

# BCS IT User – Syllabus Version 1.0 – Sample Test

## Security for IT Users - Level 1 Version SampleMQTB/1.0/SI1/v1.1

### SAMPLE TEST

There are 36 questions in this test.

Each question has only one correct answer: **A, B, C** or **D**.

You have 45 minutes to complete them.

Tasks.	Marks.
On your Learner Drive, find and open the <b>answerfile.doc</b> document. Enter your name in the space provided. Use this document to record your answers to the relevant questions.	
1. Which one of the following describes spam? A. Gathering information about a person or organisation without their knowledge. B. Performing an unauthorised, usually malicious, action such as erasing files. C. Putting unnecessary load on the network by making copies of files. D. Sending unwanted bulk messages.	[1 Mark].
Enter <b>A, B, C</b> , or <b>D</b> in <b>answerfile.doc</b> in the space for question 1.	
2. Which one of the following can protect a computer from the risk of unwanted emails? A. Anti-spam software. B. Anti-virus software. C. Anti-spyware software. D. PC diagnostic software.	[1 Mark].
Enter <b>A, B, C</b> , or <b>D</b> in <b>answerfile.doc</b> in the space for question 2.	

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3. Which one of the following could lead to the spread of a malicious program? [1 Mark].

- A. Using only software that has been checked for viruses.
- B. Maintaining regularly updated anti-virus software.
- C. Opening only virus-checked file attachments from known sources.
- D. Using a USB Flash Drive from an unknown source to exchange data.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 3.

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4. Which one of the following protects a computer from the risk of malicious programs? [1 Mark].

- A. PC diagnostic software.
- B. Web tracking software.
- C. Anti-spam software.
- D. Anti-spyware software.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 4.

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5. Which one of the following describes why it is important to update anti-virus software regularly? [1 Mark].

- A. To ensure the software identifies old viruses.
- B. To protect your computer from all known viruses.
- C. To protect your computer from unwanted bulk messages.
- D. To prevent the spread of malicious programs on the Internet.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 5.

Save your document keeping the same filename **answerfile.doc**.

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6. Which one of the following describes what you should do if you receive a chain letter email? [1 Mark].

- A. Forward the email.
- B. Download it onto your system.
- C. Delete the email.
- D. Send a read receipt.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 6.

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7. Which one of the following describes a computer hacker? [1 Mark].

- A. A skilled programmer who uses authorised access to exploit information available on a computer.
- B. A skilled programmer who secretly invades computers without authorisation.
- C. A skilled programmer who writes programs to train new employees.
- D. A skilled programmer who helps in the installation of new software for an organisation.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 7.

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8. Which one of the following describes why firewalls are used? [1 Mark].

- A. To prevent unauthorised access by incoming transmissions.
- B. To prevent destruction of a computer in the event of a fire.
- C. To enable easy downloading of data from web sites.
- D. To detect and disable viruses already on a computer.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 8.

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9. Which one of the following is **MOST** likely to be a hoax? [1 Mark].

- A. An email from a friend you have not seen recently.
- B. An email with an attachment sent by a colleague using their personal email address.
- C. An email asking you to go to a website for a free computer scan.
- D. An email advertisement from a local shop you subscribe to.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 9.

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10. Which one of the following is the reason that users should log on with a username and password? [1 Mark].

- A. To be aware of who is in the building.
- B. To check up on the time-keeping of users.
- C. To protect computers against unauthorised use.
- D. To enable a personalised greeting for each user.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 10.

Save your document keeping the same filename **answerfile.doc**.

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11. Which one of the following statements about a password is **TRUE**? [1 Mark].

- A. It must be changed only if it is compromised.
- B. It cannot contain special character symbols.
- C. It should be changed regularly.
- D. It must be registered with the system administrator.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 11.

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12. Which one of the following should be used to change your password? [1 Mark].

- A. Internet Explorer.
- B. Anti-virus software.
- C. Control Panel
- D. Windows Firewall.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 12.

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13. Which one of the following would be considered the **BEST** way to store a PIN number? [1 Mark].

- A. Keep a written note of it with you bank cards.
- B. Store it on your computer.
- C. Memorise it.
- D. Keep a written note of it in your office drawer.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 13.

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14. Which one of the following shows respect for confidentiality of information? [1 Mark].

- A. Discussing confidential information over the telephone.
- B. Uploading confidential information to a shared web site.
- C. Emailing confidential information to a colleague.
- D. Disclosing confidential information only to authorised individuals.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 14.

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15. Which one of the following describes why users should lock their computer when leaving their desk? [1 Mark].

- A. To prevent a waste of electricity.
- B. To prevent unauthorised access to data.
- C. To prevent data from getting corrupted.
- D. To prevent the computer from malfunctioning.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 15.

Save your document keeping the same filename **answerfile.doc**.

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16. Which one of the following is an example of phishing? [1 Mark].

- A. An email warning the recipient of a computer virus threat.
- B. An email directing the recipient to forward the email to friends.
- C. An email directing the recipient to enter personal details on a fake website.
- D. An email directing the recipient to download an attachment.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 16.

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17. Which one of the following is unsafe online activity? [1 Mark].

- A. Giving your home address to someone you met in a chat room.
- B. Using a screen name or nick name that cannot identify you.
- C. Meeting someone you met online face-to-face in the company of your parents.
- D. Keeping your social network profile private.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 17.

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18. Which one of the following describes a public network? [1 Mark].

- A. A network where devices outside the network cannot see or communicate directly with computers on the network.
- B. A network where devices outside the network can see but cannot communicate directly with computers on the network.
- C. A network where devices outside the network can see and communicate directly with computers on the network.
- D. A network where devices outside the network cannot see but can communicate directly with computers on the network.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 18.

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19. Which one of the following describes how confidential information should be sent using an unsecured network? [1 Mark].

- A. In an unsigned email.
- B. In an attachment.
- C. In a compressed format.
- D. In an encrypted format.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 19.

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20. Which one of the following statements about wireless networks is **TRUE**? [1 Mark].

- A. They cannot be intercepted by unknown users.
- B. They limit accessibility to other users.
- C. They limit visibility to other users.
- D. They can be accessible to other users.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 20.

Save your document keeping the same filename **answerfile.doc**.

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21. Which one of the following is the recommended action to prevent the risk of access to a network by other users? [1 Mark].

- A. Disconnect the computer from the network.
- B. Complain to the System Administrator.
- C. Change the computer login password frequently.
- D. Adjust the Internet security settings.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 21.

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22. Which one of the following describes Bluetooth? [1 Mark].

- A. Short-range wired protocol for exchanging data.
- B. Short-range wireless protocol for exchanging data.
- C. Long-range wireless protocol for exchanging data.
- D. Long-range wired protocol for exchanging data.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 22.

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23. Which one of the following describes why Bluetooth device settings should be adjusted? [1 Mark].

- A. To increase the range of the device.
- B. To improve the quality of reception.
- C. To prevent the risk of unauthorised access.
- D. To reduce interference from other devices.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 23.

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24. Which one of the following would result in the loss of contact details if it were stolen? [1 Mark].

- A. Printer.
- B. Mobile Phone.
- C. Modem.
- D. MP3.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 24.

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25. Which one of the following should you do to ensure that your USB storage device is kept safe and secure? [1 Mark].

- A. Only use it in private surroundings.
- B. Do not access it using a Bluetooth device.
- C. Use firewall software.
- D. Never leave it unattended.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 25.

Save your document keeping the same filename **answerfile.doc**.

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26. Which one of the following departments would usually hold guidelines and procedures for the secure use of IT within an organisation? [1 Mark].

- A. The Marketing Department.
- B. The IT Department.
- C. The Sales Department.
- D. The Finance Department.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 26.

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27. Which one of the following describes why you should follow guidelines and procedures while using IT resources in an organisation? [1 Mark].

- A. To ensure easy access to information on your computer.
- B. To ensure the secure use of IT resources.
- C. To ensure the IT Department is able to monitor all activity.
- D. To ensure the Finance Department is able to monitor the costs of IT resources.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 27.

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28. Which one of the following should you approach if you are unsure of the IT security procedure to follow when uninstalling an application on your computer? [1 Mark].

- A. A technically well-informed team member.
- B. The Systems Administrator.
- C. A senior colleague in the Finance Department.
- D. The Maintenance Department.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 28.

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29. Which one of the following describes how a breach in IT security should be reported? [1 Mark].

- A. Using the telephone.
- B. By emailing to the IT Manager.
- C. Using the method listed in the organisation's security policy.
- D. Using any means of communication.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 29.

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30. Which one of the following describes how to find out about an organisation's privacy policy? [1 Mark].

- A. By reading the office newsletter.
- B. By speaking to the Finance Department.
- C. By speaking to the Sales Department.
- D. By reading the policy in the organisation's policy manual.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 30.

Save your document keeping the same filename **answerfile.doc**.

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31. Which one of the following would prevent the theft of a laptop? [1 Mark].
- A. Anti-virus software.
  - B. A webcam.
  - C. Spyware.
  - D. A security cable.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 31.

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32. Which one of the following could be the unexpected outcome of deleting a large group of files? [1 Mark].
- A. The files would be hidden.
  - B. An important file may be accidentally deleted.
  - C. The files would become read-only.
  - D. A delete file confirmation window may appear.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 32.

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33. Which one of the following would **NOT** happen if a computer suddenly malfunctions? [1 Mark].
- A. The operating system will fail.
  - B. Files saved on the hard drive will be lost.
  - C. All off-site backups will be lost.
  - D. Some software may have to be reinstalled.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 33.

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34. Which one of the following should you use to backup personal data? [1 Mark].
- A. A labelled CD.
  - B. A printout.
  - C. A website offering a file sharing service.
  - D. A friend's computer.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 34.

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35. Which one of the following describes why it is important to have a secure off-site backup copy of files? [1 Mark].
- A. To improve accessible of files from other locations.
  - B. To speed up the process of accessing the files at any time.
  - C. To prevent the loss of data in the event of a fire.
  - D. To reduce the possibility of data theft.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 35.

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36. Which one of the following describes how software can be stored safely? [1 Mark].

- A. Storing it in a place free of magnetic fields.
- B. Storing it in a cupboard.
- C. Storing backups of the software.
- D. Storing it in its original packing.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 36.

Save and close your document keeping the same filename **answerfile.doc**.

Close **ALL** open files and folders.

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<b>Total Marks</b>	<b>36</b>
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**This is the end of the test.**

**If you have time, check the work you have done.**