General Certificate of Secondary Education
June 2008

BUSINESS AND COMMUNICATION SYSTEMS   3126/TN

AQA

ASSESSMENT and
QUALIFICATIONS
ALLIANCE

**TEACHERS' NOTES AND CD-ROM 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 prepared 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.

The Teachers' Notes and CD-ROM are strictly confidential and must be kept in safe custody by the Examinations Officer or by the particular supervisor to whom they are entrusted. They should be given to the Invigilator for the duration of the actual Controlled Test and afterwards returned to the Examinations Officer. Additional copies of these Teachers' Notes and CD-ROM 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 12 May 2008 and Friday 16 May 2008. 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 will apply.

Centres must ensure that candidates are unable to obtain access to the internet during the course of the Controlled Test.

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

The stationery folders containing the worked tasks should be sent to the examiner once all sittings have been held.

The Controlled Test question papers should not be sent to the examiner but must be stored under secure conditions until after Friday 16 May 2008.

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. These files can be either manually keyed or copied from the CD-ROM.

6. When you place the CD-ROM into your computer, it will display two folders named Foundation Tier and Higher Tier. Open the relevant folder, Foundation Tier or Higher Tier, and then copy and paste the files.

    All fonts are in Times New Roman, font size 12 unless otherwise stated. You may change this to the standard font used at your centre, if necessary, except where specific font types and/or sizes are given.

    Once you have copied and pasted all the files, check each file for accuracy against the Teachers' Notes. You should also check that you have not duplicated any files.

7. If you have manually keyed the files, a hard copy of your original files (tutor's copy) **must** be forwarded to the examiner with the candidates' scripts. Files must be keyed **exactly** as they appear in this document.

8. 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.

9. 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.

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

11. 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.

12. 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.

13. The person responsible should check that each candidate has placed the centre number and his/her candidate number on each task, **either as a header, footer or handwritten**. If these have been omitted, the person responsible should write these numbers on the worked tasks.

14. 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.

15. **At the end of the Controlled Test, all candidates must hand in their copies of the Controlled Test question paper. These papers must be stored under secure conditions until after Friday 16 May 2008.**

Turn over ▶

Paper 3126/2F – FOUNDATION TIER PAPER

Files for **Tasks One, Two, Four** and **Five** have to be keyed in, in advance, by the persons responsible. Pages 5–9 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.

IF YOU HAVE NOT USED THE CD-ROM PLEASE SUBMIT HARD COPIES OF YOUR ORIGINAL FILES (TUTOR'S COPY) FOR TASKS ONE, TWO, FOUR 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.

[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.]

AHG Racing is based at our workshop.
Workshop Manager
You will need good communication and
organisational skills. Must have experience of
managing car repairs as well as organising evens
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 a application form and
further details.

Font: Jokerman. Font size: 10. (Please note, if Jokerman is not available,
                           a similar font should be used.)
Text Box size: Height 10 cm × Width 9 cm
Text Box border: Select 'Format Text Box', 'Colours and Lines' then select 'No Line'.

Turn over ▶

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

Set up a database file called **SPONSOR** which contains the following data.

Field types: all fields are text/alphabetic.

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

Sponsor					
ID	Name	Business	Location	Offer	In return
1	Ed Miller	OK Superstore	LO	£500	Display car outside store
2	Roberta Jagger	UK Helmets	NA	Free helmets	Logo on rally car
3	Emily Arthur	EA Enterprises	NA	£2000	Corporate entertainment at rally
4	Sally Hopper	Discount Oils	NA	50% discount on products	Logo on rally car
5	Peter Clarke	The Bistro	WA	Free meal	Tell other competitors
6	Stan Jones	Edge House Hotel	WA	Free accommodation	Advertise hotel on website

Material for Task Two Question (c) – Database **FILE NAME: MESSAGE**

Set up a word processing file called **MESSAGE**.

[Please note that this is identical to the material for **Task Five** of the Higher Tier Paper.]

To:

Cc:

Subject:

All boxes are text boxes.
Background box: Height 18 cm × Width 16 cm
3 × Header boxes: Height 1 cm × Width 14 cm
Main Text box: Height 12 cm × Width 14 cm

Turn over ▶

Material for Task Four – Letter   **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 Three** of the Higher Tier Paper.]

AHG RACING
The Old Works Farnley Road Halem HA25 3KA

Material for Task Five – Spreadsheet   FILE NAME: TIMES

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

Radnor Forest Rally		
The rally course	2007	2008
	Timings in minutes from start of rally	Timings in minutes from start of rally
Before competition		
Time into service area	10	8
Leave service area	20	30
First stage		
Start competing	32	40
Finish first stage	54	62
Time		
Second stage		
Start competing	66	74
Finish second stage	90	100
Time		
Final stage		
Start competing	96	112
Finish final stage	118	130
Time		

Paper 3126/2H – HIGHER TIER PAPER

Files for **ALL TASKS** have to be keyed in, in advance, by the persons responsible. Pages 11–15 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 folder, and that the details of the computer hardware and software are correct.

IF YOU HAVE NOT USED THE CD-ROM PLEASE SUBMIT HARD COPIES OF YOUR ORIGINAL FILES (TUTOR'S COPY) FOR ALL TASKS 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.

[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.]

AHG Racing is based at our workshop.
Workshop Manager
You will need good communication and
organisational skills. Must have experience of
managing car repairs as well as organising evens
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 a application form and
further details.

Font: Jokerman. Font size: 10. (Please note, if Jokerman is not available,
                    a similar font should be used.)
Text Box size: Height 10 cm × Width 9 cm
Text Box border: Select 'Format Text Box', 'Colours and Lines' then select 'No Line'.

Turn over ▶

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

Set up a database file called **SPONSORSHIP** which contains the following data.

Field types: all fields are text/alphabetic.

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

**Sponsorship**		
ID	**Name**	**Business**
1	Ed Miller	OK Superstore
2	Peter Clarke	The Bistro
3	Roberta Jagger	UK Helmets
4	Stan Jones	Edge House Hotel
5	Emily Arthur	EA Enterprises
6	Phil Anstruther	Anstruther and Co
7	Lisa Hankin	Websites Unlimited
8	Sally Hopper	Discount Oils

Material for Task Three – Letter   **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.]

AHG RACING
The Old Works Farnley Road Halem HA25 3KA

Turn over ▶

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

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

Note: leave first two rows of spreadsheet blank.

Stage	1	2	3	4	5	6
Surface	Track	Road	Track	Road	Track	Road
Miles per litre	2	4	2	4	2	4
Distance (miles)	15	30	12	17	20	10

Material for Task Five – Chart   **FILE NAME: MESSAGE**

Set up a word processing file called **MESSAGE**.

[Please note that this is identical to the material for **Task Two Question (c)** of the Foundation Tier Paper.]

To:

Cc:

Subject:

All boxes are text boxes.
Background box: Height 18 cm × Width 16 cm
3 × Header boxes: Height 1 cm × Width 14 cm
Main Text box: Height 12 cm × Width 14 cm

There is no text printed on this page