061004T4ICT

ICT LEVEL 4

IT/OS/ICTA/CC/05/4/A

USE THE INTERNET

March/April 2025

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

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**
Task 1 – Demonstrating knowledge and skills in using the internet			
a) Created a folder on the desktop and named it **Practical Internet** *(Award 1 mark for creating the folder and 1 mark for correct naming)*	**2**		
b) Located and saved the public IP address *(Award 2 marks for locating the IP and 1 mark for saving else award zero)*	**3**		
c) Changed search engine to DuckDuckGo *(Award 2 marks or zero)*	**2**		
d) Set search engine shortcut to new tab *(Award 2 marks or zero)*	**2**		
e) Changed font size to large *(Award 2 marks or zero)*	**2**		
f) Applied a dark theme color to the chrome browser. *(Award 2 marks or zero)*	**2**		
g) Disabled the first TWO Chrome extensions that are currently enabled *(Award 3 marks or zero)*	**3**		
h) Set the download directory to **Practical_Internet** folder *(Award 3 marks or zero)*	**3**		

i)	Enabled the bookmarks bar *(Award 3 marks or zero)*	**3**	
j)	Searched for a **Wild beast** image, filtered the search to show images and saved it as **wildbeast_image** *(Award 1 mark for searching, 1 mark for filtering and 1 mark for saving and correct naming)*	**3**	
	SUB TOTAL	**25**	
	TASK 2 EMAIL COMMUNICATION		
a)	Launched an appropriate browser and opened student email account *(Award 1 mark for launching a browser, 1 mark for opening e-mail account)*	**2**	
b)	Addressed email to self *(Award 2 marks or zero)*	**2**	
c)	Added subject **Proposal for a Maasai Mara Visit** *(Award 2 marks or zero)*	**2**	
d)	Added Cc to self *(Award 1 mark or zero)*	**2**	
e)	Typed the message body as instructed *(Award 4 marks for typing the whole message, 1 mark for bullet, 1 mark for correct formatting)*	**6**	
f)	Attached **wildbeast_image** to the email *(Award 2 marks or zero)*	**2**	
g)	Captured and saved screenshot of email composition as **Email_Composition**	**2**	

(Award 1 mark for capturing and 1 mark for saving)			
h) Zipped the folder and attached to email *(Award 2 marks for zipping and 1 mark for attaching)*	**3**		
i) Sent email to self *(Award 2 marks or zero)*	**2**		
j) Captured screenshot of received email and saved it in WordPad document *(Award 1 mark for capturing screenshot and 1 mark for saving in WordPad)*	**2**		
SUBTOTAL	**25**		
TOTAL	**50**		
GRAND TOTAL			

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%)

Feedback from the Candidate:

Feedback to the Candidate:

Candidate Signature	**Date:**
_____	_____
Assessor's Signature	**Date**
_____	_____