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061004T4ICT

ICT ASSISTANT LEVEL 4

IT/0S/ICTA/CC/02/4/A

INSTALL COMPUTER SOFTWARE

July/August 2023

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

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PRACTICAL OBSERVATION CHECKLIST

INSTRUCTIONS TO THE ASSESSOR

1. You are required to mark the practical as the candidate performs the tasks.
2. You are required to take video clips at critical points.
3. Ensure the candidate has an identification tag pinned at the back and front near the shoulders showing Candidate's name and registration code.
4. Allocate the candidate 3 hours to complete the task

Note: assessor is required to plan for hold points/stoppage points at check, observe or verify items in a manner that do not interfere with the candidate's progress during practice session

OBSERVATION CHECKLIST

Candidate's name & Registration Code			
Assessor's name & Registration Code			
Venue of Assessment			
Date of assessment			
Items to be evaluated: *Please award marks as appropriate. Give a brief comment on your observation.*	**Marks available**	**Marks obtained**	**Comments**
TASK 1 (a) : Perform Software Installation of Operating System			
a) Switched on computer and inserted the disc into the drive). *(Award 1 mark for switching computer on, and 1 mark for inserting disc into drive)*	**2**		
b) Set bootup to start from CD drive. *(Award 2 marks for starting BIOS, one 1 for locating bootup options, 1 mark setting the correct bootup drive)*	**4**		
c) Pressed a keyboard key when prompted to start OS from the CD drive. *(Award 1 mark)*	**1**		
d) Selected the local disc drive / partition to install the OS. *(Award 3 marks or 0)*	**3**		
e) Formatted the drive to install the OS *(Award 2 marks or 0)*	**2**		
f) Set the correct local settings i) language – English	**4**		

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ii) Country – Kenya iii) Time and date – current time iv) Name of Computer *(Award each 1 mark)*			
g) Accepted the end user license agreement. *(Award 1 opening the EULA, 1 mark taking time to go through, 1 mark for component accepting)*	**3**		
Testing the Installed Operating System h) Set a strong and remembered administrator password *(Award 2 marks or 0)*	**2**		
i) Finalizing the installation process and the OS reaches the desktop. *(Award 2 marks or 0)*	**2**		
j) Switched computer off and ON again, bootup went through successfully. *(Award 1 mark for switch off and on, 1 mark for successful bootup)*	**2**		
k) Checked the current date & time. *(Award 1 mark or zero)*	**1**		
l) Checked the graphics and sound. *(Award 1 mark for each = 2 marks)*	**2**		
m) Opened default applications eg Disk Cleaner. *(Award 1 mark or zero)*	**2**		
n) Checked system settings and confirmed version installed, if the system is 32 bit or 64 bits. *(Award 2 marks for opening system information, 2 marks for system version, 2 marks system name)*	**6**		

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Task 2: Installing Microsoft Office 2010 Word			
a) Inserted Microsoft office 2010 CD into the drive. *(Award 2 marks or 0)*	2		
b) Read and accepted the end user license agreement. *(Award 2 marks or 0)*	2		
c) Choose the product to install. *(Award 2 marks or 0)*	2		
d) Install the Microsoft Office Word. *(Award 3 marks or 0)*	3		
e) Test the software installed. *(Award 3 marks for selecting recommended settings, 2 marks open a blank document and save)*	5		
Total	**50**		

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ASSESSMENT OUTCOME

The candidate was found to be:

Competent ☐ Not yet competent ☐

(Please tick as appropriate)

(The candidate is competent if the candidate obtains 50% and Above)

Feedback from candidate:

Feedback to candidate:

Candidate's Signature	**Date**
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Assessor's Signature	**Date**
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