



Rewarding Learning

**General Certificate of Secondary Education
2025**

Business and Communication Systems

Unit 1: Software Applications for Business

[GSY11]

MONDAY 19 MAY – FRIDAY 23 MAY

MARK SCHEME

General Marking Instructions

Introduction

Mark schemes are intended to ensure that the GCSE examinations are marked consistently and fairly. The mark schemes provide markers with an indication of the nature and range of candidates' responses likely to be worthy of credit. They also set out the criteria which they should apply in allocating marks to candidates' responses.

Assessment Objectives

Below are the assessment objectives for Business and Communication Systems.

Candidates must:

- AO1** recall, select, and communicate their knowledge and understanding of concepts, issues and terminology;
- AO2** apply skills, knowledge and understanding in a variety of contexts and in planning and carrying out investigations and tasks; and
- AO3** analyse and evaluate products, make reasoned judgements and present appropriate conclusions.

Quality of candidate's responses

In marking the examination paper, examiners should be looking for quality of response reflecting the level of maturity which may reasonably be expected of a 16-year-old which is the age at which the majority of candidates sit their GCSE examinations.

Flexibility in marking

Mark schemes are not intended to be totally prescriptive. No mark scheme can cover all the responses which candidates may produce. In the event of unanticipated answers, examiners are expected to use their professional judgement to assess the validity of answers. If an answer is particularly problematic, then examiners should seek the guidance of the Supervising Examiner.

Positive marking

Examiners are encouraged to be positive in their marking, giving appropriate credit for what candidates know, understand and can do rather than penalising candidates for errors or omissions. Examiners should make use of the whole of the available mark range for any particular question and be prepared to award full marks for a response which is as good as might reasonably be expected of a 16-year-old GCSE candidate.

Awarding zero marks

Marks should only be awarded for valid responses and no marks should be awarded for an answer which is completely incorrect or inappropriate.

Marking calculations

In marking answers involving calculations, examiners should apply the 'own figure rule' so that candidates are not penalised more than once for a computational error.

Types of mark schemes

Mark schemes for tasks or questions which require candidates to respond in extended written form are marked on the basis of levels of response which take account of the quality of written communication.

Other questions which require only short answers are marked on a point for point basis with marks awarded for each valid piece of information provided.

Levels of response

Tasks and questions requiring candidates to respond in extended writing are marked in terms of levels of response. In deciding which level of response to award, examiners should look for the 'best fit' bearing in mind that weakness in one area may be compensated for by strength in another. In deciding which mark within a particular level to award to any response, examiners are expected to use their professional judgement. The following guidance is provided to assist examiners.

- **Threshold performance:** Response which just merits inclusion in the level and should be awarded a mark at or near the bottom of the range.
- **Intermediate performance:** Response which clearly merits inclusion in the level and should be awarded a mark at or near the middle of the range.
- **High performance:** Response which fully satisfies the level description and should be awarded a mark at or near the top of the range.

Quality of written communication

Quality of written communication is taken into account in assessing candidates' responses to all tasks and questions that require them to respond in extended written form. These tasks and questions are marked on the basis of levels of response. The description for each level of response includes reference to the quality of written communication.

For conciseness, quality of written communication is distinguished within levels of response as follows:

Level 1: Quality of written communication is limited.

Level 2: Quality of written communication is satisfactory.

Level 3: Quality of written communication is good.

In interpreting these level descriptions, examiners should refer to the more detailed guidance provided below:

Level 1 (Limited): Candidate demonstrates a limited level of accuracy in spelling, punctuation and grammar. The meaning of the text is clear some of the time. The candidate demonstrates a limited level of writing, form and style appropriate to the purpose of the question. The organisation of the work is limited.

Level 2 (Satisfactory): Candidate demonstrates a satisfactory level of accuracy in spelling, punctuation and grammar. The meaning of the text is clear most of the time. The candidate demonstrates a satisfactory level of writing, form and style appropriate to the purpose of the question. The organisation of the work is satisfactory.

Level 3 (High standard): Candidate demonstrates a good level of accuracy in spelling, punctuation and grammar. The meaning of the text is always clear. The candidate demonstrates a good level of writing, form and style appropriate to the purpose of the question. The organisation of the work is good.

Task 1

AVAILABLE
MARKS

(a) [1] For each piece of information included:

- Name of the company
- Name of the event
- Date and time of the event
- Address of the company

(4 × [1]) ([2] if some included)

(AO2 [4])

[4]

(b) Company logo inserted

(AO1 [1])

[1]

(c) Two other appropriate pieces of information about Fast Track Autos mid-year car clearance sale, e.g.

- Telephone Number
- Email Address
- Website Address
- Facebook details
- Instagram details
- Information about the sale
- Any other relevant information

(AO1 [1])

(AO2 [1])

[2]

(d) Two of the following used:

- Effective use of boxes/lines, e.g. page borders
- Effective fonts
- Effective use of tables
- Effective style

(AO2 [2])

[2]

Overall Quality of Poster

Level 0 ([0])

Answer not worthy of credit.

Level 1 ([1])

The candidate has demonstrated a satisfactory knowledge of poster design. The candidate demonstrates a satisfactory level of accuracy in spelling, punctuation and grammar. The candidate makes satisfactory use of alignment and white space, and the organisation of the work is satisfactory.

Level 2 ([2])

The candidate has demonstrated a good knowledge of poster design. The candidate demonstrates a good level of accuracy in spelling, punctuation and grammar. The candidate makes good use of alignment and white space, the organisation of the work is good and is printed on one A4 page.

(AO2 [1])

(AO3 [1])

[2]

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Task 2 Part A

<p>(a) Row inserted [1] Correct text in cell A1 [1] Emboldened correctly and correct font size [1] Cells merged and centred [1] (AO2 [4])</p>	<p>[1] [1] [1] [1]</p>	<p>[4]</p>
<p>(b) Correct text in cells A4:A10 (Some cells correct [1]) (AO2 [2])</p>		<p>[2]</p>
<p>(c) Correct numbers in cells C4:C9 (Some cells correct [1]) (AO2 [2])</p>		<p>[2]</p>
<p>(d) Correct formula in E4 eg =SUM(B4:D4) or suitable alternative (Some formula correct [1]) (AO1 [1]) (AO2 [1])</p>		<p>[2]</p>
<p>(e) Correct formula in F4 =IF(E4>500000,"YES","NO") If partly correct marks awarded as below:- Use of IF statement [1] Correct condition – E4>500000 [1] YES [1] NO [1] (AO1 [3]) (AO2 [1])</p>		<p>[4]</p>
<p>(f) All replication correct (Some replication correct [1]) (AO2 [2])</p>		<p>[2]</p>
<p>(g) Correct formula in E10 =AVERAGE(E4:E9) or suitable alternative (Some formula correct [1]) (AO1 [1]) (AO2 [1])</p>		<p>[2]</p>
<p>(h) Cells B4:E9 and E10 correctly formatted – currency, no decimal places (Some cells correctly formatted [1]) (AO2 [2])</p>		<p>[2]</p>
<p>(i) Header inserted [1] Correct text in header – <u>Task 2 Autos Sales</u> [1] (AO1 [1]) (AO2 [1])</p>		<p>[2]</p>

**AVAILABLE
MARKS**

- (j) Data printout landscape with all data visible and one A4 page [1]
 Row and column headings and gridlines visible [1]
 (AO2 [2]) [2]

Task 2 Autos Sales

	A	B	C	D	E	F
1	Fast Track Autos Sales					
2	June					
3	Salesperson	Car Sales (£)	Truck Sales (£)	Van Sales (£)	Total Sales (£)	Bonus
4	Ruby Peters	£5,095	£67,950	£130,000	£203,045	NO
5	Robert Yang	£455,000	£59,950	£431,500	£946,450	YES
6	Elaine Martin	£568,080	£50,975	£678,900	£1,297,955	YES
7	Eva Dixon	£895,525	£56,750	£345,675	£1,297,950	YES
8	Eli O'Neill	£725,680	£50,650	£235,595	£1,011,925	YES
9	Chris Dent	£650,650	£75,500	£812,450	£1,538,600	YES
10	Average				£1,049,321	

- (k) Formulae printout on one A4 page [1]
 All formula visible [1]
 (AO2 [2]) [2]

Task 2 Autos Sales

	A	B	C	D	E	F
1	Fast Track Autos Sales					
2	June					
3	Salesperson	Car Sales (£)	Truck Sales (£)	Van Sales (£)	Total Sales (£)	Bonus
4	Ruby Peters	5095	67950	130000	=SUM(B4:D4)	=IF(E4>500000,"YES","NO")
5	Robert Yang	455000	59950	431500	=SUM(B5:D5)	=IF(E5>500000,"YES","NO")
6	Elaine Martin	568080	50975	678900	=SUM(B6:D6)	=IF(E6>500000,"YES","NO")
7	Eva Dixon	895525	56750	345675	=SUM(B7:D7)	=IF(E7>500000,"YES","NO")
8	Eli O'Neill	725680	50650	235595	=SUM(B8:D8)	=IF(E8>500000,"YES","NO")
9	Chris Dent	650650	75500	812450	=SUM(B9:D9)	=IF(E9>500000,"YES","NO")
10	Average				=AVERAGE(E4:E9)	

Task 2 Part B

Bar Chart produced [1]

Logo included [1]

Chart title – Fast Track Autos Sales [1]

Appropriate X and Y titles [1]

Data value for each bar on the chart [1]

Correct bars produced [1]

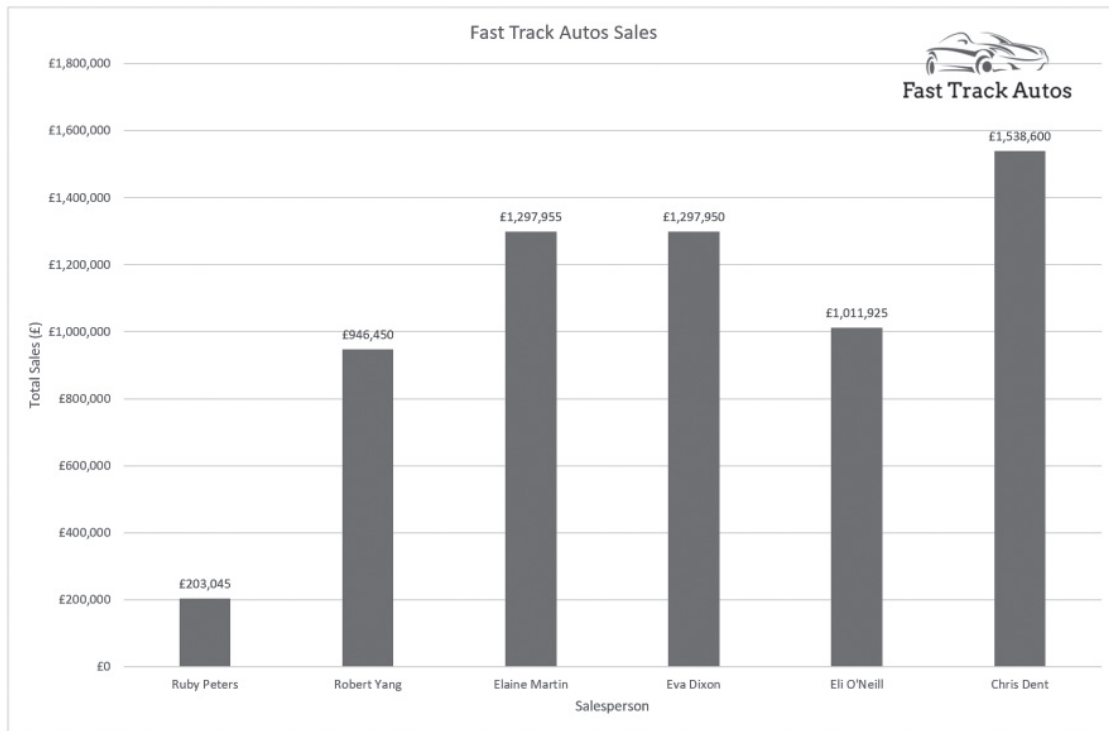
Graph A4 size [1]

(AO2 [7])

[7]

AVAILABLE
MARKS

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Task 2 Part C

**AVAILABLE
MARKS**

(a) Relevant information in the three paragraphs [3 × 1] [3]

Knowledge of letter design, e.g.

- Salutation [1]
- Closure [1]
- Appropriate font and size – no more than size 14 [1]
- Appropriate style [1]
- Date [1] Max. [3]

Enclosure line [1]

Title field inserted [1]

Surname field inserted [1]

Street field inserted [1]

Town field inserted [1]

Postcode field inserted [1]

(AO1 [12])

[12]

(b) Quality of letter [4]

Level 0 ([0])

Answer not worthy of credit.

Level 1 ([1])

The candidate has demonstrated limited knowledge of a standard letter layout. The candidate demonstrates a limited level of accuracy in spelling, punctuation and grammar. The meaning of the text is clear some of the time. The candidate displays a limited level of writing, form and style appropriate to the purpose of the question. The organisation of the work is limited.

Level 2 ([2]–[3])

The candidate has demonstrated satisfactory knowledge of a standard letter layout. The candidate demonstrates a satisfactory level of accuracy in spelling, punctuation and grammar. The meaning of the text is clear most of the time. The candidate displays a satisfactory level of writing, form and style appropriate to the purpose of the question. The organisation of the work is satisfactory.

Level 3 ([4])

The candidate has demonstrated good knowledge of a standard letter layout. The letter must have correct use of salutation and complimentary close and a date included. The candidate demonstrates a good level of accuracy in spelling, punctuation and grammar. The meaning of the text is clear all of the time. The candidate displays a good level of writing, form and style appropriate to the purpose of the question. The organisation of the work is good.

(AO3 [4])

Standard Letter printed [1]

(AO2 [1])

[5]

(c) 4 letters printed: Mr Edwards, Mrs Green, Mrs Hurl and Mr McErlean ([1] if any missing) or more than 4 printed

(AO2 [2])

[2]

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- (g) Cars manufactured after 2021 only [1]
 Criteria showing only four field names: Make, Model, Transmission and Body Type [2]
 (some criteria [1])
 Sort – Make ascending [1]
 (AO2 [4])

[4]

AVAILABLE
MARKS

Manufactured 2021 X			
Make	Model	Transmission	Body Type
Audi	A1	Automatic	Hatchback
Audi	Q3TFS1	Automatic	Saloon
Audi	A3	Manual	Hatchback
Audi	A4	Automatic	Saloon
Audi	A5	Manual	Saloon
BMW	XM	Automatic	Saloon
Ford	Puma	Automatic	Coupe
Jaguar	F-Pace	Manual	Hatchback
Lexus	RE450e	Automatic	Coupe
VW	Golf	Manual	Hatchback
VW	ID	Automatic	Saloon

- (h) All 20 Car details included [1]
- Correct title – Car Details [1]
- All data included (CarID, Make, Model, Year, Body TypeID and Body Type) [1]
- Grouped by Body TypeID [1]
- Logo included and appropriately positioned [1]
- Professional appearance [1]
- Landscape in one A4 page [1]
- (AO2 [6])
- (AO3 [1])

[7]

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Car Details					
Body TypeID	CarID	Make	Model	Year	Body Type
0301A	2007A	Audi	A5	2022	Saloon
	2008A	Audi	A4	2024	Saloon
	2011A	VW	ID	2023	Saloon
	2015A	Lexus	CT	2020	Saloon
	2016A	Audi	Q3TFS1	2022	Saloon
	2001A	BMW	XM	2024	Saloon
0302A	2020A	Mini	Cooper	2019	Coupe
	2005A	Lexus	RE450e	2023	Coupe
	2009A	Mini	Cooper	2020	Coupe
	2013A	Ford	Puma	2024	Coupe
0303A	2021A	Audi	A1	2023	Hatchback
	2003A	BMW	X5	2021	Hatchback
	2004A	Jaguar	F-Pace	2022	Hatchback
	2006A	BMW	X3	2021	Hatchback
	2010A	Mini	Cooper	2019	Hatchback
	2012A	Audi	A3	2023	Hatchback
	2014A	VW	Golf	2022	Hatchback
	2018A	Mini	Clubman	2018	Hatchback
	2019A	Jaguar	E-Pace	2020	Hatchback
	2002A	Audi	A3	2020	Hatchback



Task 4

- (a) Master Slide corrected with company logo [1]
- (b) Slide 1 Correct title included – “Data Validation” [1]
 An example of data validation e.g. presence check, range check, format check, type check [1]
 (AO1 [1])
 (AO3 [1]) [2]
- (c) Slide 2 Correct title included – “Relative Cell Referencing” [1]
 An example of relative cell referencing e.g. A1 [1]
 (AO1 [1])
 (AO3 [1]) [2]
- (d) Slide 3 Correct title included – “Absolute Cell Referencing” [1]
 An example of absolute cell referencing e.g. \$A\$1) [1]
 (AO1 [1])
 (AO3 [1]) [2]
- (e) Slide 4 Correct title included – “Formula” [1]
 An example of a formula e.g. = Sum (A1:A9 = A1/AZ = A1*AZ = A1+AZ = A1–AZ) [1]
 (AO1 [1])
 (AO3 [1]) [2]
- (f) Appropriate action buttons on the correct slides:
 Slide 1 – forward button [1]
 Slide 2 – forward and backward button – can also include home [1]
 Slide 3 – forward and backward button – can also include home [1]
 Slide 4 – backward button – can also include previous / home [1]
 (AO2 [4]) [4]
- (g) Slides 1, 2, 3 & 4 printed in handout mode on one page [1]
 (AO2 [1]) [1]

Total

AVAILABLE MARKS

14

100

Task	AO1	AO2	AO3
1	2	7	2
2	18	30	4
3	0	22	1
4	4	5	5
Total	24	64	12
What it should be	25	62.5	12.5

Tolerance of ±3 is applicable to the weighting above
(all within tolerance)