

Notes for Guidance

Teachers

Candidates are allowed to take their own notes into the examination room. You may support and guide them but the research they take into the examination room must be their own work.

The notes they take into the examination room must **not** contain comments or marking by the teacher.

- Unit 4 is an examination paper in two tiers that will assess sections **5.3**, **5.4** and **5.5** of the specification.
- Candidates must also be fully conversant with the knowledge outlined in Unit 1: Core knowledge underpinning the use of ICT.
- It is unlikely that candidates who have not carried out the practical work associated with Unit 2 and Unit 3 will have gained sufficient insight into the application of ICT systems to successfully attempt this assessment.
- Candidates may be given the pre-release material at any point, but it must be given to them **at least four weeks** before the test.
- Candidates can be given support and advice in the interpretation of the materials and the use of ICT in the context identified.
- Candidates do not have to be directly supervised while they are researching or producing work in response to the pre-release materials.
- Flow chart stencils should be available to candidates for use during the examination.
- Teachers should check that materials taken into the examination are appropriate and comply with the 'Regulations for the Conduct of Examinations'.

NOTE: Where test questions relate to the pre-release research activities, candidates will only be awarded marks when they answer the question asked.

Materials taken into the examination must **not** be attached to or submitted with the answer booklet.

Candidates

You may take your **own** notes into the examination room. This will normally consist of four A4 sheets. Remember you should not just quote from your notes. Your notes are there to help and guide you. Marks will be awarded for correctly answering the questions set.

The research sheet is provided to help you to structure your notes. The examination papers do not have specific questions on all the content outlined in the research sheet, however following the research sheet will help you to revise the correct areas covered by the examination papers.

- You may take a flow chart stencil into the examination room.
- Textbooks are **not** allowed in the examination room.

Research Material

Joe Harris and Susie Chan run small shops in the town of Cushington. They have recently decided to work together and combine their businesses. They sell new and second-hand books and videos and feel that it is worth keeping both existing shops open but opening an extra larger shop. The new shop is called **LOOK LIVELY**, and is aimed mainly at younger people.

The new larger shop is on three floors, and has recently been refitted to include an area where customers can sit in comfort to look at the items on sale. This includes a small coffee shop selling drinks and cakes. The improvements also include air conditioning and a new fire alarm system.

They also want to set up a website so that people can buy the second-hand books and videos on line. This will not apply to new stock.

You should investigate:

- hardware and software for use in a small retail unit
- how ICT is used in modern retailing
- changing working practices due to computerisation
- health and safety in computer use
- use of ICT to communicate between sites of a business
- simple computer networking
- use of ICT to communicate with customers
- differences in ICT use between small and large retail outlets
- information required from and provided to customers when using traditional or electronic shopping methods
- data capture and collection methods
- legal requirements relating to data use
- data security measures and maintenance
- social implications of the use of ICT in retail organisations
- use of monitoring and control systems in retail organisations
- systems flowcharts
- web page design
- interactive presentations.

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