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032205T4LIS

LIBRARY & INFORMATION SCIENCE LEVEL 5

BUS/OS/LIS/CR/01/5A

Perform Cataloguing Process

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**
Grooming			
i. **dust coat and** ***ii.*** **gloves** ***iii.*** **Closed shoes** (***Award 1 mark or zero for appropriately donned item 1x3=3marks)***	**1** **1** **1**		
Sub-Total 1	**3**		
TASK 1: **Assemble the materials**			
• Information containing bibliographic description of a book • Manila papers • Foolscaps • Ruler • Pencil • Paper punch • Scissors • A networked computer • Small carton box • Masking tape	½ ½ ½ ½ ½ ½ ½ ½ ½ ½		

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(Award ½ for each x5=5 marks)			
Sub-Total 2	**5**		
TASK 2: Prepare main entry card catalogue using the title			
i. Cut manila paper into standard size ii. Extract the bibliographic details iii. Provided title entry ***(Award maximum mark for each correct response)***	**4** **10** **3**		
Sub-Total 3	**17**		
TASK 3: Develop an Online catalogue using the same bibliographic details			
i. Keyed in the bibliographic details in the computer ***(Award 4 or 0 mark for correct presentation)***	**7**		
Sub-Total 4	**7**		
TASK 4: File the catalogue entry in the catalogue tray			
i. File manually. *ii.* File digitally ***(Award 3marks for every step)*** *Cleaned the working area*	**3** **3** 2		
Sub-Total 5	**8**		
GRAND TOTAL	**40**		
ASSESSMENT OUTCOME			

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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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