

061005T4ICT

ICT TECHNICIAN LEVEL 5

IT/OS/ICT/CR/2/5

Install Computer Software

Nov/Dec 2024



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

PRACTICAL ASSESSMENT

INSTRUCTIONS TO ASSESSOR

1. Assess the candidate as the practical progresses observing the critical areas
2. You are required to mark the practical as the candidate perform the tasks
3. You are required to take video clips at critical points
4. Ensure the candidate has a name tag and registration code at the back and front

OBSERVATION CHECKLIST

Candidate's Name & Registration Code			
Assessors Name & Registration Code			
Venue of Assessment			
Date of Assessment			
Items to be Evaluated: <i>Kindly award marks as appropriate. Give a brief comment on your observation.</i>	Marks Available	Marks Obtained	Comments
TASK 1:			
1. Prepared for the installation <ul style="list-style-type: none"> • Checked the system requirements from installation manual • Checked the system requirement from the computer • Connected the installation media • Located the installation folder <i>(Award marks as indicated)</i>	1 2 1 1		
2. Performed the actual installation <ul style="list-style-type: none"> • run the installation file <i>(award 2 marks for running correct file)</i> • successfully installed MS office <i>(Award 1 mark for each step, $1 \times 4 = 4$)</i> • activated MS office <i>(Award 1 mark for each correct step, $1 \times 3 = 3$)</i> • customized MS office <i>(Award 1 mark for each correct, $1 \times 4 = 4$)</i> • installed required plugins <i>(Award 2 marks for correct installation)</i> • Tested the MS Office installation <p>Word</p> <p>Excel</p> <p>PowerPoint</p> <p>Publisher</p>	2 4 3 4 2 10		

Access (Award 2 marks for each application tested, 2x5=10 marks)			
Subtotal 1	30		
TASK 2:			
3. Prepared for installation			
<ul style="list-style-type: none"> Identified the installation media and installation manual (Award 1 mark for correct identification)	1		
<ul style="list-style-type: none"> Checked the installation manual and computer system to ensure it meets requirements (Award 1 mark for correct checking)	1		
<ul style="list-style-type: none"> Connected installation media to the computer (Award 1 mark for correct connection)	1		
<ul style="list-style-type: none"> Checked whether the operating system is 32 bit or 64 bit (Award 2 marks for checking)	2		
<ul style="list-style-type: none"> Run the appropriate installation file (Award 2 marks for correct installation)	2		
<ul style="list-style-type: none"> Followed step by step procedure for antivirus installation (Award 1 mark for each step max =3 marks)	3		
<ul style="list-style-type: none"> Configured the antivirus software (Award 3 marks for correctly configuring)	3		
<ul style="list-style-type: none"> Tested the antivirus software (Award 3 marks correctly testing)	3		
<ul style="list-style-type: none"> Performed a full scan of the computer system (Award 3 marks for correctly running the full scan)	3		
<ul style="list-style-type: none"> Saved the scan report with appropriate file name (Award 1 mark for correctly saving)	1		

Sub-Total 2	20		
GRAND TOTAL	50		
ASSESSMENT OUTCOME			
<p>The candidate was found to be:</p> <p style="text-align: center;">Competent <input type="checkbox"/> Not yet Competent <input type="checkbox"/></p> <p><i>(Please tick as appropriate)</i></p> <p><i>(The candidate is competent if the candidate obtains at least 50%)</i></p>			
Feedback from the Candidate:			
Feedback to the Candidate:			
Candidate Signature		Date:	
_____		_____	
Assessor's Signature		Date	
_____		_____	