Business Subjects and Economics

4130/09/TN

Unit 9   Using ICT in Business

Teachers' Notes   Confidential

To be given immediately to the teacher(s) responsible for GCSE Business and Communication Systems

Open on receipt

TEACHERS' NOTES AND CD-ROM FOR THE UNIT 9 USING ICT IN BUSINESS EXAMINATION

These instructions MUST be given immediately to the person(s) responsible for this unit.

This document contains material which must be prepared prior to this computer based Examination.

INSTRUCTIONS TO THE EXAMINATIONS OFFICER

The Teachers' Notes and CD-ROM are strictly confidential and must be kept under secure conditions 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 examination and afterwards returned to the Examinations Officer.

Additional copies of these Teachers' Notes and CD-ROM cannot be supplied by AQA.

Unit 9 is a **Computer Based Examination**. Centres may timetable the examination at any time during the designated week. Centres do not need to request permission to hold more than one sitting during this period. Each candidate must take his/her examination during a single one and a half 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 examination.

At the end of the examination, candidates should be instructed to hand in both the stationery folder containing the worked tasks in numerical **task order** and the examination paper.

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

The examination question papers should not be sent to the examiner but must be stored under secure conditions until after the end of the designated week.

CONFIDENTIAL INSTRUCTIONS TO THE PERSON(S) RESPONSIBLE FOR THE UNIT 9 EXAMINATION.

1. It is the responsibility of the nominated person(s) to ensure that appropriate preparations are made for the computer based examination.

2. Suitably qualified persons are to be nominated by Heads of Centres to conduct the Examination. 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 examination.

3. The examination will contain three tasks and candidates will be required to attempt **all** tasks. Suitable equipment must be provided to enable each candidate to work independently, and arrangements must be made for this to be available so 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.

5. The files in this document must be supplied ready for use by the candidates. These files can be either manually keyed in or copied from the CD-ROM.

6. When the CD-ROM is placed into a computer, it will display the files for the examination. You will need to copy and paste the appropriate files into the centre's operating system.

   The font used throughout is 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 all the files have been copied and pasted, they should be checked for accuracy against the Teachers' Notes. A check should be made to ensure that no files have been duplicated.

7. If the files have been manually keyed in, a hard copy of the original files (the tutor's copy) **must** be forwarded to the examiner with the candidates' scripts. Files must be keyed in **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 examination, 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. Disks should not be sent to the AQA examiner.

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 examination. 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 examination 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.   Candidates must complete all the sections on the front cover of their stationery folders, including the correct details of the computer hardware and software used during the examination.

16.   **At the end of the examination, all candidates must hand in their copies of the question paper. These papers must be stored under secure conditions until after the end of the designated week.**

WHERE CENTRES CANNOT USE THE CD-ROM

Files for **Tasks One, Two** and **Three** must be keyed in, in advance of the examination, by the person(s) responsible. Pages 5 – 8 contain the material for these Tasks. **THIS MATERIAL AND ITS LAYOUT MUST BE FOLLOWED EXACTLY, ALTHOUGH LINE ENDINGS MAY DIFFER**.

Once the material has been keyed in, it should be double-checked for accuracy.

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.

HARD COPIES OF ORIGINAL FILES (TUTOR'S COPY) FOR TASKS ONE, TWO AND THREE MUST BE SUBMITTED WITH THE CANDIDATES' SCRIPTS.

Material for Task One – Flyer   **FILE NAME: FLYER**

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

Going Away

You are invited to a travel exhibition organised by the travel agent, Going Away. This will be held at the International Hotel (Junction 11, M35) on Sunday 13th October 2010. There is no admission charge.

This will be of interest to travellers looking for that different holiday. There will be exhibitions and displays by the UK's leading quality travel and cruise operators. There will be a number of presentations during the day as shown below:
Holiday choices in Corsica, Sardinia and Sicily
Cruising in Europe
The Greek Islands
Cottage holidays
City breaks

Win a prize
Bring this flyer along to the exhibition to be entered into a prize draw. Win £500 off your next holiday booked through Going Away.

Material for Task Two (a) – Database   **FILE NAME: HOLIDAYS**

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

Field types: Age is numeric, all other fields are text/alphabetic.

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

ID	Title	Initial	Surname	Age	Destination	Month	Holiday type
1	Miss	M	Phelge	19	Canary Islands	July	BH
2	Miss	W R	Blakey	58	Mediterranean	June	CR
3	Mr	J E	Fiddy	23	Paris	October	CB
4	Mr	F P	Hankins	35	Greece	July	BH
5	Mr	E W	Langer	27	Cyprus	July	BH
6	Mrs	E	Langer	29	Cyprus	July	BH
7	Mr	R J	Smith	44	Balearic Islands	August	BH
8	Mr	A L	Walton	47	Paris	April	CB
9	Mr	A C	Lawrence	34	Turkey	July	BH
10	Mrs	P	Land	41	Ireland	May	AC
11	Mrs	T L	Hawes	29	Portugal	August	BH

Material for Task Two (e) - Database   **FILE NAME: MESSAGE**

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

To: laura@goingaway.co.uk

Cc:

Subject: Database

Material for Task Three – Preparing a presentation   **FILE NAME: NOTES**

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

Rough notes for Going Away presentation

Welcome to our annual exhibition of holidays abroad and in the UK. My name is Laura Andrews and I am the owner of Going Away, one of the few small, independent travel businesses in the UK.

We can offer you an enormous range of holidays, whether your interest is in long haul trips to Australia, weekend breaks in Paris or a week staying in a cottage at the foot of a mountain in Scotland.

New to Going Away this year are our weekend breaks in many major cities across Europe. We have put together our own special package of transport and hotel options which will give you a real flavour of the city you visit.