

**061005T4ICT**

**ICT TECHNICIAN LEVEL 5**

**IT/OS/ICT/CR/6/5**

**MANAGE DATABASE SYSTEM**

**July/August 2023**



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

**PRACTICAL ASSESSMENT**

**Time: 3 Hours**

**INSTRUCTION TO ASSESSOR**

1. You are required to mark the practical as the candidate perform 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 and front.

## OBSERVATION CHECKLIST

|                                                                                                                                      |                               |                       |                 |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------|-----------------|
| <b>Candidate's name &amp; Registration No.</b>                                                                                       |                               |                       |                 |
| <b>Assessor's name &amp; Reg. code</b>                                                                                               |                               |                       |                 |
| <b>Unit name</b>                                                                                                                     | <b>MANAGE DATABASE SYSTEM</b> |                       |                 |
| <b>Venue of Assessment</b>                                                                                                           |                               |                       |                 |
| <b>Date of assessment</b>                                                                                                            |                               |                       |                 |
| <b>Items to be evaluated:</b> <i>Please award marks as appropriate. Give a brief comment on your observation.</i>                    | <b>Marks available</b>        | <b>Marks obtained</b> | <b>Comments</b> |
| <b>Task 1</b>                                                                                                                        |                               |                       |                 |
| Adhere to lab rules and safety precautions                                                                                           | <b>1</b>                      |                       |                 |
| a) Database created as instructed<br>(Award 1 mark)                                                                                  | <b>1</b>                      |                       |                 |
| b) Able to created <i>studentinfo</i> table as instructed<br>(Award 1 mark for correct field design)                                 | <b>5</b>                      |                       |                 |
| c) Able to created <i>libraryinfo</i> table as instructed<br>(Award 1 mark for correct field design)                                 | <b>5</b>                      |                       |                 |
| d) Created relationship between the tables<br>(Award 1 mark)                                                                         | <b>1</b>                      |                       |                 |
| e) Data entry form created<br>i. <i>Studentinfo</i><br>ii. <i>libraryinfo</i><br>(Award 2 marks for each form correctly created)     | <b>2</b><br><b>2</b>          |                       |                 |
| f) arbitrary records added in each table<br>i. <i>studentinfo</i><br>ii. <i>libraryinfo</i><br>(Award 3 marks for each table record) | <b>3</b><br><b>3</b>          |                       |                 |
| g) macro designed for both forms<br>i. <i>studentinfo</i> form                                                                       | <b>1</b>                      |                       |                 |

|                                                                                                                                                                                                |                      |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--|--|
| ii. <i>libraryinfo</i> form<br>(Award 1 mark for each macro=2 marks total)                                                                                                                     | <b>1</b>             |  |  |
| h) Created a query named <i>senior</i> with all necessary field<br>i. Fields included<br>ii. Condition set<br>(Award 2 marks for fields and 1 mark for appropriate condition= 3 marks total)   | <b>2</b><br><b>1</b> |  |  |
| i) Created a query named <i>book</i> with all necessary field<br>i. Fields included<br>ii. Condition set<br><br>(Award 2 marks for fields and 1 mark for appropriate condition= 3 marks total) | <b>2</b><br><b>1</b> |  |  |
| j) A report for both queries created<br>i. <i>Senior</i><br>ii. <i>Book</i><br><br>(Award 1 marks for correct fields for senior and book= 2 marks total)                                       | <b>1</b><br><b>1</b> |  |  |
| k) Printed queries and reports<br>(Award 2 marks for printing)                                                                                                                                 | <b>2</b>             |  |  |
| <b>Sub total</b>                                                                                                                                                                               | <b>35</b>            |  |  |
| <b>Task 2</b>                                                                                                                                                                                  |                      |  |  |
| a) Database created as instructed<br>(Award 1 mark ) (Award 2 mark )                                                                                                                           | <b>1</b>             |  |  |
| b) Able to created <i>staffinfo</i> table as instructed<br>(Award 1 mark for correct field design=6 marks)                                                                                     | <b>6</b>             |  |  |

|                                                                                                                                                                                                                                        |             |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--|--|
| c) Created a form for“staffinfo” table and saved as “entryform”.<br>(Award 1 mark )                                                                                                                                                    | 4           |  |  |
| d) Filled at least 5 records using the “entryform”<br>(Award 3 mark for any five records, 2 marks for 3 and bellow)                                                                                                                    | 3           |  |  |
| e) Created query named “depinfo” to display records only including department name, staff name and mobile number<br>i. Query created<br>ii. All field included<br>(Award 1 mark for each=2 marks total)                                | 1<br>1      |  |  |
| f) Create a query named “S” to display staff name, post, department and phone number whose post is “teller “or “cashier”.<br>i. Query created<br>ii. All field included<br>iii. Condition set<br>(Award 1 mark for each=3 marks total) | 1<br>1<br>1 |  |  |
| g) Printed queries and reports<br>(Award 1 marks for printing)                                                                                                                                                                         | 1           |  |  |
| Sub total                                                                                                                                                                                                                              | 20          |  |  |
| TOTAL                                                                                                                                                                                                                                  | 55          |  |  |
| <b>The candidate was found to be:</b><br>Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/><br>(Please tick as appropriate)<br><b>(The candidate is competent if s/he gets at least 50% and above)</b>      |             |  |  |
| <b>Feedback from candidate:</b>                                                                                                                                                                                                        |             |  |  |
| <b>Feedback to candidate:</b>                                                                                                                                                                                                          |             |  |  |

|                                       |                      |
|---------------------------------------|----------------------|
| <b>Candidate's Signature</b><br>----- | <b>Date</b><br>----- |
| <b>Assessor's Signature</b><br>-----  | <b>Date</b><br>----- |

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