

Friday 23 June 2017 – Afternoon

GCSE BUSINESS AND COMMUNICATION SYSTEMS

A265/01 Businesses and their Communication Systems

Candidates answer on the Question Paper.

OCR supplied materials:

None

Other materials required:

- A calculator may be used.

Duration: 1 hour 30 minutes



Candidate forename		Candidate surname	
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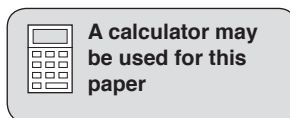
Centre number						Candidate number				
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INSTRUCTIONS TO CANDIDATES

- Write your name, centre number and candidate number in the boxes above. Please write clearly and in capital letters.
- Use black ink. HB pencil may be used for graphs and diagrams only.
- Answer **all** the questions.
- Read each question carefully. Make sure you know what you have to do before starting your answer.
- Write your answer to each question in the space provided. If additional space is required, you should use the lined page(s) at the end of this booklet. The question number(s) must be clearly shown.
- Do **all** calculations and rough work in this booklet. Cross out any work you do not wish the examiner to mark.
- Do **not** write in the barcodes.

INFORMATION FOR CANDIDATES

- The number of marks is given in brackets [] at the end of each question or part question.
- The total number of marks for this paper is **90**.
- The marks allocated and the spaces provided for your answers are a good indication of the length of answers required.
- You may use diagrams wherever they will help to answer a question.
- Your quality of written communication will be assessed in questions marked with an asterisk (*).
- You may **not** use a dictionary.
- This document consists of **16** pages. Any blank pages are indicated.



Answer **all** the questions.

Kelvinwood Academy is a secondary school for 11 to 16 year olds in the West of England. You provide administrative support in the school office.

- 1 (a) You have been given a message to check for errors before it is sent to parents and guardians. Part of the message is shown below:

The Academy is pleased to announce a new initiative to promote the use of tablet computers in classrooms. From Septembre the Academy will have thirty new tablets to use throughout the school. We are also able to ofer you the chance to purchase a substedised tablet for your child. If you are interested please contact the school office and we will supply you with a discount vowcher.

The text contains six spelling errors. One of the errors has already been circled. Circle the **five** remaining spelling errors. [5]

- (b) A letter has been sent to parents containing an incorrect date for the start of the Autumn Term.

Describe **one** problem for Kelvinwood Academy that this error may cause.

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..... [2]

- (c) The school sometimes receives letters from parents. The school stores copies of these letters in a filing cabinet.

- (i) State **two** benefits to Kelvinwood Academy of storing letters in a filing cabinet.

Benefit 1

.....

Benefit 2

..... [2]

(ii) Explain **two** drawbacks to Kelvinwood Academy of storing letters in a filing cabinet.

Drawback 1

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Drawback 2

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.....

[4]

(d) The school is planning to create electronic copies of these paper letters.

Describe **one** method that Kelvinwood Academy could use to do this.

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..... [2]

[Total: 15]

2 (a) Kelvinwood Academy is a charitable trust (a charity). Before 2014 it was a public sector organisation.

(i) Explain **two** features of a charitable trust (a charity).

Feature 1

.....

.....

Feature 2

.....

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[4]

(ii) Which **one** of the following is an accurate statement about **all** public sector organisations? Place **one** tick in the correct box.

Statement	Tick
Have unlimited liability	
Owned or funded by the government	
Their main aim is to make maximum profit	

[1]

(b) Kelvinwood Academy owns the copyright on all teaching materials produced by teachers.

(i) Explain what is meant by the term 'copyright'.

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[3]

- (ii) A teacher at Kelvinwood Academy has created a worksheet to give to her students. The worksheet contains information copied from a textbook.

Describe **one** action that the copyright holder could take against Kelvinwood Academy and the teacher.

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..... [2]

- (c) Teachers at Kelvinwood Academy are protected by employment law.

Explain **one** way that employment law protects the rights of employees.

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..... [2]

- (d) Before connecting to the computer network at Kelvinwood Academy, staff and pupils must agree to comply with the requirements of the Computer Misuse Act.

Explain **one** restriction that the Computer Misuse Act places on computer users.

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..... [3]

[Total: 15]

3 (a) A new pupil has joined Kelvinwood Academy. You need to enter the following information into the Academy’s electronic database:

- a photograph of the pupil
- the pupil’s name and date of birth
- the parent or guardian’s contact information.

(i) State **one** input device that could be used to capture an image of the new pupil.

.....
..... [1]

(ii) State **two** input devices that could be used to enter the pupil’s personal details into the database.

Device 1

.....

Device 2

..... [2]

(iii) State **three** items of contact information that need to be collected from the parent or guardian.

Item 1

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Item 2

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Item 3

..... [3]

(b) The new pupil has a disability. They are unable to input data into a computer using their hands.

Describe **one** input device that would enable this pupil to input data into a computer.

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..... [2]

- (c) A teacher has a diagram on his computer screen. He wishes to display the diagram on his smartboard.

State **one** output device that could be used to display the diagram on the smartboard.

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..... [1]

- (d)* Kelvinwood Academy has purchased thirty new tablet computers to use during lessons.

Analyse the benefits and drawbacks to Kelvinwood Academy of using tablet computers during lessons.

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..... [6]

[Total: 15]

4 (a) Teachers who use Kelvinwood Academy’s computer network are given a user-name and are allowed to choose their own password. Users are advised to create a strong password.

(i) State **three** features of a strong password.

Feature 1

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Feature 2

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Feature 3

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[3]

(ii) Explain **one** reason why each user has a user-name.

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[2]

(b) Kelvinwood Academy is required to comply with the Data Protection Act.

Explain **two** ways in which the Data Protection Act restricts how Kelvinwood Academy can use teachers’ personal data.

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[4]

5 (a) Kelvinwood Academy backs up the data on its computer network each Sunday. Approximately 20 gigabytes of new data is backed up each Sunday. The data is backed up onto DVDs.

(i) State **one** benefit to Kelvinwood Academy of using DVDs to store this back-up data.

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..... [1]

(ii) Explain **one** drawback to Kelvinwood Academy of using DVDs to store this back-up data.

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..... [2]

(iii) Explain **one** benefit to Kelvinwood Academy of backing up data every Sunday.

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..... [3]

(iv) Explain **one** drawback to Kelvinwood Academy of backing up data every Sunday.

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..... [3]

6 A teacher wishes to order some pens and paper from an internet-based supplier.

(a) State **one** item of hardware needed to connect a computer to the internet.

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..... [1]

(b) The supplier’s website contains a video promoting new products. The video contains moving images and an audio soundtrack.

(i) State **one** output device that could be used to view the video images.

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..... [1]

(ii) State **one** output device that could be used to listen to the video’s audio soundtrack.

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..... [1]

(c) Before making the purchase the teacher first opens a web browser on her computer.

Describe **one** purpose of a web browser.

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..... [2]

(d) The teacher then inputs a Uniform Resource Locator (URL) into the web browser.

Explain **one** purpose of a Uniform Resource Locator (URL).

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..... [2]

- (e) The Uniform Resource Locator (URL) begins with https.

Explain **one** benefit to Kelvinwood Academy of using a supplier whose website URL begins with https.

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..... [2]

- (f) Assess the impact on Kelvinwood Academy of using suppliers who only sell their products via the internet.

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..... [6]

[Total: 15]

END OF QUESTION PAPER

ADDITIONAL ANSWER SPACE

If additional space is required, you should use the following lined page(s). The question number(s) must be clearly shown in the margin(s).

A large area of lined paper for writing. It consists of a vertical solid line on the left side, creating a margin. To the right of this line, there are numerous horizontal dotted lines spaced evenly down the page, providing a guide for handwriting.

A large rectangular area with a solid vertical line on the left side and horizontal dotted lines extending across the page, providing a grid for writing answers.



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