

061004T4ICT
ICT LEVEL 4
IT/0S/ICTA/CC/05/4/A
Use the Internet
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: Demonstrate using search engines.			
1.Opened chrome browser <i>(Award 1 mark or 0)</i>	1		
2.Set yahoo as default search engine <ul style="list-style-type: none"> • Opened setting • Search engine • Change and select yahoo • Set as default <i>(Award each 1 mark or 0)</i>	4		
3.Set Preferred languages <ul style="list-style-type: none"> • Opened setting • Language • Add languages • Search "Swahili" • Check Swahili and add <i>(Award each 1 mark or 0)</i>	5		
4.Changed Downloads location to "Desktop" <ul style="list-style-type: none"> • Click on customize and control • Select downloads • Change location • Set folder <i>(Award each 1 mark or 0)</i>	4		

5. Typed the text and searched <ul style="list-style-type: none"> Type the on address bar Pressed search <i>(Award each 1 mark or 0)</i>	2		
6. Opened the document on a new tab <ul style="list-style-type: none"> Right clicked on the link Selected new tab <i>(Award each 1 mark or 0)</i>	2		
7. Downloaded the document <ul style="list-style-type: none"> Clink on the link and open the document Clicked on download button <i>(Award each 1 mark or 0)</i>	2		
8. Added the current tab address bookmark <ul style="list-style-type: none"> Click on customize and control Bookmark and lists Click on bookmark this tab Click done <i>(Award each 1 mark or 0)</i>	4		
9. Closed the browser <i>(Award each 1 mark or 0)</i>	1		
Sub-Total 1	25		
TASK 2: Apply internet communication tools.			
1. Opened a browser <i>(Award 1 marks or 0)</i>	1		
2. Searched preferred email site <ul style="list-style-type: none"> Searched email site Opened the site <i>(Award each 1 mark or 0)</i>	2		

3.Logged email account <ul style="list-style-type: none"> Entered user name Entered password <i>(Award each 1 mark or 0)</i>	2		
4. Inserted the receipt address <ul style="list-style-type: none"> Typed correct address format <i>(Award 1 marks or 0)</i>	1		
5. Add email address to the address book <ul style="list-style-type: none"> Opened address book Added the email address <i>(Award each 1 mark or 0)</i>	2		
6.Inserted subject <ul style="list-style-type: none"> Typed relevant subject <i>(Award 1 marks or 0)</i>	1		
7.Drafted email observing Netiquette principles <ul style="list-style-type: none"> Typed salutation, Inserted body Add signature <i>(Award each 1 mark or 0)</i>	3		
8. Formatted email <ul style="list-style-type: none"> Font type Arial Font colour blue Aligned left <i>(Award each 1 mark or 0)</i>	3		
9.Attached the document <ul style="list-style-type: none"> Clicked attach Selected the document location Chosen the correct document <i>(Award each 1 mark or 0)</i>	3		

10. Set email as high priority <ul style="list-style-type: none"> Click the three-dot menu (More options) at the bottom right of the email window. Select "Label as important" or Use "Mark as important" from the available options. <i>(Award each mark or 0)</i>	3		
11. Send email <i>(Award 1 marks or 0)</i>	1		
12. Forwarded message <ul style="list-style-type: none"> Opened sent mails tab and located the mail Clicked on forward Entered the address and sent <i>(Award each 1 mark or 0)</i>	5		
Sub-Total 2	25		
GRAND TOTAL	50		
ASSESSMENT OUTCOME			
The candidate was found to be: <div style="display: flex; justify-content: space-around; align-items: center;"> Competent <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> Not yet Competent <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> </div> <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 Signature	Date:
<hr/>	<hr/>
Assessor's Signature	Date
<hr/>	<hr/>