

**061005T4ICT**

**ICT TECHNICIAN LEVEL 5**

**IT/OS/ICT/CR/6/5**

**Manage Operating System**

**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

<b>Candidate's Name &amp; Registration Code</b>			
<b>Assessors Name &amp; Registration Code</b>			
<b>Venue of Assessment</b>			
<b>Date of Assessment</b>			
<b>Items to be Evaluated:</b> <i>Kindly award marks as appropriate. Give a brief comment on your observation.</i>	<b>Marks Available</b>	<b>Marks Obtained</b>	<b>Comments</b>
<b>TASK 1:</b>			
a. Created user account <ul style="list-style-type: none"><li>• Set up account</li><li>• Used correct user name</li><li>• Used correct password</li><li>• Assigned user privileges <i>(Award 2 marks for each activity)</i></li></ul>	<b>8</b>		
b. Signed into the new account <i>(Award 3 marks for signing in)</i>	<b>3</b>		
Personalized the account as follows	<b>2</b>		
c. Changed background to windows spotlight <i>(Award 3 marks for changing windows background)</i>			
d. Changed Transparency effect to off <i>(Award 2 marks for changing Transparency effect )</i>	<b>2</b>		
e. Changed accent color to manual <i>(Award 2 marks for changing accent color)</i>	<b>2</b>		
f. Selected color changed to blue <i>(Award 2 marks for changing color to blue)</i>	<b>2</b>		
g. Set theme to windows spotlight <i>(Award 2 marks for setting theme)</i>	<b>2</b>		
h. Adjusted brightness of the built in display to 50. <i>(Award 2 marks for adjusting brightness)</i>	<b>2</b>		

i. Scaled the layout to 100% <i>(Award 2 marks for scaling layout)</i>	<b>2</b>		
j. Displayed resolution to 1024 x768 <i>(Award 2 marks for displaying resolution)</i>	<b>2</b>		
k. Checked available input and output sound device. <i>(Award 2 marks for checking input and output sound device)</i>	<b>2</b>		
l. Turned off notification <i>(Award 2 marks turning off notifications)</i>	<b>2</b>		
m. Performed disk defragmentation <i>(Award 4 marks for performing disk defragmentation)</i>	<b>4</b>		
n. Checked activation status of the operating system. <i>(Award 2 marks for each tool or equipment)</i>	<b>2</b>		
o. Changed time zone to +3 Nairobi <i>(Award 2 marks for time changed)</i>	<b>2</b>		
p. Changed language to English United States. <i>(Award 2 marks for changed language)</i>	<b>2</b>		
q. Changed region to be Kenya <i>(Award 2 marks for changed region)</i>	<b>2</b>		
r. Opened device manager and Checked sound. <i>(Award 2 marks for opening device manager and 1 mark for checking sound)</i>	<b>3</b>		
s. Opened task manager and started a new task called explorer.exe <i>(Award 2 marks for opening task manager and 2 marks starting a correct program.)</i>	<b>4</b>		
<b>Sub-Total 1</b>	<b>50</b>		
<b>GRAND TOTAL</b>	<b>50</b>		

## ASSESSMENT OUTCOME

The candidate was found to be:

Competent  Not yet Competent

*(Please tick as appropriate)*

*(The candidate is competent if the candidate obtains at least 50%)*

### Feedback from the Candidate:

### Feedback to the Candidate:

**Candidate Signature**

**Date:**

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**Assessor's Signature**

**Date**

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