

081105T4AGP

AGRIPRENEURSHIP LEVEL 5

AG/OS/AP/CR/05/5/A

Apply ICT in Agri-enterprise

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>Please award marks as appropriate. Give a brief comment on your observation.</i>	Marks available	Marks obtained	Comments
TASK 1: CREATE A SPREADSHEET USING MICROSOFT EXCEL			
1. Wore appropriate PPEs - Dust coat - Closed shoes <i>(Award 1 marks for each or zero)</i>	2		
2. Set up the computer network to undertake the practical: - Connected the computer power cable to the power socket - Connected the computer power cable to the computer and switched on the socket - Switched on the computer - Launched Microsoft excel database <i>(Award 1 marks for each or zero)</i>	4		
3. Created a new spreadsheet file and saved it as "POTATO" - Created a spreadsheet - Saved the spreadsheet <i>(Award 2 marks for each or zero)</i>	4		
4. Designed the table;	10		

Defined the rows and columns by specifying the kind of data in each and resized them.			
• Customer name • Customer ID • Location • Date delivered • Quantity(number) <i>(Award two marks for each or zero)</i>			
5. Keyed in data in all the field names • Customer name • Customer ID • Location • Date delivered • Quantity <i>(Award two marks for each or zero)</i>	10		
6. Calculated the total and average quantity of potatoes delivered to customers • Correct use of formula to get the total and average <i>(Award two marks each or zero)</i>	6		
7. Created a folder with his/her name and saved the task in it. • Created a folder • Named the folder • Saved the task in the folder <i>(Award one mark each or zero)</i>	3		
Sub-total 1	39		
Task 2: PRINT THE CREATED SPREADSHEET.			
8. Printed neatly arranged work	4		

- Connected the computer to the printer - Handed in a print-out <i>(Award two marks each or zero)</i>			
9. Switched off the computer Shut down the computer <i>(Award one mark)</i>	1		
Sub-total 2	5		
GRAND TOTAL	44		

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 candidate:

Feedback to candidate:

Candidate's Signature	Date
-----	-----

Assessor's Signature	Date
-----	-----