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032205T4LIS

LIBRARY & INFORMATION SCIENCE LEVEL 5

BUS/OS/LIS/CR/05/5A

Maintain School Libraries, Media and Documentation Centers

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: Assembled materials			
• Pencils / pens • Small carton box • Rod • Ruler • A pair of scissors • Manilla paper • Paper punch • Text books **(*Award ½ for each x8=4 marks)***	½ ½ ½ ½ ½ ½ ½ ½		
Sub-Total 2	**4**		
TASK 2: Prepare subject card catalogue			

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i. Cut the manila paper into the appropriate standard sizes ii. Prepared the correct entries ***(Award 1 mark for each correct response 5x1=5marks)***	**3** **8**			
Sub-Total 3	**11**			
TASK 3: Insert the subject card catalogue in the catalogue tray				
i. Secured the catalogues on the tray using the rod ***(Award 3 or 0 mark for correct procedure)***	**3**			
Sub-Total 4	**3**			
TASK 4: Shelved the information materials according to the subjects				
i. Sorted textbooks according to subject ***(Award 3 or 0 marks for correct sorting)*** ii. Shelved the books as per subjects ***(Award 4 or 0 marks for correct shelving)*** iii. Cleaned the working area ***(Award 2 or zero marks)***	**3** **4** **2**			
Sub-Total 5	**9**			
GRAND TOTAL	**30**			

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%)

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Feedback from the Candidate:
Feedback to the Candidate:
Candidate Signature **Date:** _____ _____
Assessor's Signature **Date** _____ _____

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