

**061004T4ICT**

**ICT LEVEL 4**

**IT/OS/ICTA/CC/01/4/A**

**Use of ICT Devices**

**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> Please award marks as appropriate. Give a brief comment on your observation.	<b>Marks Available</b>	<b>Marks Obtained</b>	<b>Comments</b>
<b>TASK 1: Identify computer components</b>			
1. Classified the components <ul style="list-style-type: none"><li>• Input(keyboard and Mouse)</li><li>• Output(monitor)</li><li>• System Unit(Processing)</li><li>• Secondary storage(DVD)</li></ul> <i>(Award 1 mark each)</i>	4		
2. Connected the devices <ul style="list-style-type: none"><li>• Monitor</li><li>• Keyboard</li><li>• mouse</li><li>• Power source</li></ul> <i>(Award 1 mark each)</i>	4		
<b>Sub-Total</b>	<b>8</b>		
<b>TASK 2: Operate a computer</b>			
1. Boot the computer <i>(Award 1 mark each)</i>	2		
2. Changed the desktop background <i>(Award 4 mark or 0)</i>	4		
3. Set a screensaver <i>(Award 4 mark or 0)</i>	4		
4. Created a folder <ul style="list-style-type: none"><li>• Computing folder</li><li>• ICT sub-folder</li><li>• Information Science sub-folder</li><li>• Mass Media sub-folder</li><li>• Created a Shortcut “ICT” folder</li></ul>	6		

• Zip “Computing” folder <i>(Award 5 mark or 0)</i>			
5. Opened device specifications <ul style="list-style-type: none"> <li>• Device name</li> <li>• Processor</li> <li>• Installed RAM</li> <li>• System Type</li> <li>• Device ID</li> <li>• Windows Edition</li> <li>• Date of Installation</li> <li>• Hard disk capacity</li> </ul>	8		
<b>Sub-Total</b>	<b>24</b>		
<b>TASK 3: Controls to security threats</b>			
6. Create user account <i>(Award 5 mark or 0)</i>	5		
7. Turned windows Defender private Firewall on. <i>(Award 3 mark or 0)</i>	3		
<b>Sub-Total</b>	<b>8</b>		
<b>TASK 4: Identify health, safety and environmental issues in ICT</b>			
Accessed the computer lab <ol style="list-style-type: none"> <li>1. ICT Health related problems <ul style="list-style-type: none"> <li>• Workplace ergonomics (Furniture)</li> <li>• Safety related problems(Spacing)</li> </ul> <i>(Award 2 mark each)</i></li> <li>2. Equipment safety issues <ul style="list-style-type: none"> <li>• Burger proof(window, doors)</li> <li>• Security guide</li> </ul> <i>(Award 2 mark each)</i></li> <li>3. Suggested recommendation to improve the computer lab <ul style="list-style-type: none"> <li>• (Award 2 mark each)</li> </ul> </li> </ol>	10		
<b>Sub-Total</b>	<b>10</b>		
<b>GRAND TOTAL</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:**

**Assessor's Signature**

**Date**