

Business and Communication Systems

General Certificate of Secondary Education **GCSE 1950**

Mark Schemes for the Components

June 2007

1950/MS/R/07

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Mark Scheme 1950/01
June 2007

INSTRUCTIONS ON MARKING SCRIPTS

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For many question papers there will also be subject or paper specific instructions which supplement these general instructions. The paper specific instructions follow these generic ones.

1 Before the Standardisation Meeting

Before the Standardisation Meeting you must mark a selection of at least 10 scripts. The selection should be drawn from several Centres. The preliminary marking should be carried out **in pencil** in strict accordance with the mark scheme. In order to help identify any marking issues which might subsequently be encountered in carrying out your duties, **the marked scripts must be brought to the meeting.** (*Section 5c, page 6*)

2 After the Standardisation Meeting

- a) Scripts must be marked in **red**, including those initially marked in pencil for the Standardisation Meeting.
- b) All scripts must be marked in accordance with the version of the mark scheme agreed at the Standardisation Meeting.
- c) **Annotation of scripts**

The purpose of annotation is to enable examiners to indicate clearly where a mark is earned or why it has not been awarded. Annotation can, therefore, help examiners, checkers, and those remarking scripts to understand how the script has been marked.

Annotation consists of:

- the use of ticks and crosses against responses to show where marks have been earned or not earned;
- the use of specific words or phrases as agreed at standardisation and as contained in the final mark scheme either to confirm why a mark has been earned or indicate why a mark has not been earned (eg indicate an omission);
- the use of standard abbreviations eg for follow through, special case etc.

Scripts may be returned to Centres. Therefore, any comments should be kept to a minimum and should always be specifically related to the award of a mark or marks and be taken (if appropriate) from statements in the mark scheme. General comments on a candidate's work must be avoided.

Where annotations are put onto the candidates' script evidence, it should normally be recorded in the body of the answer or in the margin immediately adjacent to the point where the decision is made to award or not award the mark.

d) Recording of marking: the scripts

- i) Marked scripts must give a clear indication of how marks have been awarded, as instructed in the mark scheme.
- ii) All numerical marks for responses to part questions should be recorded unringed in the right-hand margin. The total for each question (or, in specified cases, for each page) should be shown as a single ringed mark in the right-hand margin at the end of each question.
- iii) The ringed totals should be transferred to the front page of the script, where they should be totalled.
- iv) Every page of a script on which the candidate has made a response should show evidence that the work has been seen.
- v) Every blank page should be crossed through to indicate that it has been seen. (*Section 8a – d, page 8*)

e) Handling of unexpected answers

The Standardisation Meeting will include a discussion of marking issues, including:

- a full consideration of the mark scheme in the context of achieving a clear and common understanding of the range of acceptable responses and the marks appropriate to them, and comparable marking standards for optional questions;
- the handling of unexpected, yet acceptable answers. (*Section 6a, bullet point 5, page 6*)

There will be times when you may not be clear how the mark scheme should be applied to a particular response. In these circumstances, a telephone call to the Team Leader should produce a speedy resolution to the problem. (*Appendix 5, para 17, page 26*)

These answers indicate a range of responses that might be expected and how marks can be awarded. Marks should be awarded for appropriate alternative answers put forward by the candidate.

Awarding Marks for Quality of Written Communication

- 0 marks: Candidate fails to communicate through written medium (*answers are illegible*).
- 1 mark: Poor standard of written communication. Answers are difficult to interpret. Frequent errors of spelling, punctuation and grammar (*the reader has to add to the candidate's own words in order to extract meaning from them*).
- 2 marks: Good standard of written communication. Few errors of spelling, punctuation or grammar (*the candidate's prose is normally easy to understand, but errors are noticeable, causing the reader to occasionally stumble*).
- 3 marks: High standard of written communication. No obvious errors in spelling, punctuation or grammar (*the candidate's prose is easy to understand when read at speed, any errors are very infrequent and do not interrupt the flow of reading*).

Question number	Maximum marks	Possible answers	Mark allocation						
1 (a)	3	<table border="1"> <tr> <td>Training usually given on the first day</td> <td>Induction training</td> </tr> <tr> <td>Training that takes place where the employee usually works</td> <td>On the job training</td> </tr> <tr> <td>Training that takes place at a training venue</td> <td>Off the job training</td> </tr> </table>	Training usually given on the first day	Induction training	Training that takes place where the employee usually works	On the job training	Training that takes place at a training venue	Off the job training	1 mark for each correct answer.
Training usually given on the first day	Induction training								
Training that takes place where the employee usually works	On the job training								
Training that takes place at a training venue	Off the job training								
(b)	1	Equal Pay Act.	1 mark for correct answer.						
(c)	2	<p>Possible problems and solutions:</p> <ul style="list-style-type: none"> • Eye strain – eye test/glasses/ anti-glare screen/ improved lighting/ more frequent breaks • Headaches – as above plus drink more water • Back pain – improved posture/better chair/more frequent breaks/exercise • RSI – ergonomic keyboard and mouse/more frequent breaks/exercise. <p>Reward other appropriate problems and solutions.</p>	<p>1 mark for a correct problem and 1 mark for an appropriate solution.</p> <p>Solution doesn't have to be work related.</p>						
(d)	3	<p>Advantages include:</p> <ul style="list-style-type: none"> • Less risk of accidents • Less risk of damage to electrical equipment • Less risk of electric shock • More tidy workspace • Better impression for visitors. <p>Disadvantages include:</p> <ul style="list-style-type: none"> • Staff unable to eat/drink when want to • Lack of drink may cause headaches etc • Staff will need to stop working in order to have a drink • May lower productivity and/or staff morale. <p>Reward other valid answers.</p>	1 mark per point to a maximum of 3. Allow marks for development of a single point. Allow 'one-sided' answers.						
(Total marks for Question 1: 9 marks)									

Question number	Maximum marks	Possible answers	Mark allocation
2 (a)	2	Wage is paid weekly. Salary is paid monthly. Salary is fixed, wage varies (with time worked) Reward other valid answers.	1 mark for each valid difference.
(b)	2	Answers include: <ul style="list-style-type: none"> • <u>Income</u> tax (accept PAYE) • <u>National</u> Insurance (NI) • Pension • Save as you earn • Trade Unions • Student loans • Gift Aid 	1 mark for each of two correct answers.
(c)	2	Possible drawbacks: <ul style="list-style-type: none"> • Cheque may get lost • Incorrect details mean the cheque may be invalid • Time taken for cheque to clear • Have to visit bank to pay in cash • Cheque might bounce. Reward other valid drawbacks to Darren .	1 mark for each of two valid drawbacks. Answers must relate to the employee .
(d)	3	Correct answers is £290 ($40 \times £6 = £240$ plus $5 \times £10 = £50$). NB. £290 = 3 marks, 290 = 2 marks	3 marks for correct final answer, inc. £ sign. 2 marks for a correct method but one error. 1 mark for correct method but two errors.
(e)(i)	1	Spreadsheet (allow Database) (do not accept brand names).	1 mark for correct answer
(e)(ii)	1	Answers include: <ul style="list-style-type: none"> • Use of formulas • Data can be saved and reused Reward other valid answers. Do not accept answers relating to graphs/charts or other irrelevant functions.	1 mark for a valid feature.
(Total marks for Question 2: 11 marks)			

Question number	Maximum marks	Possible answers	Mark allocation
3 (a)	2	Possible features include: <ul style="list-style-type: none"> • Small • Lightweight • Long battery life • Diary software • Word processor • Spreadsheet • Displays images • Can be used as a mobile phone • Can send/receive emails. Reward other valid features.	1 mark for each of two valid features.
(b)	2	Possible risks include: <ul style="list-style-type: none"> • Could get stolen • Data could be lost • Information can be viewed by unauthorised users • Data could be changed eg by a family member. Reward other risks.	1 mark for each of two valid risks.
(c)	1	Possible answers include: <ul style="list-style-type: none"> • So that it remains a secret • To reduce the risk of unauthorised users (hackers) • If a password is discovered it will quickly become out of date. Reward other valid answers.	1 mark for a valid reason.
(d)	2	Possible answers: <ul style="list-style-type: none"> • Might contain a virus • Might contain a Trojan • Might disrupt the network. • Can remove data from the network. Reward other valid answers.	1 mark for each of 2 valid answers or 2 marks for development.
			(Total marks for Question 3: 7 marks)

Question number	Maximum marks	Possible answers	Mark allocation
4 (a)	1	Monitor/VDU.	1 mark for correct answer.
(b)	1	Web browser. Do not accept 'Internet Service Provider'. Do not accept brand names.	1 mark for correct answer.
(c)	2	Possible benefits include: <ul style="list-style-type: none"> • Can reach more customers • Can provide more up to date information for customers • Cheaper to sell products on-line than in shops • Can receive information from users eg number of visits • Can receive orders on-line • Cheaper to distribute information to customers via the website rather than by post. Reward other valid answers. Benefits must be for the business , not its customers.	1 mark for each of two valid benefits. Answers must relate to the business .
(d)	4	Possible benefits include: <ul style="list-style-type: none"> • Can shop anywhere • Less travelling time needed • No need to leave home • Can shop any time • More convenient than alternatives • Can be easier to see what is in stock • Home delivery. Reward other valid benefits to customers not the business.	1 mark for each of two valid benefits plus up to 2 marks for development (2 x 2 or 1 + 3). Answers must relate to customers .
(e)(i)	3	Possible items: <ul style="list-style-type: none"> • Customer name • Address • Date of birth (do not accept age) • Item purchased • Credit card number. Reward other valid items.	1 mark for each of three valid items.
(e)(ii)	1	<ul style="list-style-type: none"> • Data Protection Act (DPA). 	1 mark for correct answer.
(f)	4	Possible problems include: <ul style="list-style-type: none"> • Staff use the internet instead of working • Loss of output/productivity • Could enable viruses to infect the network • Staff could view unsuitable material. Reward other valid problems.	1 mark for each of two valid problems plus up to 2 marks for development (2 x 2 or 1 + 3).
(Total marks for Question 4: 16 marks)			

Question number	Maximum marks	Possible answers	Mark allocation
5 (a)	5	Errors are: <ul style="list-style-type: none"> • Your NOT “youre” • www.discsrus.com NOT “ww.discsrus.com” • great NOT “grate” • DVDs NOT “DDVs” • Selection not ‘selction’. 	1 mark for each of three correctly circled errors.
(b) c/o	4	Possible reasons include: <ul style="list-style-type: none"> • Difficult to position text and images • Difficult to format text • No spell or grammar check • Can only put information into cells • Better to use word processing or desk top publisher software. Reward other valid reasons.	Level 1 (1-2 marks) Discusses strengths/weaknesses of spreadsheet software Level 2 (3-4 marks) Software is evaluated
(c)	8	Memorandum to include the following items: <ol style="list-style-type: none"> 1 to “Shop Managers” 2 from “D(arren) Levy or “Head Office Manager” 3 date (of examination) 4 appropriate subject 5 launch date “3 September 2007” 6 <u>draft</u> advertisement enclosed 7 contact email 8 tone of message – DNA if body of message is <u>NOT</u> written as a memo <u>OR</u> if there are significant errors. 	1 mark for each required item. Names, numbers and dates must be transcribed accurately for marks to be awarded.
(Total marks for Question 5: 17 marks)			

Question number	Maximum marks	Possible answers	Mark allocation
6 (a) c/o	6	<p>Possible benefits:</p> <ul style="list-style-type: none"> • Can print in colour • Good quality • Easy to change cartridges • If one printer breaks down another can be substituted • Relatively cheap to purchase. <p>Possible drawbacks:</p> <ul style="list-style-type: none"> • Cost of replacement cartridges • Not high quality • One per computer is expensive • Could network a fast laser printer instead. <p>Reward other valid benefits and drawbacks.</p>	<p>Level 1 (1-2 marks): <i>Identifies</i> relevant benefits and/or drawbacks.</p> <p>Level 2 (3-4 marks): <i>Discusses</i> relevant benefits or drawbacks.</p> <p>Level 3 (5-6 marks): <i>Discusses</i> relevant benefits and drawbacks.</p> <p>Answers must relate to the business.</p>
(b) c/o	4	<p>Possible benefits:</p> <ul style="list-style-type: none"> • Only the authorised user can view the data • Only the authorised user can edit data • Only the authorised user can reactivate the computer • Reduces the chance of hacking by users inside the Head Office. <p>Possible drawbacks:</p> <ul style="list-style-type: none"> • Only the current user (or a network administrator) can unlock the computer • Two minutes is not a very long time • Can be inconvenient to keep unlocking the computer • Can break the flow, for example when giving presentations • Will not restrict attacks from outside the organisation. <p>Reward other benefits/drawbacks.</p>	<p>Level 1 (1-2 marks) Benefits/drawbacks described without any evaluation.</p> <p>Level 2 (3-4 marks) The data protecting <u>method</u> is evaluated.</p>
(c) c/o	2	<p>Possible benefits include:</p> <ul style="list-style-type: none"> • All data must pass through the firewall • The firewall blocks the movement of data that it does not recognise • The firewall prevents the computer's address being seen by other computers. <p>Reward other valid answers.</p>	1 mark for each of two valid answers.
(Total marks for Question 6: 12 marks)			

Question number	Maximum marks	Possible answers	Mark allocation
7 (a) c/o	8	Notice and Agenda to include the following correctly completed items: 1 Notice content (Date, Time, Location of the meeting, Required participants) 2 Standard opening (Apologies, Minutes, Matters Arising, Correspondence) 3 Required items 4 Standard close (AOB; Details of next meeting (or as Date, Time, Place if they are specified)).	1: 2 marks if all items are present, 1 mark if at least three items are present. 2: 1 mark for each item. 3: 1 mark if both items are accurately included. 4: 1 mark both items.
			(Total marks for Question 7: 8 marks)

Question number	Maximum marks	Possible answers	Mark allocation
8 (a) c/o	4	<p>Possible benefits:</p> <ul style="list-style-type: none"> • Data is backed up regularly • Data is backed up in the evening – reducing disruption to network users • A DVD means a permanent copy can be stored. <p>Possible drawbacks:</p> <ul style="list-style-type: none"> • Once a week is not very frequent • Computer crashes on a Wednesday would result in a loss of lots of data • DVD is not a very secure medium • DVD will take a long time to write data on to • Desk is not a secure location • Should be stored in another building or in a lockable, fireproof container. <p>Reward other valid benefits/drawbacks.</p>	<p>Level 1 (1-2 marks): Benefits/drawbacks discussed but not evaluated.</p> <p>Level 2 (3-4 marks): Evaluation of the back-up method. If answer relates to back-ups <i>per se</i> = Level 1 max.</p>
(b) c/o	2	<ul style="list-style-type: none"> • Cd • CD-RW • CD-R • ZIP disk (NOT ZIP-drive) • (Magnetic) tape • <u>External</u> hard disk. • <u>USB/memory stick</u> <p>Do not accept Floppy disk/CD-ROM.</p>	1 mark for each of two correct media.
			(Total marks for Question 8: 6 marks)

Question number	Maximum marks	Possible answers	Mark allocation
9 (a) c/o	3	Possible reasons: <ul style="list-style-type: none"> • Information can be copied to all applicants • Can use mail-merge • Permanent record • Evidence of being sent • Applicant has the information on paper for reference. • Formal method Reward other valid reasons.	1 mark for each of 3 correct reasons. Award marks for development.
(b) c/o	2	Circumstances include: <ul style="list-style-type: none"> • If it is a reply to a text sent by the customer • The customer has given their permission/consent • The message is short • No permanent/printed record is required • The message just contains text. Reward other valid reasons. DNA examples of text messages.	1 mark for each of two valid reasons.
(Total marks for Question 9: 5 marks)			

Question number	Maximum marks	Possible answers	Mark allocation
10 (a) c/o	4	Possible issues include: <ul style="list-style-type: none"> • Ease of use • Fitness for the intended purpose • Cost of equipment • Environmental cost • Health and Safety of the use and others. Reward other valid answers if they are examples of the above issues.	1 mark for each of four appropriate issues.
(b)	2	<ul style="list-style-type: none"> • Mouse • Keyboard. Rewards any other input device.	1 mark for each valid answer.
(Total marks for Question 10: 6 marks)			

Mark Scheme 1950/02
June 2007

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Question number	Maximum marks	Possible answers	Mark allocation
1 c/o	3	Reasons: <ul style="list-style-type: none"> • Information can be copied to all applicants • Can use mail-merge • Permanent record • Evidence of being sent • Applicant has the information on paper for reference • Formal method Reward other valid reasons.	1 mark for each of three correct points. Award marks for developed points.
			(Total marks for Question 1: 3 marks)

Question number	Maximum marks	Possible answers	Mark allocation
2 (a)	6	<p>Possible benefits include:</p> <ul style="list-style-type: none"> • Can shop anywhere • Less travelling time needed • No need to leave home • Can shop any time • More convenient • Can be easier to see what is in stock • Home delivery <p>Possible drawbacks include:</p> <ul style="list-style-type: none"> • Worries about identity theft/fraud • Unable to see product before purchasing • Harder to return faulty/incorrect goods • Delivery delay due to postage <p>Reward other valid benefits/drawbacks to customers.</p>	<p>Level 1 (1-2 marks): <i>Identifies</i> relevant benefits and/or drawbacks.</p> <p>Level 2 (3-4 marks): <i>Analyses</i> relevant benefits or drawbacks.</p> <p>Level 3 (5-6 marks): <i>Evaluates</i> relevant benefits and/or drawbacks.</p> <p>Answers must relate to customers.</p>
(b) c/o	4	<p>Possible issues include:</p> <ul style="list-style-type: none"> • Ease of use • Fitness for the intended purpose • Cost of equipment • Environmental cost • Health and safety of the user and others <p>Reward other valid answers if they are examples of the above issues.</p>	1 mark for each of four appropriate issues.
(c)	2	<p>Features include:</p> <ul style="list-style-type: none"> • Can assign blocks of time to each activity • Can create task lists for each block of time • Task lists can be prioritised • Costings can be allocated to each task • Software can calculate overall costs of project • Software can monitor completion/non-completion of tasks/deadlines <p>Reward other relevant features.</p>	1 mark for each of two points.

Question number	Maximum marks	Possible answers	Mark allocation
(d) c/o	4	Possible reasons include: <ul style="list-style-type: none"> • Difficult to position text and images • Difficult to format text • No spell or grammar check • Can only put information into cells • Better to use word processing or desk top publisher software Reward other valid reasons.	Level 1 (1-2 marks) Discusses strengths/weaknesses of spreadsheet software Level 2 (3-4 marks) Software is evaluated
(e)	4	Possible stages (with possible development) are: <ul style="list-style-type: none"> • Scanning (part of image selected, or image type defined) • Saving (file type is specified eg bitmap) • Editing image file (eg cropping or resizing of image) • Placing in the advert (copy/paste or insert functions used) Do not accept any stages which take place AFTER the image has been put into the advertisement (eg resizing, moving of objects in the advert).	1 mark for each of two stages plus up to 2 marks for development (2 + 2 or 1 + 3).
			(Total marks for Question 2: 20 marks)

Question number	Maximum marks	Possible answers	Mark allocation
3 (a) c/o	6	<p>Possible benefits:</p> <ul style="list-style-type: none"> • Can print in colour • Good quality • Easy to change cartridges • If one printer breaks down another can be substituted • Relatively cheap to purchase <p>Possible drawbacks:</p> <ul style="list-style-type: none"> • Cost of replacement cartridges • Not high quality • One per computer is expensive • Could network a fast laser printer instead <p>Reward other valid benefits and drawbacks.</p>	<p>Level 1 (1-2 marks): <i>Identifies</i> relevant benefits and/or drawbacks.</p> <p>Level 2 (3-4 marks): <i>Analyses</i> relevant benefits or drawbacks.</p> <p>Level 3 (5-6 marks): <i>Analyses</i> relevant benefits and drawbacks.</p> <p>Answers must relate to the business.</p>
(b) c/o	4	<p>Possible benefits:</p> <ul style="list-style-type: none"> • Only the authorised user can view the data • Only the authorised user can edit data • Only the authorised user can reactivate the computer • Reduces the chance of hacking by users inside the Head Office. <p>Possible drawbacks:</p> <ul style="list-style-type: none"> • Only the current user (or a network administrator) can unlock the computer • Two minutes is not a very long time • Can be inconvenient to keep unlocking the computer • Can break the flow, for example when giving presentations • Will not restrict attacks from outside the organisation. <p>Reward other benefits/drawbacks.</p>	<p>Level 1 (1-2 marks) Benefits/drawbacks described without any evaluation.</p> <p>Level 2 (3-4 marks) The data protecting <u>method</u> is evaluated.</p>

Question number	Maximum marks	Possible answers	Mark allocation
(c) c/o	2	Possible answers include: <ul style="list-style-type: none">• All data must pass through the firewall• The firewall blocks the movement of data that it does not recognise• The firewall prevents the computer's address being seen by other computers. Reward other valid answers.	1 mark for each of two valid answers or 2 marks for a developed point.
(Total marks for Question 3: 12 marks)			

Question number	Maximum marks	Possible answers	Mark allocation
4 (a) c/o	8	<p>Notice and Agenda to include the following correctly completed items:</p> <ol style="list-style-type: none"> 1 Notice content (Date, Time, Location of the meeting, Required participants) 2 Standard opening (Apologies, Minutes, Matters Arising, Correspondence) 3 Required items 4 Standard close (AOB; Details of next meeting (or as Date, Time, Place if they are specified)). 	<p>1: 2 marks if all items are present, 1 mark if at least three items are present.</p> <p>2: 1 mark for each item.</p> <p>3: 1 mark if both items are accurately included.</p> <p>4: 1 mark both items.</p>
(b)	4	<p>Actions include:</p> <ul style="list-style-type: none"> • Providing refreshments • Organising any resources • Providing paper/pens • Ensure the meeting is undisturbed <p>Reward other relevant actions. Do not accept answers that relate to the conduct (chairing) of the meeting.</p>	<p>1 mark for identifying each of two actions plus up to 2 marks for development (2 + 2 or 1 + 3).</p>
			(Total marks for Question 4: 12 marks)

Question number	Maximum marks	Possible answers	Mark allocation
5 (a) c/o	4	<p>Possible benefits:</p> <ul style="list-style-type: none"> • Data is backed up regularly • Data is backed up in the evening – reducing disruption to network users • A DVD means a permanent copy can be stored <p>Possible drawbacks:</p> <ul style="list-style-type: none"> • Once a week is not very frequent • Computer crashes on a Wednesday would result in a loss of lots of data • DVD is not a very secure medium • DVD will take a long time to write data onto • Desk is not a secure location • Should be stored in another building or in a lockable, fireproof container <p>Reward other valid benefits/drawbacks.</p>	<p>Level 1 (1-2 marks): Benefits/drawbacks discussed but not evaluated.</p> <p>Level 2 (3-4 marks): Evaluation of the back-up method. If answer relates to back-ups <i>per se</i> = Level 1 max.</p>
(b) c/o	2	<ul style="list-style-type: none"> • CD • CD-RW • CD-R • ZIP disk (NOT ZIP-drive) • (Magnetic) tape • <u>External</u> hard disk • USB/memory stick <p>Do not accept Floppy disk/CD-ROM</p>	1 mark for each of two correct media.
(c) c/o	2	<p>Circumstances include:</p> <ul style="list-style-type: none"> • If it is a reply to a text sent by the customer • The message is short • the customer has given their permission/consent • No permanent/printed record is required • The message just contains text <p>Reward other valid reasons. Do not reward examples.</p>	1 mark for each of two valid reasons.
			(Total marks for Question 5: 8 marks)

Question number	Maximum marks	Possible answers	Mark allocation
6 (a)	4	<p>Possible benefits to the employee include:</p> <ul style="list-style-type: none"> • Will get to know her workplace • Will get to meet new work colleagues • Will help her to settle into her new job • Will give her an opportunity to ask questions <p>Reward other valid benefits to the employee.</p>	<p>1 mark for each of two valid benefits plus up to 2 marks for development (2 x 2 or 1 + 3).</p> <p>Answers must relate to the employee.</p>
(b)	4	<p>Possible drawbacks to the employer include:</p> <ul style="list-style-type: none"> • The employee may learn poor working habits • The training may disrupt the workings of the organisation • Training may not be given by an expert trainer • New ideas are not brought into the organisation <p>Reward other relevant drawbacks to the employer.</p>	<p>1 mark for each of two valid drawbacks plus up to 2 marks for development (2 x 2 or 1 + 3).</p> <p>Answers must relate to the employer.</p>
(c)	6	<p>Possible benefits to an employer include:</p> <ul style="list-style-type: none"> • Less disruption due to traffic delays • Increased output if the employee is happier • Less office space required • Hot-desking can be used • Lower costs (overheads) <p>Possible drawbacks include:</p> <ul style="list-style-type: none"> • Harder to monitor work • Over-reliance on technology eg internet connection • Will need to update network to enable remote access • Initial set-up costs <p>Reward other valid benefits/drawbacks to the employer.</p>	<p>Level 1 (1-2 marks): <i>Identifies</i> relevant benefits and/or drawbacks.</p> <p>Level 2 (3-4 marks): <i>Analyses</i> relevant benefits or drawbacks.</p> <p>Level 3 (5-6 marks): <i>Evaluates</i> relevant benefits and/or drawbacks.</p> <p>Answers must relate to the employer.</p>
(Total marks for Question 6: 14 marks)			

Question number	Maximum marks	Possible answers	Mark allocation
7 (a)	2	<p>Answers include:</p> <ul style="list-style-type: none"> • A body where 'management' and 'workers' meet • Discuss issues that directly affect employment in the business • A legal requirement of certain (large) firms (Social Chapter of the Maastricht Treaty). • Allows the business to inform workforce of issues • Allows the business to inform workforce of issues • Allows the business to obtain feedback from workforce on issues <p>Accept other valid answers.</p>	1 mark for each of two valid points or 2 marks for the development of a single point.
(b)	4	<p>Possible drawbacks include:</p> <ul style="list-style-type: none"> • Committee's recommendations may not be acted upon by the business • Time taken to attend the committee • Members of the committee may not be representative of all employees • Employer may control the agenda <p>Reward other relevant benefits to employees.</p>	<p>1 mark for each of two appropriate drawbacks plus up to 2 marks for development (2 x 2 or 1 + 3).</p> <p>Answers must relate to employees.</p>
			(Total marks for Question 7: 6 marks)

Question number	Maximum marks	Possible answers	Mark allocation
8 (a)	2	<ul style="list-style-type: none"> • If the request is in writing • If a period of notice is given • If a fee is paid • If proof of ID is given • If other data subjects' identities are not revealed 	1 mark for each of two correct circumstances or 2 marks for the development of a single point.
(b)	4	<p>Answers include:</p> <ul style="list-style-type: none"> • No copyright material must be used without the owner's consent – a fee may be required • No pirated software should be used – software audits may be required • No unlicensed software may be used – software audits may be required <p>Reward other valid answers.</p>	1 mark for each of two appropriate actions plus up to 2 marks for development (2 x 2 or 1 + 3).
			(Total marks for Question 8: 6 marks)

Question number	Maximum marks	Possible answers	Mark allocation
9 (a)	4	Reasons include: <ul style="list-style-type: none"> • So that electronic copies of the letters are organised systematically • So that each letter has a unique identifier • So that the reference number can be used to subsequently locate the letter Accept other valid reasons.	1 mark for each of two appropriate reasons plus up to 2 marks for development (2 x 2 or 1 + 3).
(b)	6	Possible benefits include: <ul style="list-style-type: none"> • Ease of finding a copy of the letter • Letters can then be photocopied, if needed • Minimises risk of losing letter (if electronic copy is deleted) Possible drawbacks include: <ul style="list-style-type: none"> • Filing cabinets needed • Space/cost of filing system • Only one person can view the letter copy at any one time • Risk of losing/misfiling letter • Long term damage to paper Reward other valid benefits/drawbacks to the business .	Level 1 (1-2 marks): <i>Identifies</i> relevant benefits and/or drawbacks. Level 2 (3-4 marks): <i>Analyses</i> relevant benefits or drawbacks. Level 3 (5-6 marks): <i>Evaluates</i> relevant benefits and/or drawbacks. Answers must relate to the business .
			(Total marks for Question 9: 10 marks)

Question number	Maximum marks	Possible answers	Mark allocation
10 (a)	6	<p>Possible benefits include:</p> <ul style="list-style-type: none"> • Can keep in contact with the office • Can check email whilst out of the office • Can connect to the internet • Can make private calls <p>Possible drawbacks include:</p> <ul style="list-style-type: none"> • Can be contacted outside of office hours • Greater number of phone calls received • Increased stress on staff <p>Reward other valid benefits/drawbacks.</p>	<p>Level 1 (1-2 marks): <i>Identifies</i> relevant benefits and/or drawbacks.</p> <p>Level 2 (3-4 marks): <i>Analyses</i> relevant benefits or drawbacks.</p> <p>Level 3 (5-6 marks): <i>Evaluates</i> relevant benefits and/or drawbacks.</p> <p>Answers must relate to the employees.</p>
			(Total marks for Question 10: 6 marks)

General Certificate of Secondary Education
Business and Communication Systems (1950)
June 2007 Assessment Series

Component Threshold Marks

Component	Max Mark	A	B	C	D	E	F	G
1	100	n/a	n/a	64	55	47	39	31
2	100	58	49	40	32	n/a	n/a	n/a
3	100	86	75	64	51	39	27	15
83	100	86	75	64	51	39	27	15

Specification Options

Foundation Tier

	Max Mark	A*	A	B	C	D	E	F	G
Overall Threshold Marks	200	n/a	n/a	n/a	127	107	87	68	49
Percentage in Grade	200	n/a	n/a	n/a	27.0	27.6	23.8	13.1	5.8
Cumulative Percentage in Grade	200	n/a	n/a	n/a	27.0	54.6	78.4	91.5	97.3

The total entry for the examination was 2690.

Higher Tier

	Max Mark	A*	A	B	C	D	E	F	G
Overall Threshold Marks	200	150	133	116	99	76	69	n/a	n/a
Percentage in Grade	200	5.5	17.1	31.7	25.5	16.1	2.1	n/a	n/a
Cumulative Percentage in Grade	200	5.5	22.6	54.3	79.8	95.9	98.0	n/a	n/a

The total entry for the examination was 2410.

Overall

	A*	A	B	C	D	E	F	G
Percentage in Grade	2.7	8.2	18.2	26.3	22.0	13.2	6.8	3.0
Cumulative Percentage in Grade	2.7	10.9	26.4	52.7	74.7	87.9	94.7	97.7

The total entry for the examination was 5114.

Statistics are correct at the time of publication.

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