

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

Candidate's Name & Registration Code			
Assessors Name & Registration Code			
Venue of Assessment			
Date of Assessment			
Items to be Evaluated: <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	Marks Available	Marks Obtained	Comments
TASK 1: Identify computer components			
1. Classified the components <ul style="list-style-type: none"> • Input(keyboard and Mouse) • Output(monitor) • System Unit(Processing) • Secondary storage(DVD) <i>(Award 1 mark each)</i>	4		
2. Connected the devices <ul style="list-style-type: none"> • Monitor • Keyboard • mouse • Power source <i>(Award 1 mark each)</i>	4		
Sub-Total	8		
TASK 2: Operate a computer			
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"> • Computing folder • ICT sub-folder • Information Science sub-folder • Mass Media sub-folder • Created a Shortcut "ICT" folder 	6		

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

ASSESSMENT OUTCOME	
<p>The candidate was found to be:</p> <p>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:
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Assessor's Signature	Date
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