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061004T4ICT

ICT LEVEL 4

IT/OS/ICTA/CC/02/4/A

INSTALL COMPUTER SOFTWARE

March/April 2025

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

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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 No.	
Assessor's name & Reg. code	
Unit(s) of Competency	
Venue of Assessment	
Date of assessment	

Indicate the marks available and marks obtained respectively. Award marks appropriately as guided for in the items for evaluation indicated. Give a brief comment where necessary)

Items to be evaluated:	Marks Awarded	Marks Obtained	Comments
TASK 1 **INSTALLATION OF WINDOWS 10** 1. Checked if the computer meets the minimum requirements for Windows 10 installation *(Award 2 mark or zero)*	**2**		
2. Created a backup of all important data on your computer to prevent data loss during the installation process. *(Award 2 marks or zero)*	**2**		
3. Obtained a valid Windows 10 installation media, which can be either a DVD or a USB flash drive. *(Award 1 mark or zero)*	**1**		
4. Inserted the installation media into the computer and restarted it. Boots the computer from the installation media *(Award 1 mark for correctly inserting installation media, 1 mark for restarting*	**3**		

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and 1 mark for booting from the installation media)			
5. Followed the instructions displayed on the screen. Chose language, clicked "Install Now" to begin the installation. Read and accepted the Microsoft Software License Terms. *(Award 1 mark for choosing correct language and 1 mark for accepting license terms)*	**2**		
6. Selected "Custom Install, partitioned hard drive and selected the drive where he/she want to install Windows. *(Award* *1 mark for choosing custom install,* *1 mark for partitioning the hard drive and* *1 mark for selecting the partitioned drive for installation)*	**3**		
7. Followed the prompts to complete the installation. *(Award 2 marks or zero)*	**2**		
8. Set up an Administrator and a standard user account. *(Award 1 mark for setting administrator and 1 mark for setting standard user account)*	**2**		
9. Customized the desktop background to solid color, and taskbar location on screen to right desktop background and theme.	**2**		

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(Award 1mark for customizing background and 1 mark for changing taskbar location on screen)			
10. Enabled and configured password policies. *(Award 2 marks or zero)*	**2**		
11. Enabled Local Disk D system protection *(Award 2 marks or zero)*	**2**		
12. Created a folder on the desktop and name it as INSTALL2030 *(Award 1 mark for creating the folder and 1 mark for correct naming)*	**2**		
13. Changed the name of the computer to KENYA (*Award 2 marks or zero)*	**2**		
14. Opened system properties, printed screen the basic information about the computer and saved the screenshot in the INSTALL2030 folder *(Award 1 mark for opening system properties, 1 mark for capturing print screen and 1 mark for saving with the name given)*	**3**		
SUB TOTAL	**30**		

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Task 2. **Installing and Configuring Application Software**			
Items to be evaluated:	**Marks Awarded**	**Marks Obtained**	**Comments**
1. Booted the just-installed computer. *(Award 2 marks or zero)*	**1**		
2. Correctly installed Microsoft office 2013 *(Award 3 marks for full installation 1 mark for attempt, else award zero)*	**3**		
3. Opened Microsoft word and customized the save auto recover information to save after every 5 minutes *(Award 2 marks or zero)*	**2**		
4. Changed the default local file location for Microsoft word to desktop *(Award 2 marks or zero*	**2**		
5. Opened the point presentation and pasted the screenshot of the computer system properties obtained in Task 1 *(Award 2 marks or zero)*	**2**		
6. Saved the PowerPoint document as *Test2030* in INSTALL2030 folder *(Award 2 marks or zero)*	**2**		
7. Pinned Microsoft Word to the taskbar. *(Award 2 marks or zero)*	**2**		
8. Pinned Microsoft Excel to the taskbar. *(Award 2 marks or zero)*	**2**		
9. Added a shortcut for Microsoft Word to the desktop.	**2**		

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(Award 1 mark or zero)			
10. Added a shortcut for Microsoft Excel to the desktop. *(Award 1 mark or zero)*	**2**		
SUB TOTAL	**20**		
TOTAL TASK 1 + TASK 2	**50**		

The candidate was found to be: Competent ☐ Not yet competent ☐ *(Please tick as appropriate)* ***(The candidate is competent if s/he gets 50% and above).***			
Feedback from candidate:			
Feedback to candidate:			
Candidate's signature:	**Date:**		
Assessor's signature:	**Date:**		

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