

General Certificate of Secondary Education  
June 2003



**BUSINESS AND COMMUNICATION SYSTEMS 3126/M**

**Materials List for 3126/2F and 3126/2H**

**[PLEASE NOTE THAT THESE INSTRUCTIONS MUST BE CONVEYED IMMEDIATELY TO THE PERSON RESPONSIBLE FOR BUSINESS AND COMMUNICATION SYSTEMS PAPERS 2F and 2H. THIS DOCUMENT CONTAINS MATERIAL WHICH MUST BE KEYED IN PRIOR TO THE EXAMINATIONS.]**

**INSTRUCTIONS TO PERSONS RESPONSIBLE FOR THE  
BUSINESS AND COMMUNICATION SYSTEMS PRACTICAL PAPERS**

It is the responsibility of the Examinations Officer to ensure that the information contained in these instructions is conveyed **immediately** to the person responsible for Business and Communication Systems Papers 2F and 2H.

This Materials List is strictly confidential and must be kept in safe custody by the Examinations Officer or by the particular Supervisor to whom it is entrusted. It should be given to the Invigilator for the duration of the actual examination and afterwards returned to the Examination Officer. Additional copies of this Materials List cannot be supplied by AQA.

**A copy of the material which has been input must be forwarded to the relevant assistant examiner with candidates' scripts.**

**GCSE BUSINESS AND COMMUNICATION SYSTEMS****Business and Communication Systems Papers 2F and 2H  
(Foundation and Higher Tiers)****CONFIDENTIAL INSTRUCTIONS TO NOMINATED PERSONS**

1. It is the responsibility of nominated persons to ensure that appropriate preparations are made for the Business and Communication Systems examination papers.
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 question papers will contain four to seven tasks and candidates will be required to attempt all 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.
6. AQA will provide a folder, for each candidate to use for the return of the worked tasks, and plain A4 paper. All other materials required must be provided by the centre (see the Stationery Requirements List issued separately by AQA for further details).
7. Where a centre, due to insufficient equipment being available, is unable to accommodate all the candidates for a particular paper in the time scheduled on the timetable, the centre may apply to the Central Administration Office, Guildford, 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. Requests received after this date may not be approved. Decisions concerning these requests are at the discretion of AQA.

*Nominated persons should be certain that preparations are made for the paper(s) for which their candidates have been entered.*

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. 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. Please do **not** send disks to AQA examiners.

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.

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 with 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 must 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. The persons responsible should check that each candidate has placed the centre number and his/her candidate number at the top of each task, and write these numbers on the worked tasks where they have been omitted.

If tractor-fed paper is used, then centres must provide paper which is of A4 size. The perforations should be removed before the worked tasks are forwarded to the examiner.

Turn over ►

**CONFIDENTIAL INSTRUCTIONS TO NOMINATED PERSONS****Paper 3126/2F - FOUNDATION TIER PAPER**

Files for **Tasks One, Two, Three** and **Four** have to be keyed in, in advance, by the persons responsible. Pages 5 – 9 contain the files for these Tasks. **THIS MATERIAL AND ITS LAYOUT MUST BE FOLLOWED EXACTLY, ALTHOUGH LINE ENDINGS MAY DIFFER.**

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 cover of their stationery folder, and that the details of the computer hardware and software are correct.

**PLEASE SUBMIT HARD COPIES OF YOUR ORIGINAL FILES FOR TASKS ONE, TWO, THREE AND FOUR WITH YOUR CANDIDATES' SCRIPTS.**

**Material for Task One – Company Profile****FILE NAME: HOMEPAGE**

Set up two files on disk, one called **HOMEPAGE** and the other called **CONTACT** which contain the following data. Set left and right margins of 25 mm. Use a font size of 12 point and a ragged right margin.

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The People Bank is a recruitment agency specialising in the Information Technology industry.

We can help you to find the right person for your IT vacancy. Our staff have detailed knowledge of the industry, which will help them to select the best possible applicants for your positions.

Computer Matching

We have an extensive database of details of IT specialists in a wide range of areas who are seeking new challenges.

If it proves impossible to find suitable applicants from our existing database, we offer two further services: Executive Search and Advertising.

Advertising

Our staff can help you to compose and choose the most appropriate medium for your advertisement to ensure that it is seen by a wide range of highly qualified applicants.

Executive Search

Using our extensive contacts within the industry, we approach individuals who are not currently seeking employment directly.

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**Material for Task One – Company Profile****FILE NAME: CONTACT**

If you would like to discuss how we can help you as a client or a candidate, please contact Gerard Summers on 01483 67321 or email to [THEPEOPLEBANK@CSF.com](mailto:THEPEOPLEBANK@CSF.com).

**Turn over ►**

**Material for Task Two – Database****FILE NAME: CANDIDATES**

Prepare the following database file called **CANDIDATES** which candidates will need to recall and amend. The data type for the DoB field is date. The data type for the Minimum field is numeric. Entries in the Skills field should be separated by a comma and a space.

[Please note that this is identical to the material for **Task 3** of the higher paper.]

ID	Surname	Forename	DoB	Region	Minimum	Skills	Available	Contract
1	Bhudia	Sam	01/01/85	North West	18000	WP	30	Permanent
2	Clarke	Josie	23/08/80	North	20000	WP, SS, PS	14	Permanent
3	Dalsania	Neera	30/04/78	South East	22000	DB, WP, DTP, PS	30	Temporary
4	Lee	Chun	18/11/81	London	19000	CS, PS, SS	0	Either
5	Smith	Adam	21/12/62	Midlands	35000	PS, SS, DB, M	45	Permanent
6	Abdi	Mansha	28/01/63	Wales	28000	M, CS	30	Permanent
7	Ronalds	Jennifer	16/08/81	South East	21000	WP, DTP	20	Temporary
8	Flowers	Amanda	30/09/78	North East	15000	WP, PS, SS	30	Either
9	Dipala	Hitesh	23/02/70	London	25000	SS, P	0	Permanent
10	McDonald	Andrew	14/09/53	Scotland	41000	M, DTP, PS, SS, DB, P, CS	90	Permanent

**Material for Task Two – Memorandum****FILE NAME: MEMO**

Set up a file called **MEMO** which contains the following data. Set left and right margins of 25 mm. Use a font size of 12 point.

[Please note that this is identical to the material for **Task 3** of the higher paper.]

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**M E M O R A N D U M**

To

From

Date

**Turn over ►**

**Material for Task Three – Spreadsheet****FILE NAME: MILEAGE**

Prepare the following spreadsheet file called **MILEAGE** which candidates will need to recall and amend.

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<b>The People Bank</b>				
<b>Mileage Expenses Claim Form</b>				
Date	From	To	Number of miles	Amount claimed £
03/04/03	Birmingham	Manchester		
02/04/03	Brighton	York		
01/04/03	London	Brighton		
04/04/03	Manchester	Norwich		
05/04/03	Norwich	London		
03/04/03	York	Birmingham		



**Material for Task Four – Letter Composition****FILE NAME: LETTER**

Set up a file on disk called **LETTER** which contains the following data. Set left and right margins of 25 mm.

[Please note that this is identical to the material for **Task 2** of the higher paper.]

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**The People Bank**  
12 Blake Street  
Guildford  
Surrey  
GU2 5HJ

Turn over ►

**CONFIDENTIAL INSTRUCTIONS TO NOMINATED PERSONS****Paper 3126/2H - HIGHER TIER PAPER**

Files for **Tasks One, Two and Three** have to be keyed in, in advance, by the persons responsible. Pages 12 – 15 contain the files for these Tasks. **THIS MATERIAL AND ITS LAYOUT MUST BE FOLLOWED EXACTLY, ALTHOUGH LINE ENDINGS MAY DIFFER.**

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 cover of their stationery folder, and that the details of the computer hardware and software are correct.

**PLEASE SUBMIT HARD COPIES OF YOUR ORIGINAL FILES FOR TASKS ONE, TWO AND THREE WITH YOUR CANDIDATES' SCRIPTS.**

Turn over ►

**Material for Task One – Company Profile****FILE NAME: PROFILE**

Set up two files on disk, one called **PROFILE** and the other called **CONTACT** which contain the following data. Set left and right margins of 25 mm. Use a font size of 12 point and a ragged right margin.

(The circles are for your information and denote deliberate errors.)

---

The People Bank is a recruitment agency specialising in the Information Technology industry.

We can help you to find the (write) person for your IT vacancy. Our staff have detailed knowledge of the industry, which will help them to select the best possible applicants for your positions.

### Computer Matching

We have an extensive database of details of IT specialists in a wide range of areas who are seeking new challenges.

If it proves impossible to find suitable applicants from our existing database, we offer (to) further services: Executive Search and Advertising.

### Executive Search

Using our extensive contacts within the industry, we approach individuals who are not currently seeking employment directly.

### Advertising

Our staff can help you to compose and choose the most appropriate medium for your advertisement to ensure that it is seen by a wide range of highly qualified applicants.

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**Material for Task One – Company Profile****FILE NAME: CONTACT**

If you would like to discuss how we can help you as a client or a candidate, please contact Gerard Summers on 01483 67321 or email to [THEPEOPLEBANK@CSF.com](mailto:THEPEOPLEBANK@CSF.com).

**Material for Task Two – Letter Composition**

**FILE NAME: LETTER**

Set up a file on disk called **LETTER** which contains the following data. Set left and right margins of 25 mm.

[Please note that this is identical to the material for **Task 4** of the foundation paper.]

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**The People Bank**  
12 Blake Street  
Guildford  
Surrey  
GU2 5HJ

Turn over ►

**Material for Task Three – Database****FILE NAME: CANDIDATES**

Prepare the following database file called **CANDIDATES** which candidates will need to recall and amend. The data type for the DoB field is date. The data type for the Minimum field is numeric. Entries in the Skills field should be separated by a comma and a space.

[Please note that this is identical to the material for **Task 2** of the foundation paper.]

<b>ID</b>	<b>Surname</b>	<b>Forename</b>	<b>DoB</b>	<b>Region</b>	<b>Minimum</b>	<b>Skills</b>	<b>Available</b>	<b>Contract</b>
1	Bhudia	Sam	01/01/85	North West	18000	WP	30	Permanent
2	Clarke	Josie	23/08/80	North	20000	WP, SS, PS	14	Permanent
3	Dalsania	Neera	30/04/78	South East	22000	DB, WP, DTP, PS	30	Temporary
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5	Smith	Adam	21/12/62	Midlands	35000	PS, SS, DB, M	45	Permanent
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7	Ronalds	Jennifer	16/08/81	South East	21000	WP, DTP	20	Temporary
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10	McDonald	Andrew	14/09/53	Scotland	41000	M, DTP, PS, SS, DB, P, CS	90	Permanent

**Material for Task Three – Memorandum**

**FILE NAME: MEMO**

Set up a file called **MEMO** which contains the following data. Set left and right margins of 25 mm. Use a font size of 12 point.

[Please note that this is identical to the material for **Task 2** of the foundation paper.]

---

**M E M O R A N D U M**

To

From

Date