 22 | 22 | |
| 15 | | | | |
| 16 | Second stage | | | |
| 17 | Start competing | 66 | 74 | |
| 18 | Finish second stage | 90 | 100 | |
| 19 | Time | 24 | 26 | |
| 20 | | | | |
| 21 | Final stage | | | |
| 22 | Start competing | 96 | 112 | |
| 23 | Finish final stage | 118 | 130 | |
| 24 | Time | 22 | 18 | |
| 25 | | | | |
| 26 | Total rally time | 68 | 70 | |
| 27 | Average rally time | | | 69 |

| | A | B | C | D |
|----|----------------------------|---|---|--------------|
| 1 | Radnor Forest Rally | | | |
| 2 | | | | |
| 3 | The rally course | 2007 | 2008 | |
| 4 | | Timings in minutes from start of rally | Timings in minutes from start of rally | |
| 5 | Before competition | | | |
| 6 | Time into service area | 10 | 8 | |
| 7 | Leave service area | 20 | 30 | |
| 8 | Time in service area | =B7-B6 | =C7-C6 | |
| 9 | | | | |
| 10 | First stage | | | |
| 11 | Start competing | 32 | 40 | |
| 12 | Finish first stage | 54 | 62 | |
| 13 | Time | =B12-B11 | =C12-C11 | |
| 14 | | | | |
| 15 | Second stage | | | |
| 16 | Start competing | 66 | 74 | |
| 17 | Finish second stage | 90 | 100 | |
| 18 | Time | =B17-B16 | =C17-C16 | |
| 19 | | | | |
| 20 | Final stage | | | |
| 21 | Start competing | 96 | 112 | |
| 22 | Finish final stage | 118 | 130 | |
| 23 | Time | =B22-B21 | =C22-C21 | |
| 24 | | | | |
| 25 | Total rally time | =B13+B18+B23 | =C13+C18+C23+4 | |
| 26 | Average rally time | | | =(B25+C25)/2 |

- (d) (i) Create a column chart to show the times for each of the three rally stages in **2008**. Include a title and axes labels. (4 marks)

Just the correct values selected, stage times (1) in 2008 (1). Suitable title (1) and suitable axis labels (1) included. Own figure rule.

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



- (e) Compose a note to Alan answering the following **two** questions.

- (i) Describe **one** advantage of using formulae in spreadsheets. Support your answer with examples from the spreadsheet file **TIMES**. (4 marks)

Advantage stated (1), eg allows calculations to be carried out automatically, and expanded (1), eg which is usually more accurate. Example of value (1) calculated using other values (1).

- (ii) Suggest another piece of information that Alan could obtain from the spreadsheet file **TIMES** by using formulae. Explain how this could be done. (3 marks)

Question identified (1), explanation refers to cells which would be referred to by formulae (2x1), eg total time driving between stages (1), calculating time between each stage (1) and adding times together (1).

- (iv) Save the note as **QUESTIONS** and print it.