

General Certificate of Secondary Education
June 2004



BUSINESS AND COMMUNICATION SYSTEMS 3126/M

MATERIALS LIST FOR PAPERS 3126/2F AND 3126/2H

These instructions MUST be given immediately to the person responsible for GCSE Business and Communication Systems papers 3126/2F and 3126/2H.

This document contains material which must be keyed in prior to the examinations.

INSTRUCTIONS TO THE EXAMINATIONS OFFICER

It is the responsibility of the Examinations Officer to ensure that this Materials List is given **immediately** to the person responsible for GCSE Business and Communication Systems practical papers 3126/2F and 3126/2H.

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 Examinations Officer. Additional copies of this Materials List cannot be supplied by AQA.

CONFIDENTIAL INSTRUCTIONS TO THE PERSON RESPONSIBLE FOR THE GCSE BUSINESS AND COMMUNICATION SYSTEMS PRACTICAL PAPERS

1. It is the responsibility of nominated persons to ensure that appropriate preparations are made for the GCSE 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 between four and 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. Contingency arrangements must also 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 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.
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 Centre Services department 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.
8. Where centres have obtained permission from AQA to hold more than one session for the examination, the person 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.
9. For centres where candidates will be using single-station computer equipment, the person 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. Please do **not** send disks to AQA examiners.
10. 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.

11. Ideally, candidates 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 they may 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 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.
12. 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.
13. **A copy of the material which has been input must be forwarded to the relevant examiner with the candidates' scripts.**

Turn over ►

Paper 3126/2F – FOUNDATION TIER PAPER

Files for **Tasks One, Three and Five** have to be keyed in, in advance, by the persons responsible. Pages 5 – 8 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, THREE AND FIVE WITH YOUR CANDIDATES' SCRIPTS.

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

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

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

Abandon

The leading pop agency
requires two

Publicity (Asistants)
to work 37 hours a (weak)

Must be experienced in producing quality marketing materials
using Desktop Publishing software

Salary £15 000 pa plus fringe benefits

Send for an application (from) and further details to
Rock Boatman
18 Hartman Street
Newtown
NT2 3UP

Turn over ►

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

Prepare the following database file called **VENUES** which candidates need to recall.

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

| ID | Name | Town | Region | Contact | Telephone | Seating | Cost |
|----|-------------------|-------------|--------|----------------|---------------|---------|-----------|
| 1 | Royal Court | Croydon | L | Jane Green | 020 8475 1765 | 4000 | £5000.00 |
| 2 | Arena | Birmingham | M | Arnold Haines | 0121 456 1235 | 20000 | £12000.00 |
| 3 | Apollo | Southampton | S | Vijay Patel | 023 8512 7865 | 2500 | £8000.00 |
| 4 | Town Hall | Liverpool | N | Chun Man | 0151 229 2345 | 1000 | £4500.00 |
| 5 | Guildhall | Tottenham | L | Sean O'Connor | 020 8920 8908 | 6000 | £4500.00 |
| 6 | Alexandra Theatre | Manchester | N | Haren Pindoria | 0161 786 5432 | 2000 | £7000.00 |
| 7 | Cowdray Hall | Bristol | S | Andrew Duncan | 01224 641223 | 950 | £4000.00 |
| 8 | Hippodrome | Aberdeen | SC | James Walsh | 0117 929 7333 | 1200 | £4800.00 |
| 9 | University | Cardiff | WA | David Jones | 029 2087 3456 | 4500 | £6000.00 |
| 10 | Forum | Londonderry | NI | Winston Brown | 028 7834 6345 | 800 | £850.00 |

Material for Task Three – Memorandum

FILE NAME: MEMO

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

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

MEMORANDUM

To

From

Date

Turn over ►

Material for Task Five – Letter Composition

FILE NAME: LETTER

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

[Please note that this is identical to the material for **Task 5** of the higher paper.]

Abandon

18 Hartman Street
Newtown
NT2 3UP

Telephone: 01780 23456

Paper 3126/2H – HIGHER TIER PAPER

Files for **Tasks One, Three and Five** have to be keyed in, in advance, by the persons responsible. Pages 10 – 13 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, THREE AND FIVE WITH YOUR CANDIDATES' SCRIPTS.

Turn over ►

Material for Task One – Advertisement

FILE NAME: JOBADVERT

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

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

Abandon

The leading pop agency
requires^(to)

Publicity Assistants
to work 37^(ours) a week

Salary £15 000 pa plus^(fridge) benefits

Must be experienced in producing quality marketing materials
using Desktop Publishing software

Send for an application form and further details to
Rock Boatman
18 Hartman Street
Newtown
NT2 3UP

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

Prepare the following database file called **VENUES** which candidates need to recall.

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

| ID | Name | Town | Region | Contact | Telephone | Seating | Cost |
|----|-------------------|-------------|--------|----------------|---------------|---------|-----------|
| 1 | Royal Court | Croydon | L | Jane Green | 020 8475 1765 | 4000 | £5000.00 |
| 2 | Arena | Birmingham | M | Arnold Haines | 0121 456 1235 | 20000 | £12000.00 |
| 3 | Apollo | Southampton | S | Vijay Patel | 023 8512 7865 | 2500 | £8000.00 |
| 4 | Town Hall | Liverpool | N | Chun Man | 0151 229 2345 | 1000 | £4500.00 |
| 5 | Guildhall | Tottenham | L | Sean O'Connor | 020 8920 8908 | 6000 | £4500.00 |
| 6 | Alexandra Theatre | Manchester | N | Haren Pindoria | 0161 786 5432 | 2000 | £7000.00 |
| 7 | Cowdray Hall | Bristol | S | Andrew Duncan | 01224 641223 | 950 | £4000.00 |
| 8 | Hippodrome | Aberdeen | SC | James Walsh | 0117 929 7333 | 1200 | £4800.00 |
| 9 | University | Cardiff | WA | David Jones | 029 2087 3456 | 4500 | £6000.00 |
| 10 | Forum | Londonderry | NI | Winston Brown | 028 7834 6345 | 800 | £850.00 |

Turn over ►

Material for Task Three – Memorandum

FILE NAME: MEMO

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

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

MEMORANDUM

To

From

Date

Material for Task Five – Letter Composition

FILE NAME: LETTER

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

[Please note that this is identical to the material for **Task 5** of the foundation paper.]

Abandon

18 Hartman Street
Newtown
NT2 3UP

Telephone: 01780 23456

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