

**061004T4ICT**

**ICT ASSISTANT LEVEL 4**

**IT/0S/ICTA/CC/05/4/A**

**USE THE INTERNET**

**July/August 2023**



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

**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 3 Hours to complete the task

<b>Candidate's name &amp; Registration No.</b>			
<b>Assessor's name &amp; Reg. code</b>			
<b>Unit(s) of Competency</b>	Use of the Internet		
<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 Allocated</b>	<b>Marks Obtained</b>	<b>Comments</b>
<b>Task 1 – Demonstrating knowledge and skills in using the internet</b>			
a) Created a folder named <i>SUCCESS</i> (Award 1 mark or zero)	<b>1</b>		
b) Performed a search (i) Opened a web browser. (ii) Performed a search on “Parts of a computer motherboard (iii)Filters the search results to only display images (Award 2 marks for each or zero)	<b>6</b>		
c) Downloaded an image from the filtered search results and saved it as <i>image1</i> (Award 2 marks for downloading, 2 marks for saving)	<b>4</b>		
d) Captures a screenshot of the browser's history and saves it as <i>image1</i> in a Word document (Award 2 marks for screenshot, 2 marks for saving)	<b>4</b>		
e) Change your browser language from English to Swahili. Screen captures the results and paste in word document. Save the document as <i>image3</i> in <i>SUCCESS</i> folder. (Award 2 marks for browser settings, 2 marks screen capture, 1 mark for saving)	<b>5</b>		

<b>Task 2 – Email communication</b>			
a) Launch an appropriate browser and open your email address account ( <i>Award 2 marks for launching a browser, 2 marks for opening e-mail account</i> )	<b>4</b>		
b) Compose an email with the following details: <ul style="list-style-type: none"> <li>a. Indicate your name and course as the subject of your email (<i>Award 1 mark for name, 1 mark for name</i>)</li> <li>• The email body should contain the following data (<i>Award 7 marks or zero</i>)</li> </ul>	<b>9</b>		
c) Zip the <i>SUCCESS</i> folder and attach it to your email. ( <i>Award 2 marks for zip folder or 2 marks attaching, 2 marks sending to your e-mail</i> )	<b>6</b>		
d) Selected sent option of your email, filtered your email using the following criteria. <ul style="list-style-type: none"> <li>(i) Older than a week; (<i>Award 4 marks or zero</i>)</li> <li>(ii) documents; (<i>Award 4 marks or zero</i>)</li> </ul>	<b>8</b>		
e) Captured the screenshot of the sent email and paste in the Microsoft word document. Save the document as <i>image4</i> in <i>SUCCESS</i> folder ( <i>Award 1 mark for screen capture, 1 mark paste, saving 1 mark</i> )	<b>3</b>		
<b>TOTAL</b>	<b>50</b>		
<b>ASSESSMENT OUTCOME</b>			
<b>The candidate was found to be:</b>			

Competent <input style="width: 40px; height: 20px;" type="checkbox"/> Not yet competent <input style="width: 40px; height: 20px;" type="checkbox"/>				
<i>(Please tick as appropriate)</i>				
<b><i>(The candidate is competent if he/she gets 60% or higher of the items of evaluation correct)</i></b>				
<b>Feedback to candidate:</b>				
<b>Feedback from candidate:</b>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Candidate's Signature</b></td> <td style="width: 50%;"><b>Date</b></td> </tr> <tr> <td style="text-align: center;">-----</td> <td style="text-align: center;">-----</td> </tr> </table>	<b>Candidate's Signature</b>	<b>Date</b>	-----	-----
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