



# BCS Level 3 Award in Business Processes

## QAN 603/0297/5

### Specimen Paper A

Record your surname / last / family name and initials on the answer sheet.

**Sample paper only 10 multiple-choice questions** – 1 mark awarded to each question. Mark only one answer to each question. There are no trick questions.

A number of possible answers are given for each question, indicated by either **A. B. C. or D.** Your answers should be clearly indicated on the answer sheet.

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**This qualification is regulated by Ofqual (in England).**

- 1 A HR department would use which system to manage salaries and pensions?
- A Email.
  - B Database.
  - C Payroll.
  - D Spreadsheet.
- 2 Which of the following is COMMONLY found in a word processing application?
- A Slide list.
  - B Formula bar.
  - C Address bar.
  - D Paragraph settings.
- 3 Which of the following **SHOULD NOT** be included in a version control table within a document?
- A Date.
  - B Version number.
  - C Author.
  - D ISBN.
- 4 What does the ISO 27001 standard cover?
- A Information service management.
  - B Information security management.
  - C Information service organisation.
  - D Internet security management.
- 5 An IT strategy document is aligned to support which of the following?
- A Business strategy.
  - B Security strategy.
  - C Network strategy.
  - D Infrastructure strategy.

- 6 A secure print and mail fulfilment ability is likely to be required for which purpose?
- A Marketing communications.
  - B Payslips.
  - C Job advertisements.
  - D Workplace safety posters.
- 7 Which of the following statements is TRUE when transferring on-premise services to the Cloud?
- A Organisations that have purchased EULA / Master Agreements have automatic entitlement to transfer software to a cloud service.
  - B Software licencing responsibilities need to be considered on a case by case basis.
  - C The obligations for software licence compliance transfer to the cloud service provider.
  - D Vendor audits focus on identifying counterfeit or non-purchased software rather than licence entitlement.
- 8 Which of the following is **NOT** an offence under the Computer Misuse Act?
- A Accessing someone else's files with intent to commit further criminal offences.
  - B Copying software and trying to sell it to someone for a profit.
  - C Unauthorised access to someone else's files.
  - D Hacking into someone's device.
- 9 Under which piece of legislation do individuals have the right to see a copy of the information an organisation holds about them?
- A GDPR.
  - B Freedom of Information Act 2000.
  - C Computer Misuse Act.
  - D ISO 27001.

**10** Fill in the blank.

The role of service prioritisation in business continuity and disaster recovery prioritises the order in which \_\_\_\_\_.

- A** Data items should be made secure.
- B** Business data should be backed-up.
- C** Business data should be recovered.
- D** Testing should be carried out.

**-End of Paper-**