

General Certificate of Secondary Education
June 2006



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 15 May 2006 and Friday 19 May 2006. Centres do 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 apply.

At the end of the Controlled Test, please instruct candidates to hand in both the stationery folder containing the worked tasks and the Controlled Test paper.

The stationery folders containing the worked tasks should be sent to the examiner. The Controlled Test papers should not be sent to the examiner but must be stored under secure conditions until after Friday 19 May 2006.

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 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 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. A hard copy of the work should be printed and sent to the examiner. Please do **not** send disks to 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 test. However, AQA recognises that this may not be possible in some centres where a printer may be linked to more than one workstation. The person responsible may print a hard copy of each candidate's work after the test 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. Do not send disks.
14. **At the end of the Controlled Test, all candidates must hand in their copies of the Controlled Test paper. These papers should not be sent to the examiner but they must be stored under secure conditions until after Friday 19 May 2006.**

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 5–10 contain the material 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 folders, 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 AND FOUR.

Material for Task One – Notice**FILE NAME: SAFETY**

Set up a word processing file called **SAFETY** 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 tier paper.]

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

Pupils must wear well-fitting and correctly fastned life jackets. pupils must fill in a lesson form. Pupils must be able to swim 25 meters. Pupils must stay with their boards at all times. Inhalers must be either kept by the pupils or left at the office. If the wind is strong to gale force beginers must not go out on the water.

Turn over ►

Material for Task Two – Spreadsheet**FILE NAME: SALES**Set up a spreadsheet file called **SALES** which contains the following data.

Surf and Sail – Daily Sales Sheet					
Date					
Goods sold	Quantity	Selling price	Sales income	Cost to shop	Shop profit

Material for Task Two – Spreadsheet**FILE NAME: PROFIT**

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

Use any suitable date format for the Date column. Use currency format for the Shop profit and School profit columns.

Surf and Sail – Daily gross profit			
Date	Day	Shop profit	School profit
24-Apr-06	Mon	£42.50	£20.00
25-Apr-06	Tues	£53.50	£30.00
26-Apr-06	Wed	£119.00	£40.00
27-Apr-06	Thu	£133.50	£40.00
28-Apr-06	Fri	£207.00	£80.00
29-Apr-06	Sat	£169.95	£230.00
30-Apr-06	Sun		£300.00

Turn over ►

Material for Task Three – Database of accommodation**FILE NAME: ACCOM**Prepare the following database file called **ACCOM**.

Use numeric data types for the No. room and Price fields.

Name	Road	Acc type	No. room	Price	Place
Wisteria Corner	Ferryman Road	B&B	5	18	Town
Durrant	New Market Street	Hotel	15	40	Town
Beach	Old Road	Hotel	20	60	Beach
Ship Inn	Strand Way	Pub	4	30	Town
Green Owl	Beach Road	Pub	10	25	Beach
Hope Anchor	Bell Street	Hotel	14	35	Town
River Haven	Winchester Road	Hotel	13	50	Beach
Beach Apartments	Old Road	Self-catering	4	15	Beach
Old Borough Arms	Strand Way	Hotel	9	50	Town
Forge House	Hope Street	B&B	3	14	Town

Material for Task Three – Database of accommodation**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 Two** of the higher tier paper.]

Memorandum

To

From

Date

Subject

Turn over ►

Material for Task Four – 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 Four** of the higher tier paper.]

SURF AND SAIL

43 North Street Denam East Sussex DM31 7HJ

Paper 3126/2H – HIGHER TIER PAPER

Files for **Tasks One, Two, Three and Four** have to be keyed in, in advance, by the persons responsible. Pages 12–16 contain the material 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 folders, 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 AND FOUR.

Turn over ►

Material for Task One – Notice**FILE NAME: SAFETY**

Set up a word processing file called **SAFETY** 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 tier paper.]

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

Pupils must wear well-fitting and correctly fastned life jackets. pupils must fill in a lesson form. Pupils must be able to swim 25 meters. Pupils must stay with their boards at all times. Inhalers must be either kept by the pupils or left at the office. If the wind is strong to gale force beginers must not go out on the water.

Material for Task Two – Spreadsheet**FILE NAME: SCHOOL**

Set up a spreadsheet file called **SCHOOL** which contains the following data. Both tables should be set up on the same sheet.

Surf and Sail

Lesson Costs				
Number of pupils	Cost of new equipment	Cost of instructor per pupil	Total cost of instructor	Total lesson cost
1				
10				
20				
30				
40				
50				

Lesson Income		
Number of pupils	Income per pupil	Total lesson income
1		
10		
20		
30		
40		
50		

Turn over ►

Material for Task Two – Spreadsheet

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 Three** of the foundation tier paper.]

Memorandum

To

From

Date

Subject

Material for Task Three – Database of accommodation**FILE NAME: PLACESTOSTAY**Prepare the following database file called **PLACESTOSTAY**.

Name	Age
The Old School House	Old
The George Hotel	Old
The Haven Hotel	New
The Place	
The White Cottage	
The Old Vicarage	
The Regent Motel	
The Beach House Hotel	

Turn over ►

Material for Task Four – 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 Four** of the foundation tier paper.]

SURF AND SAIL

43 North Street Denam East Sussex DM31 7HJ