

**061004T4ICT**

**ICT ASSISTANT LEVEL 4**

**IT/0S/ICTA/CC/03/4/A**

**REPAIR AND MAINTAIN A COMPUTER**

**July/August 2023**



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

### **ASSESSOR OBSERVATION CHECKLIST**

#### **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 an identification tag pinned at the back and front near the shoulders showing Candidate's name and registration code.
4. Allocate the candidate 2 hours to complete the task.

## OBSERVATION CHECKLIST

<b>Candidate's name &amp; Registration No.</b>			
<b>Assessor's name &amp; Reg. code</b>			
<b>Unit(s) of Competency</b>			
<b>Venue of Assessment</b>			
<b>Date of assessment</b>			
<i>(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)</i>			
<b>Items to be evaluated:</b>	<b>Marks Awarded</b>	<b>Marks Obtained</b>	<b>Comments</b>
<b>Task 1</b>			
a. Performed computer hardware maintenance tasks:			
i. Cleaned the mouse and keyboard <i>(Award 1 mark for each, total=2 marks)</i>	2		
ii. cleaned the monitor <i>(Award 1 mark, total=1 mark)</i>	1		
iii. cleaned the fan intakes <i>(Award 1 mark, total=1 mark)</i>	1		
iv. cleaned the power supply unit <i>(Award 1 mark, total=1 mark)</i>	1		
v. Cleaned the motherboard <i>(Award 1 mark, total=1 mark)</i>	1		
b. Performed computer software maintenance tasks:			
i. Cleaned the disk <i>(Award 3 marks, total=3 marks)</i>	2		

ii. Defragmented hard drive (Award 3 marks, total=3 marks)	3		
iii. Updated virus definition files (Award 3 marks, total=3 marks)	3		
iv. Scanned for virus (Award 4 marks, total=4 marks)	3		
v. Uninstalled antivirus program (Award 2 marks, total=2 marks)	4		
vi. Changed the system password to a new one (Award 2 marks, total=2 marks)	2		
vii. Cleared the Cache in the Internet browser(s) (Award 2 marks, total=2 marks)	2		
<b>Total</b>	<b>25</b>		
<b>Task 2 -</b>			
a. Disassembled the computer system. i. Switched off computer, ii. worn antistatic watch, iii. Opened case iv. Disconnect cables, v. hard disk, vi. Power supply unit, vii. fan, viii. heat sink, ix. processor, x. RAM modules, xi. expansions.	12		

xii. Right place of components. <i>(Award 1 mark, total=12marks)</i>			
b. Assembled all Computer System components and powered it on. <i>(correctly assembling of the computer award 11 marks and 2 marks for powering on)</i>	13		
<b>Total</b>	<b>25</b>		
<b>TOTAL</b>	<b>50</b>		
<b>ASSESSMENT OUTCOME</b>			
<b>The candidate was found to be:</b> <div style="text-align: center;"> <input type="checkbox"/> Competent      <input type="checkbox"/> Not yet competent  <i>(Please tick as appropriate)</i>  <i>(The candidate is competent if s/he gets 50% or higher of the items of evaluation correct)</i> </div>			
<b>Feedback from candidate:</b>			
<b>Feedback to candidate:</b>			
<b>Candidate's signature:</b>	<b>Date:</b>		
<b>Assessor's signature:</b>	<b>Date:</b>		

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