

General Certificate of Secondary Education
June 2007



BUSINESS AND COMMUNICATION SYSTEMS

3126/TN

**TEACHER'S 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 Teacher's 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 Teacher's 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 14 May 2007 and Friday 18 May 2007. 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.

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 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 18 May 2007.

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. You may change this to the standard font used at your centre, if necessary.

Once you have copied and pasted all the files, check each file for accuracy against the Teacher's 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.
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 examiner. Please do **not** send disks to examiners.

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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 at the top of each task, and write these numbers on the worked tasks where they have been omitted.
 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 18 May 2007.**

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 5–8 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, WITH YOUR CANDIDATES' SCRIPTS, HARD COPIES OF YOUR ORIGINAL FILES (TUTOR'S COPY) FOR TASKS ONE, TWO, THREE AND FOUR.

Material for Task One – Database**FILE NAME: SALES**

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

Field types: Group and Number of sales fields are numeric.

Sales value is numeric set to a currency format.

All other fields are text/alphabetic.

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

Group	Product	Example	Sales value	Number of sales	Supplier
1	Fruit	Apples	£97.58	59	London
2	Tropical fruit	Mangoes	£34.49	10	London
3	Soft fruit	Plums	£26.03	19	Local
4	Salads	Tomatoes	£121.58	55	London
5	Vegetables	Carrots	£84.09	51	Local
6	Herbs	Parsley	£31.25	16	London
7	Dried fruit	Currants	£2.50	1	London
8	Dairy products	Milk	£11.87	9	Local
9	Eggs	Free range	£6.15	5	Local
10	Soft drinks	Orange squash	£48.31	27	London

Turn over ►

Material for Task Two – 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 Two** of the Higher Tier Paper.]

FRESH FARE

46 Straight Lane North End Hereford HD39 9JE

Email: Paul.Johnson@freshfare.co.uk

Material for Task Three – Data capture sheet

FILE NAME: MEMO

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

Memorandum

To

From

Date

Subject

Turn over ►

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

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

[Please note that both tables should be on the same sheet.]

Weekly wages							
Period	Week	Ahmed			Leena		
		Rate per hour	Hours worked	Total weekly wage	Rate per hour	Hours worked	Total weekly wage
1	1	6			5.5		
	2	6			5.5		
	3	6			5.5		
	4	6			5.5		

Wages summary			
Period	Total wages bill	Target for wages bill	Difference
		1500	

Turn over for Higher Tier Paper

Turn over ►

Paper 3126/2H – HIGHER TIER PAPER

Files for **Tasks One and Two** have to be keyed in, in advance, by the persons responsible. Pages 11 and 12 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, WITH YOUR CANDIDATES' SCRIPTS, HARD COPIES OF YOUR ORIGINAL FILES (TUTOR'S COPY) FOR TASKS ONE AND TWO.

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

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

Note: leave first two rows of spreadsheet blank. Set up in columns A and B.

	2006
Sales	
Sales income	
Cost of sales	
Gross profit	
Expenses	
Rates	
Rent	
Diesel for van	
Water and electricity	
Loan interest	
Wages	
Total expenses	
Net Profit	

Turn over ►

Material for Task Two – 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 Two** of the Foundation Tier Paper.]

FRESH FARE

46 Straight Lane North End Hereford HD39 9JE

Email: Paul.Johnson@freshfare.co.uk