

General Certificate of Secondary Education
June 2005



BUSINESS AND COMMUNICATION SYSTEMS 3126/M

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

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 controlled tests.

INSTRUCTIONS TO THE EXAMINATIONS OFFICER

It is the responsibility of the Examinations Officer to ensure that the information contained in these instructions is given **immediately** to the person responsible for GCSE Business and Communication Systems 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 controlled test and afterwards returned to the Examinations Officer. Additional copies of this Materials List cannot be supplied by AQA.

Papers 3126/2F and 3126/2H are to be held as **Controlled Tests**. Centres may timetable the tests at any time between **Monday 16 May 2005** and **Friday 20 May 2005** (this is a change to the date on the provisional timetable). Centres will not need to request permission to hold more than one sitting during this period. Each candidate must take his/her test during a single two-hour sitting and the usual examination regulations will apply. The nature of the paper will remain unchanged.

CONFIDENTIAL INSTRUCTIONS TO THE PERSON RESPONSIBLE FOR THE GCSE BUSINESS AND COMMUNICATION SYSTEMS CONTROLLED TESTS

1. It is the responsibility of nominated persons to ensure that appropriate preparations are made for the GCSE Business and Communication Systems controlled tests.
2. Suitably qualified persons are to be nominated by Heads of centres to conduct the controlled tests. 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 controlled tests.
3. The controlled tests 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. The centre must provide all other materials.
7. Where centres hold more than one session for the controlled test, 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.
8. 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.
9. 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.
10. 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 to 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 can be made at this stage. Where the printing of several candidates' work is queued in a print buffer, the person responsible should ensure that the printer is adjusted to position each new sheet of paper correctly.
11. The person 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 hard copy of your original files (tutor's copy) must be forwarded to the examiner with the candidates' scripts.**

THERE ARE NO TASKS PRINTED ON THIS PAGE

Turn over ►

Paper 3126/2F – FOUNDATION TIER PAPER

Files for **Tasks One, Two, Three, Four** and **Five** have to be keyed in, in advance, by the persons responsible. Pages 5–10 contain the files for these Tasks. **THIS MATERIAL AND ITS LAYOUT MUST BE FOLLOWED EXACTLY, ALTHOUGH LINE ENDINGS MAY DIFFER.**

After keying in the material it should be double-checked to ensure that it is correct.

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, WITH YOUR CANDIDATES' SCRIPTS, HARD COPIES OF YOUR ORIGINAL FILES (TUTOR'S COPY) FOR TASKS ONE, TWO, THREE, FOUR AND FIVE.

Material for Task One – Flyer**FILE NAME: EXHIBITION**

Set up a word processing file called **EXHIBITION** which contains the following data. Do **not** disable the spell-check facility.

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

(The circles are for your information only and denote deliberate errors. The circles should **not** be shown to candidates.)

Going Away

You are invited to a quality travel and cruises exhibition day organised by Going Away. This will be **(hold)** at the International Hotel (Junction 11, M35) on Sunday 13th October.

This will be of interest to travellers looking for that different holiday. There will be exhibitions and displays by the UK's leading **(quality)** travel and cruise operators.

There will be a number of presentations during the day as **(shon)** below.

Holiday choices in Corsica, Sardinia and Sicily

Cruising in Europe

The Greek Islands

Cottage holidays

Win a prize!

Bring this flyer to the exhibition day to be entered into a prize draw.

Win £1000 off **(you)** next holiday booked through Going Away.

Turn over ►

Material for Task One – Flyer

FILE NAME: MEMO1

Set up a word processing file called **MEMO1** which contains the following data.

MEMORANDUM

To:

From:

Date:

Subject:

Material for Task Two – 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 Two** of the higher paper.]

GOING AWAY
29 Winchester Road
Yalding
Somerset
TN31 7HT

Turn over ►

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

Prepare the following database file called **HOLIDAYS**.

Field types: ID and Age are numeric; all other fields are text/alphabetic.

If your software requires you to name the table, this should also be called **HOLIDAYS**.

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

ID	Title	Initial	Name	Age	Destination	Month	Hol type
1	Miss	M	Phelge	19	Canary Islands	July	BH
2	Miss	W R	Blakey	58	Mediterranean	June	CR
3	Mr	J E	Fiddy	23	Paris	October	CB
4	Mr	F P	Hankins	35	Greece	July	BH
5	Mr	E W	Langer	27	Cyprus	July	BH
6	Mrs	E	Langer	29	Cyprus	July	BH
7	Mr	R J	Smith	44	Balearic Islands	August	BH
8	Mr	A L	Walton	47	Paris	April	CB
9	Mr	A C	Lawrence	34	Turkey	July	BH
10	Mrs	P	Land	41	Ireland	May	AC
11	Mrs	T L	Hawes	29	Portugal	August	BH

Material for Task Four – Developing the database

FILE NAME: MEMO2

Set up a word processing file called **MEMO2** which contains the following data.

MEMORANDUM

To:

From:

Date:

Subject:

Turn over ►

Material for Task Five – Spreadsheet**FILE NAME: CALCULATOR**

Set up a spreadsheet file called **CALCULATOR** which contains the following data.

City break calculator		
	July	September
Journey		
Room – one night		
Excursions		
Total price for one adult		
Number of adults		
Total price of holiday		

THERE ARE NO TASKS PRINTED ON THIS PAGE

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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 13–15 contain the files for these Tasks. **THIS MATERIAL AND ITS LAYOUT MUST BE FOLLOWED EXACTLY, ALTHOUGH LINE ENDINGS MAY DIFFER.**

After keying in the material it should be double-checked to ensure that it is correct.

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, WITH YOUR CANDIDATES' SCRIPTS, HARD COPIES OF YOUR ORIGINAL FILES (TUTOR'S COPY) FOR TASKS ONE, TWO AND THREE.

Material for Task One – Flyer**FILE NAME: EXHIBITION**

Set up a word processing file called **EXHIBITION** which contains the following data. Do **not** disable the spell-check facility.

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

(The circles are for your information only and denote deliberate errors. The circles should **not** be shown to candidates.)

Going Away

You are invited to a quality travel and cruises exhibition day organised by Going Away. This will be hold at the International Hotel (Junction 11, M35) on Sunday 13th October.

This will be of interest to travellers looking for that different holiday. There will be exhibitions and displays by the UK's leading qality travel and cruise operators.

There will be a number of presentations during the day as shon below.

Holiday choices in Corsica, Sardinia and Sicily

Cruising in Europe

The Greek Islands

Cottage holidays

Win a prize!

Bring this flyer to the exhibition day to be entered into a prize draw.

Win £1000 off you next holiday booked through Going Away.

Turn over ►

Material for Task Two – 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 Two** of the foundation paper.]

GOING AWAY
29 Winchester Road
Yalding
Somerset
TN31 7HT

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

Prepare the following database file called **HOLIDAYS**.

Field types: ID and Age are numeric; all other fields are text/alphabetic.

If your software requires you to name the table, this should also be called **HOLIDAYS**.

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

ID	Title	Initial	Name	Age	Destination	Month	Hol type
1	Miss	M	Phelge	19	Canary Islands	July	BH
2	Miss	W R	Blakey	58	Mediterranean	June	CR
3	Mr	J E	Fiddy	23	Paris	October	CB
4	Mr	F P	Hankins	35	Greece	July	BH
5	Mr	E W	Langer	27	Cyprus	July	BH
6	Mrs	E	Langer	29	Cyprus	July	BH
7	Mr	R J	Smith	44	Balearic Islands	August	BH
8	Mr	A L	Walton	47	Paris	April	CB
9	Mr	A C	Lawrence	34	Turkey	July	BH
10	Mrs	P	Land	41	Ireland	May	AC
11	Mrs	T L	Hawes	29	Portugal	August	BH

THERE ARE NO TASKS PRINTED ON THIS PAGE