

**CONFIDENTIAL**

**MATERIALS LIST**

General Certificate of Education  
January 2006  
Advanced Subsidiary Examination



**APPLIED BUSINESS**

**BS05/TN**

**Unit 5 Business Communication and Information Systems**

**MATERIALS LIST FOR PAPER BS05**

**These instructions MUST be given immediately to the teacher responsible for GCE Applied Business paper BS05.**

**This document contains material which must be keyed in prior to the examination on Tuesday 17 January 2006.**

**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 GCE Applied Business, Business Communication and Information Systems paper BS05.

This Materials List is strictly confidential and must be kept in safe custody by the Examinations Officer or by the particular supervisor to whom it is entrusted. It should be given to the Invigilator for the duration of the actual examination and afterwards returned to the Examinations Officer. Additional copies of this Materials List cannot be supplied by AQA.

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**CONFIDENTIAL INSTRUCTIONS TO THE PERSON RESPONSIBLE FOR THE  
GCE APPLIED BUSINESS – BUSINESS COMMUNICATION AND INFORMATION  
SYSTEMS BS05**

1. It is the responsibility of nominated persons to ensure that appropriate preparations are made for the GCE Applied Business – Business Communication and Information Systems BS05 examination paper.
2. Suitably qualified persons are to be nominated by Heads of centres to conduct the examinations. 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 question papers will contain a mixture of questions that should be answered on the question paper and practical tasks requiring the use of a computer. Candidates will be required to attempt all questions and 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.
6. AQA will provide a stationery folder and plain A4 paper. The centre must provide all other materials.
7. Where a centre, due to insufficient equipment being available, is unable to accommodate all the candidates for the paper in the time scheduled on the timetable, the centre may apply to the Centre Services department of AQA for permission to hold additional sessions. Centres are required to write to AQA as soon as possible after the submission of entries and, in any case, not later than the end of April for the June series and November for the January series. Requests received after this date may not be approved. Decisions concerning these requests are at the discretion of AQA.
8. Where centres have obtained permission from AQA to 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.
9. 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. Please do **not** send disks to AQA examiners.
10. 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.

**BS05 PAPER**

Files for **Question One** have to be keyed in, in advance, by the persons responsible. Pages 4 and 5 contain the data for the Tasks. **THIS MATERIAL AND ITS LAYOUT MUST BE FOLLOWED EXACTLY.**

After keying in the material it should be double-checked to ensure that it is accurate.

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 covers of their stationery folders, and that the details of the computer hardware and software are correct.

**PLEASE SUBMIT HARD COPIES OF YOUR ORIGINAL FILE (TUTOR'S COPY) FOR QUESTION ONE WITH YOUR CANDIDATES' SCRIPTS.**

**Material for Question 1(a) – Database****FILE NAME: VISITOR LIST**

Prepare the following database file called **VISITOR LIST**.

Field Types: ID, No. of Adults and No. of Children are numeric; all other fields are text/alphabetic.

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

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ID	Postcode	No. of Adults	No. of Children	Surname	Email
1	LL13 4AW	2	2	Bovisman	visman@viscali.co.uk
2	CH5 3TQ	1	3	Charles	charlie@virgil.net
3	SW1 3JJ	2	2	Hardaker	man@aker.wanabee.co.uk
4	LE18 9TD	1	1	Smithson	smiths@dsl.pipet.com
5	CA6 9BW	2	2	Patterman	pat@ht.com
6	LE19 4AP	2	2	Patel	patel@ibis.com
7	NN16 8QT	2	3	Hutterman	family@butterman.wanabee.co.uk
8	SW1 3HH	3	0	Williams	cog@wil.viscali.co.uk
9	PB14 6NJ	2	4	Parseghian	fam@par.ht.com

**Material for Question 1(d) – Document****FILE NAME: DOCUMENT**

Set up a word processing file called **DOCUMENT**. No data is required to be keyed for this file prior to the examination.

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