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032205T4LIS

LIBRARY AND INFORMATION SCIENCE LEVEL 5

BUS/CU/LIS/CR/04/5A

Perform Information and Recordkeeping Practice

Nov/Dec 2024

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

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PRACTICAL ASSESSMENT

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 a name tag and registration code at the back or front.

OBSERVATION CHECKLIST

Candidate's name & Registration No.	
Assessor's name & Reg. code	
Unit(s) of Competency	Perform information and recordkeeping practice
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 allocated**	**Marks obtained**	**Comments**
TASK 1 : Preparing to Create a File Folder			
1. Wore dust coat *(Award I mark 1x1)*	1		
2. Assembled materials/equipment for making a file appropriately. ● File fasteners ● Paper punch ● Manila papers ● Scissors ● Ruler ● Marker pen ● Assorted paper based records *(Award 1 mark for any material identified correctly 7x1*)	**7**		
3. Created a file folder *(Award 2 marks for creating a folder 2x1* **)**	2		
4. Punched assorted records **(***Award 1 mark for well punched assorted records* **)**	4		

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5. Fixed the fasteners correctly *(Award 1 mark for well-fixed fasteners 4x1*)	4		
SUB-TOTAL	**18**		
TASK 2 : Create a File Folder, Arrange and Label Records			
6. Labelled the records for filing ● Financial ● Services ● Procurement ● Personnel *(Award 1 mark for well labeled record 4x1* **)**	4		
7. Created clear and complete files with the following items: ● Index ● E.g. Folio No.(MAE/SECTION/HEAD/YEAR) ● File name ● File divider *(Award 4 marks for each well created file 4x4)*	16		
8. Arranged files alphabetically *(Award 1 mark for each file 4x1)*	4		
9. Separated the record files in the folder and labeled ● Financial ● Services ● Procurement ● Personnel	8		

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(Award 2 marks for each well separated and labelled files 4x2)			
10. Shelved the files in the appropriate cabinets *(Award 1 mark for each file 4x1)*	4		
11. Cleaned the workstation after use (*Award 2 marks for cleaning 2x1)*	2		
SUB-TOTAL	**38**		
PRODUCT CHECKLIST			
12. Created a manual file folder (*Award 2 marks for cleaning 2x1)*	2		
SUB-TOTAL	**2**		
GRAND-TOTAL	**58**		

ASSESSMENT OUTCOMES

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The candidate was found to be:

Competent ☐ Not yet competent ☐

(Please tick as appropriate)

(The candidate is competent if s/he gets 50% or higher)

Feedback from candidate:

Feedback to candidate:

Candidate's signature:	Date:	
Assessor's signature:	Date:	