

061005T4ICT

ICT TECHNICIAN LEVEL 5

IT/OS/ICT/CR/4/5

Manage Database Systems

Nov/Dec 2024



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

OBSERVATION CHECKLIST

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 No.			
Assessor's name & Reg. code			
Venue of Assessment			
Date of assessment			
Items to be Evaluated: Kindly award marks as appropriate. Give a brief comment on your observation.	Marks Available	Marks obtained	Comments
TASK 1			
Created a folder named CDACC EXAM <i>(Award 1 mark for creating folder in correct location)</i>	1		
Created a database named "Employees". <i>(Award 1 marks for correct database and correct name or zero)</i> <i>(Award 1 mark for the correct location or zero)</i>	2		
• Created table Employees Added six field with correct data types <i>(Award 1 mark for the table or zero)</i> <i>(Award 1 mark for each field name and attribute or zero, 1×6 = 6 marks)</i>	7		
• Created table Department Added four fields with correct data types <i>(Award 1 mark for the table or zero)</i> <i>(Award 1 mark for each field name and attribute or zero 1×4 = 4 marks)</i>	5		
Created table payroll Added four fields with correct data types <i>(Award 1 mark for the table or zero)</i> <i>(Award 1 mark for each field name and attribute or zero 1×4 = 4 marks)</i>	5		
Sub-Total 1	20		
TASK 2			

Populated the tables correctly <i>(Award 2 marks for each tables correctly populated or zero; 2 x 3 = 6 marks)</i>	6		
Sub-Total 2	6		
TASK 3			
Created relationship <ul style="list-style-type: none"> Employee table with department table. Department table with payroll table. <i>(Award 1 mark for each correct relationship 1 x 2 = 2 marks)</i>	2		
Sub-Total 3	2		
TASK 4			
Created 3 forms <i>(Award 1 mark for each correct form 1 x 3 = 3 marks)</i> Created a query named "employeeQry" that showed: EmpID, FirstName, LastName DateOfEmp of all employees employed in year 2021 <i>(Award 1 mark for creating and naming the query correctly, 1 mark for each field and 1 mark for the criteria)</i> Created a query named "DeptQry" that showed: DeptID, FirstName DepartmentName of all employees in the finance department. <i>(Award 1 mark for creating and naming the query correctly, 1 mark for each field and 1</i>	3 6		

<i>mark for the criteria)</i>			
Generated a report “EmployeeReport” <i>(award 1 mark for using the correct query and 2 marks for generating the report)</i>	3		
Generated a report “PayrollReport” <i>(Award 1 mark for using the correct query, 1 mark for grouping and 2 marks for generating the report)</i>	4		
Printed the employee report <i>(Award 1 mark for printing)</i>	1		
Sub-Total 4	22		
GRAND TOTAL	50		
ASSESSMENT OUTCOME			
The candidate was found to be:			
Competent <input type="checkbox"/>	Not yet competent <input type="checkbox"/>		
<i>(Please tick as appropriate)</i>			
<i>(The candidate is competent if the candidate obtains at least 50%)</i>			
Feedback from the Candidate:			
Feedback to the Candidate:			
Candidate's signature:	Date:		
Assessor's signature:	Date:		