

061006T4ICT

ICT TECHNICIAN LEVEL 6

IT/OS/ICT/CR/8/6

Manage Information System

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			
Assessor's name & Registration Code			
Venue of Assessment			
Date of assessment			
Items to be evaluated: <i>Kindly award marks as appropriate. Give a brief comment on your observation.</i>	Marks allocated	Marks obtained	Comments
TASK 1			
1. Designed MS Excel Spreadsheet with the title and the Labels for the columns named: project Name, Task Name, Assigned to, Start Date, Days Required, End date, Progress <i>(Award 1 mark for each column, 1x5= 5 Marks or zero)</i>	5		
2. Populated the data into the table <i>(Award 1 mark for each correctly entered record, 1x5= 5 Marks)</i>	8		
3. Saved the work in the correct folder. <i>(Award two marks or zero)</i>	2		
SUB TOTAL 1	15		
TASK 2			
1. Developed an excel formula to display a total of all tasks that are complete	4		
2. Developed an excel formula to display a total of all delayed tasks	4		
3. Developed an excel formula to display projects with highest task completion rate	4		
SUB TOTAL 2	12		
TASK 3			
1. Created a bar charts to display the percentage completion of tasks in each department <i>(Award 5 marks or zero)</i>	5		

2. Created an appropriate chart to display the task completion rate for the tasks in the marketing project. <i>(Award 5 marks or 0)</i>	5		
SUB TOTAL 3	10		
TASK 4			
1. Prepared a 2-page MS word document addressed to THE MANAGEMENT and bearing candidate's name <i>(Award 2 marks or 0)</i>	2		
2. Proposed THREE (3) changes that could be made to improve profits <i>(Award 2 marks for each change or 0)</i>	6		
3. Named the document "PROPOSAL TO IMPROVE TASK COMPLETION" <i>(Award 3 marks or 0)</i>	3		
4. Printed the proposal <i>(Award 2 marks or 0)</i>	2		
	13		
GRAND TOTAL	50		
ASSESMENT OUTCOME			
The candidate was found to be: Competent ☐ Not yet competent ☐ <i>(Please tick as appropriate)</i> <i>(The candidate is competent if the candidate obtains at least 50%)</i>			
Feedback from candidate:			
Feedback to candidate:			
Candidate's signature:		Date:	

_____	_____
Assessor's signature:	Date:
_____	_____

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