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.

Copying of this paper is expressly forbidden without the direct approval of BCS, The Chartered Institute for IT.

This qualification is regulated by Ofqual (in England).
<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Options</th>
</tr>
</thead>
</table>
| 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.
   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-