061005T4ICT

ICT Technician Level 5

IT/OS/ICT/CR/6/5

Manage Operating System.

July/Aug 2023.

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

PRACTICAL ASSESSMENT

INSTRUCTIONS TO THE ASSESSOR

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

2. You are required to take pictures and/or video clips at critical points.

3. Ensure the candidate has a name tag and registration code at the back and front.

4. Allocate the candidate **15 minutes** for preparation and **1hour 45 minutes** for performing tasks various tasks in this assessment

OBSERVATION CHECKLIST

Candidate's name & Registration No.	
Assessor's name & Reg. code	
Unit of Competency	
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

1. Adhered to prescribed safety as per workplace procedures:
   • Observe computer lab rules
 	
   • Safe handling of computer and accessories
 	
(Award one mark for observation of lab rules and one mark for safe handling of computer and accessories as per workplace procedures)
	02		

2. Created a folder on the desktop and named it MyCdacc as per the instructions *(Award 1 Mark for creating the folder, 1 mark for correctly naming the folder)*	**02**		
3. Encrypted the folder created. *(Award 2 marks or zero)*	**02**		
4. Created an MS word file named "PersonalDetails" and in the file wrote their full names as per the instructions. *(1 mark for creating the Correctly named file, and 1 for writing full names in the file)*	**02**		
5. Saved the file in the previously created folder, and Protected the file using the Password "FILE123" *(1 mark for saving the file in the previously created folder, and 2 marks for applying the right password to the folder)*	**03**		
6. Defragmented Drive C of the provided computer.	**06**		

(Award 2 Marks for accessing the Defragmentation Utility and 4 Marks for performing the defragmentation process on the write Disk)			
7. Created a new partition on the hard disk of the provided computer using Windows Disk Management utility as per the user manual *(Award 2 Marks for accessing the Windows Disk Management utility, 7 Marks for Creating the Partition a named partition)*	**09**		
8. Formatted the newly created partition as per the user manual *(Award 5 Marks or 0)*	**05**		
9. Changed the boot sequence of the computer to enable it to boot from the provided bootable Disk and proceeded with the boot process, as per the user manual *(Award 3 marks for entering the boot setup, 3 marks for changing the boot sequence, and 3 marks for proceeding with the boot process after changing the boot setup)*	**09**		

10. Configured the newly installed operating system as per the Standard Operating Procedures.
    • Set language
    • Set Time Zone
    • Configured account user name
    • Set Password
    • Set screen resolution
(Award 1 mark for setting language to English UK, 1 Mark for changing time zone to Nairobi, 3 marks for setting up administrator account with username 'User1', 3 marks for setting password to User1.2022! and 2 marks for setting resolution to 1024 x 768)
	01
	01
	03
	03
	02		

TOTAL	**50**		

ASSESMENT OUTCOMES

The candidate was found to be:

Competent ☐   Not yet competent ☐

(Please tick as appropriate)

(The candidate is competent if s/he gets 50% or higher)

Feedback from candidate:

Feedback to candidate:

Candidate's signature:	Date:	
Assessor's signature:	Date:	