Please check the examination details below before entering your candidate information

Candidate surname	Other names

Centre Number | Candidate Number

Pearson BTEC Level 1/Level 2 Tech Award

Monday 15 January 2024

Afternoon (Time: 1 hour 30 minutes)

Paper reference **BIT03**

Digital Information Technology

COMPONENT 3: Effective Digital Working Practices

You do not need any other materials.

Total Marks

Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your name, centre number and candidate number.
- Answer **all** questions.
- Answer the questions in the spaces provided – *there may be more space than you need.*

Information

- The total mark for this paper is 60.
- The marks for **each** question are shown in brackets – *use this as a guide as to how much time to spend on each question.*

Advice

- Read each question carefully before you start to answer it.
- Try to answer every question.
- Check your answers if you have time at the end.

Turn over ▶

P78003RA

©2024 Pearson Education Ltd.

1/1/1/1/1/1/1/1

P 7 8 0 0 3 R A 0 1 1 6

Pearson

Answer ALL questions. Write your answers in the spaces provided.

1 Clean My Pup is a mobile dog grooming company.

It uses its website to promote its services and for customers to book dog grooming appointments.

(a) Give **two** reasons why Clean My Pup uses its website to promote its services.

(2)

1 .....

.....

2 .....

.....

(b) Explain **one** accessibility feature the website could have to help visually impaired users when using the website.

(2)

.....

.....

.....

.....

(c) Staff use their mobile phones' 4G network to access the company's systems.

They have a limited data allowance so they sometimes need to buy more data to access the company's systems.

Explain **one other** reason why they may have problems accessing the company's systems.

(2)

.....

.....

.....

.....

DO NOT WRITE IN THIS AREA

DO NOT WRITE IN THIS AREA

DO NOT WRITE IN THIS AREA

(d) Clean My Pup is concerned about the security of its company systems.

Explain **one** reason why someone would want to attack Clean My Pup's systems.

(2)

(e) The company could protect against an attack by having user access restrictions.

One user access restriction method is biometrics because this is unique to the user and cannot be copied.

Explain **two other** user access restrictions the company could use.

(4)

1

2

(Total for Question 1 = 12 marks)

DO NOT WRITE IN THIS AREA

DO NOT WRITE IN THIS AREA

DO NOT WRITE IN THIS AREA

2 Diggers is a garden design company.

The company employs staff to design and create gardens.

(a) The company stores personal data about its customers.

This data must be processed using data protection principles.

One of the data protection principles is that data can only be collected for a specific purpose.

Give **two other** data protection principles.

(2)

1 .....

.....

2 .....

.....

(b) The garden designs are examples of the company's intellectual property.

Explain **one** way the company can protect its intellectual property.

(2)

.....

.....

.....

.....

DO NOT WRITE IN THIS AREA

DO NOT WRITE IN THIS AREA

DO NOT WRITE IN THIS AREA

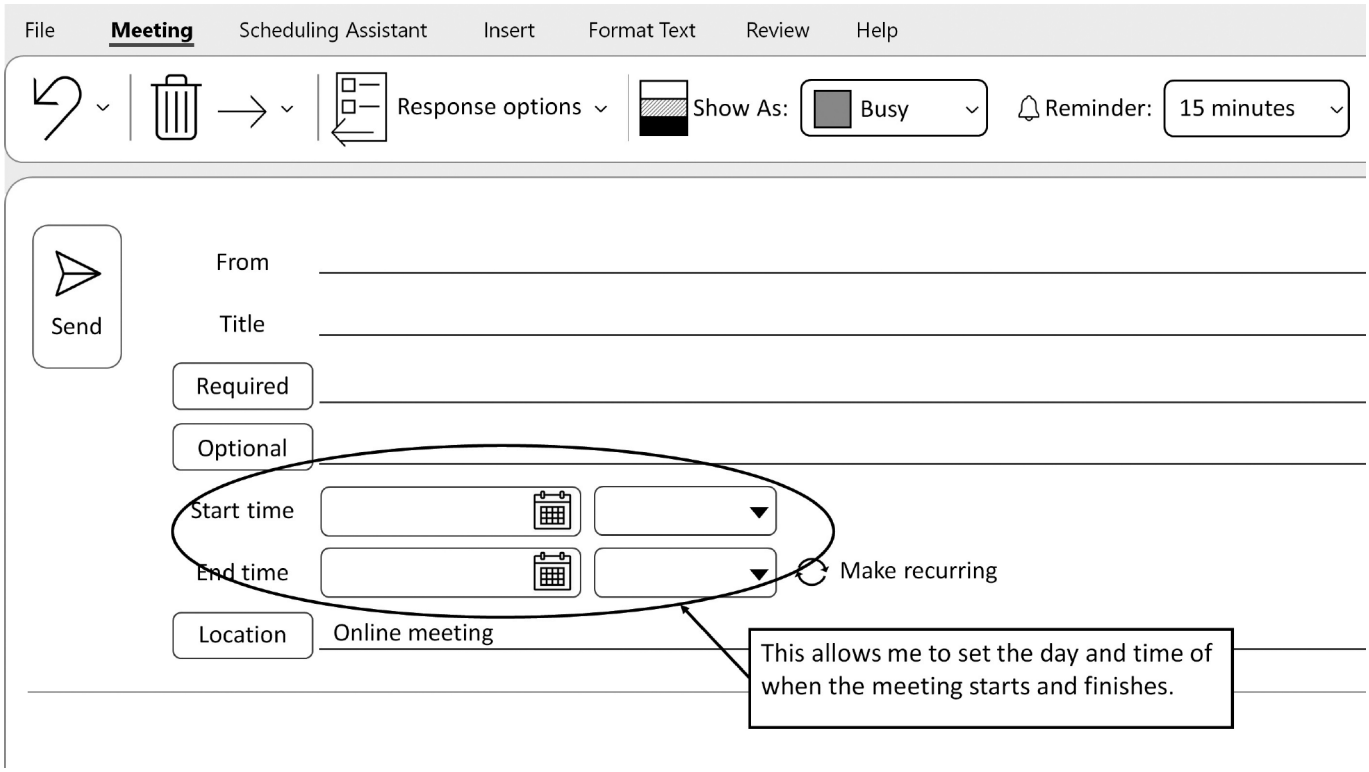
(c) Staff work collaboratively when creating garden designs.

They use a scheduling tool to arrange online meetings to discuss their ideas and progress.

Annotate the image to identify and explain **two** different features of the scheduling application that would be useful to staff when arranging meetings.

An example has been provided.

(4)



DO NOT WRITE IN THIS AREA

DO NOT WRITE IN THIS AREA

DO NOT WRITE IN THIS AREA

(d) Diggers has a backup policy for its data.

The backup policy includes details of the type of backup that is needed. It can be a full backup or an incremental backup.

Explain **two other** details the backup policy would include.

(4)

1 .....

.....

.....

.....

2 .....

.....

.....

.....

(Total for Question 2 = 12 marks)

DO NOT WRITE IN THIS AREA

DO NOT WRITE IN THIS AREA

DO NOT WRITE IN THIS AREA

DO NOT WRITE IN THIS AREA
DO NOT WRITE IN THIS AREA
DO NOT WRITE IN THIS AREA

BLANK PAGE

QUESTION 3 BEGINS ON NEXT PAGE

3 Get Working is a recruitment agency that has branches all over the UK.

Organisations who have job vacancies hire Get Working to advertise jobs for them.

(a) Staff use email to communicate with each other.

Explain **one other** communication tool the staff could use.

(2)

.....

.....

.....

.....

(b) Get Working uses a website to advertise jobs.

The company uses cookies on its website to collect information about what jobs the website users are interested in.

Explain **two** drawbacks to the user of the company using cookies on its website.

(4)

1 .....

.....

.....

.....

2 .....

.....

.....

.....

DO NOT WRITE IN THIS AREA

DO NOT WRITE IN THIS AREA

DO NOT WRITE IN THIS AREA

(c) Social engineering can be used to trick staff into revealing confidential information about the company.

Explain **two** examples of social engineering.

(4)

1 .....

.....

.....

.....

2 .....

.....

.....

.....

DO NOT WRITE IN THIS AREA

DO NOT WRITE IN THIS AREA

DO NOT WRITE IN THIS AREA

(d) Get Working has a digital list of people who are looking for work.

When a new job is received from an organisation this process takes place.

1. Staff look at the new job's requirements.
2. Staff also look at the list of people looking for work.
3. Staff compare the new job's requirements to the list of people looking for work.
4. If they have people on the list who match the new job's requirements, the people's details will be sent over to the organisation.
5. If there is no match, staff will advertise the new job on the company website.
6. Staff will then check to see if there are any more new jobs.

Draw a **flowchart** that shows the process.

(6)

DO NOT WRITE IN THIS AREA
DO NOT WRITE IN THIS AREA
DO NOT WRITE IN THIS AREA

DO NOT WRITE IN THIS AREA
DO NOT WRITE IN THIS AREA
DO NOT WRITE IN THIS AREA

(Total for Question 3 = 16 marks)

4 Weather Pilots is an organisation that monitors the world's weather.

It has monitoring stations in different countries all over the world that constantly collect data about the world's weather.

This data is then transmitted to the main office to be stored.

(a) The data is encrypted before it is transmitted to the main office.

Describe how encryption can protect the data being transmitted.

(3)

(b) Staff use cloud storage to store the data collected.

Explain **one** benefit of using cloud storage.

(2)

DO NOT WRITE IN THIS AREA
DO NOT WRITE IN THIS AREA
DO NOT WRITE IN THIS AREA

(c) Weather Pilots' staff have been advised not to use portable storage devices.

Explain **one** reason why using a portable storage device could be a potential threat to the data.

(3)

.....

.....

.....

.....

.....

.....

DO NOT WRITE IN THIS AREA
DO NOT WRITE IN THIS AREA
DO NOT WRITE IN THIS AREA

(d) All the staff from the different monitoring stations work collaboratively to process the data so that they can present the results to Weather Pilots' senior management.

Discuss the benefits for staff of working collaboratively to process and present their results.

(6)

DO NOT WRITE IN THIS AREA

DO NOT WRITE IN THIS AREA

DO NOT WRITE IN THIS AREA

(e) As a worldwide organisation Weather Pilots aims to achieve an inclusive and accessible workplace.

Evaluate the steps the company can take to create an inclusive and accessible workspace.

(6)

(Total for Question 4 = 20 marks)

TOTAL FOR PAPER = 60 MARKS

DO NOT WRITE IN THIS AREA
DO NOT WRITE IN THIS AREA
DO NOT WRITE IN THIS AREA

BLANK PAGE

DO NOT WRITE IN THIS AREA
DO NOT WRITE IN THIS AREA
DO NOT WRITE IN THIS AREA