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061004T4ICT

ICT LEVEL 4

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

USE ICT DEVICES

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 Code			
Assessors 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: Operate a computer			
a) Powered on the computer *(Award 2 marks or zero)*	**2**		
b) Restarted the computer *(Award 1 mark or zero)*	**1**		
c) Created a folder named CDACC EXAM 2050 and created subfolders named "ICT" and "LIBRAY SCIENCE" respectively *Award 1 mark for creating the main folder and 1 mark for subfolder*	**2**		
d) Opened task manager e) Screened shot the task manager, and saved as TASK MANAGER in the CDACC EXAM 2050 folder *(Award 1 mark for opening task manager, I mark for capturing screenshot, 1 mark for saving the word document)*	**3**		

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f) Set background to a solid color *(Award 2 Marks or zero)*	**2**		
g) Changed the desktop icons to small size *(Award 2 Marks or zero)*	**2**		
h) Screened shot desktop, captured the set to small icons and saved the document as "small icons " *(Award 1 marks for screen shot,1 mark for captured medium icons and 1 mark for correct file name "medium icon practice"*	**3**		
i) Pinned the word application on the task bar *(Award 2 Marks or zero)*	**2**		
j) Zipped the "CDACC EXAM 2050" folder *(Award 3 Marks or zero)*	**3**		
k) Created shortcut of the" ICT "sub-folder on the desktop *(Award 2 Marks or zero))*	**2**		
l) Used windows snipping tool to capture screen shot of desktop, saved screenshot as "**snapsho**t" in the CDACC EXAM 2050 folder.	**3**		
Sub-Total 1	**25**		

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TASK 2: Create user accounts and apply password security			
a) Created user account ABC1 *(Award 2 Marks or zero)*	**2**		
b) Created user account ABC2 *(Award 2 Marks or zero)*	**2**		
c) Applied password 1234 and 5678 respectively to the set user accounts. *(Award 1 mark for applying password 1234 and 1 mark for applying password 5678)*	**2**		
d) Turned on windows defender and turned on firewall on private network. *(Award 1.5 marks for turning on windows defender and 1.5 marks for turning on private firewall)*	**3**		
e) Captured screen on Task 2(b) and opened word processor and saved as "firewall". *Award 1 marks for captured screen,1 mark for opening word processor file and 1 mark for correct file name "firewall")*	**3**		
f) Scanned disk, and captured screen and saved as 'defender' *(Award 1 mark for scanned disk and 1 mark for filename "defender" and 1 mark for captured screen).*	**3**		
Sub-Total 2	**15**		

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TASK 3: Checked computer system specification and recorded			
a) Computer name *(Award 1 mark or 0)*	**1**		
b) Processor speed *(Award 1 mark or 0)*	**1**		
c) RAM Capacity *(Award 1 mark or 0)*	**1**		
d) System Type *(Award 1 mark or 0)8*	**1**		
e) BIOS version *(Award 1 mark or 0)*	**1**		
f) Windows edition *(Award 1 mark or 0)*	**1**		
g) Computer generation *(Award 1 mark or 0)*	**1**		
h) Hard disk capacity *(Award 1 mark or 0)*	**1**		
i) Windows version *(Award 1 mark or 0)*	**1**		
j) Product ID *(Award 1 mark or 0))*	**1**		
Sub-Total 3	**10**		
GRAND 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 at least 50%)*
Feedback from the Candidate:
Feedback to the Candidate:
Candidate Signature **Date:** _____ _____
Assessor's Signature **Date** _____ _____

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