

**061005T4ICT**

**ICT TECHNICIAN LEVEL 5**

**IT/OS/ICT/CR/4/5**

**Manage Database Systems (Ms Access)**

**March/April 2025**



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

easytvvet.com

**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

|                                                                                                                                                                                                                                                                                          |                                          |                       |                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------|-----------------|
| <b>Candidate's Name &amp; Registration Code</b>                                                                                                                                                                                                                                          |                                          |                       |                 |
| <b>Assessors Name &amp; Registration Code</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: Create a Database</b>                                                                                                                                                                                                                                                         |                                          |                       |                 |
| i) Candidate wore appropriate PPE<br><i>(award 2 marks or 0)</i>                                                                                                                                                                                                                         | <b>2</b>                                 |                       |                 |
| ii) Started Microsoft access.<br><i>(award 2 marks or 0)</i>                                                                                                                                                                                                                             | <b>2</b>                                 |                       |                 |
| iii) Created a database named SCHOOL and saved it in the CDACC EXAM folder.<br><i>(award 2 marks or 0)</i>                                                                                                                                                                               | <b>2</b>                                 |                       |                 |
| iv) Created table <i>staffinfo</i> correctly.<br>a) <i>correct fieldnames</i><br><i>(Award 4 marks or 0 for correct field names)</i><br>b) <i>correct datatypes</i><br><i>(Award 4 marks or 0 for correct data type)</i><br>c) <i>correct descriptions</i><br><i>(Award 2marks or 0)</i> | <b>4</b><br><br><b>4</b><br><br><b>2</b> |                       |                 |
| v) Created table <i>studinfo</i> correctly.<br>a) <i>correct fieldnames</i><br><i>(Award 4 marks or 0 for correct field names)</i><br>b) <i>correct data types</i><br><i>(Award 4 marks or 0 for correct data type)</i><br>c) <i>correct descriptions</i>                                | <b>4</b><br><br><b>4</b><br><br><b>2</b> |                       |                 |

|                                                                                                                                                                 |                          |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--|--|
| <i>(Award 2 marks or 0)</i>                                                                                                                                     |                          |  |  |
| <b>Subtotal 1</b>                                                                                                                                               | <b>26</b>                |  |  |
| <b>TASK 2: Perform Database Operations</b>                                                                                                                      |                          |  |  |
| i) Created a relationship between the two tables.<br><i>(award 3 marks or 0)</i>                                                                                | <b>3</b>                 |  |  |
| ii) Created a data entry form for each table.<br>a) <i>Staffinfo-form</i><br><i>(Award 2marks or 0)</i><br>b) <i>Stuinfo-form</i><br><i>(Award 2marks or 0)</i> | <b>2</b><br><br><b>2</b> |  |  |
| iii) Save the forms using correct names.<br><i>(award 2 marks or 0)</i>                                                                                         | <b>2</b>                 |  |  |
| iv) Entered data in the tables<br><i>(award 4 marks or 0)</i>                                                                                                   | <b>4</b>                 |  |  |
| v) Queried the database to extract ICT staff<br><i>(award 4 marks or 0)</i>                                                                                     | <b>4</b>                 |  |  |
| <b>Subtotal 2</b>                                                                                                                                               | <b>17</b>                |  |  |
| <b>TASK 3: Burn files on a disc</b>                                                                                                                             |                          |  |  |
| i. Successfully burned the files<br><i>(award 4 marks or 0)</i>                                                                                                 | <b>4</b>                 |  |  |
| <b>Subtotal 3</b>                                                                                                                                               | <b>4</b>                 |  |  |
| <b>TASK 4: Print files from the disc</b>                                                                                                                        |                          |  |  |
| i) <i>Staffinfo_ table</i><br><i>(award 1 mark or 0)</i>                                                                                                        | <b>1</b>                 |  |  |
| ii) <i>Stuinfo_ table</i><br><i>(award 1 mark or 0)</i>                                                                                                         | <b>1</b>                 |  |  |

|                                                                                                                                                                                                                                                                                    |           |              |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|--|
|                                                                                                                                                                                                                                                                                    |           |              |  |
| iii) <i>ICT _staff query</i><br>(award 1 mark or 0)                                                                                                                                                                                                                                | <b>1</b>  |              |  |
| <b>Subtotal 4</b>                                                                                                                                                                                                                                                                  | <b>3</b>  |              |  |
| <b>GRAND TOTAL</b>                                                                                                                                                                                                                                                                 | <b>50</b> |              |  |
| <b>ASSESSMENT OUTCOME</b>                                                                                                                                                                                                                                                          |           |              |  |
| <p>The candidate was found to be:</p> <p style="text-align: center;">Competent <input type="checkbox"/> Not yet Competent <input type="checkbox"/></p> <p><i>(Please tick as appropriate)</i></p> <p><i>(The candidate is competent if the candidate obtains at least 50%)</i></p> |           |              |  |
| <b>Feedback from the Candidate:</b>                                                                                                                                                                                                                                                |           |              |  |
| <b>Feedback to the Candidate:</b>                                                                                                                                                                                                                                                  |           |              |  |
| <b>Candidate Signature</b>                                                                                                                                                                                                                                                         |           | <b>Date:</b> |  |
| _____                                                                                                                                                                                                                                                                              |           | _____        |  |
| <b>Assessor's Signature</b>                                                                                                                                                                                                                                                        |           | <b>Date</b>  |  |
| _____                                                                                                                                                                                                                                                                              |           | _____        |  |