

081106T4AGP

AGRIPRENEURSHIP LEVEL 6

AG/OS/AP/CR/05/6/A

Apply ICT in Agri-enterprise

March/April 2025



**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 performs the tasks.
2. You are required to take video clips at critical points.
3. Ensure the candidate has an identification tag pinned at the back and front near the shoulders showing Candidate's name and registration code.

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: Perform document formatting using Microsoft Word			
1. Wore appropriate attire and identification tag pinned at the back and front near the shoulders showing Candidate's name and registration code. (Award 2 marks or zero)	2		
2. Created a new word document. i. Opened a new word application and typed the entire document as it appears in the question paper (Award 10 mark if the candidate has typed the whole document i.e. Each typed paragraph is 2 marks) ii. Formatted the title appropriately as follows a. Bolding title b. Centered the title c. Applied times new romans d. Font size 16 e. Changed the font colour to orange1mk	16		

f. applied double underline (Award 1-mark x 6 marks)			
3. Inserted a. Table (1mks) b. Dropcap (1mks) c. Bulleting (1mk) (Award 1 marks for each correct formatting x 3)	3		
4. Appropriately named, saved the word document and printed a copy of the document a. Named the word document bearing their name and registration number b. Saved the word document in a folder in the desktop of the computer drive c. printed one copy of the document (Award 1 marks for each)	3		
SUB TOTAL	24		
TASK 2: Create A Presentation Using Ms. PowerPoint			
5. Opened power point and created the sides as shown. (Award 10mark- if typed all the slides i.e slide 1 (1mark), slide 2 (1mark) slide 3 (2 marks), slide 4 (2marks) slide 5 (2marks), slide 6 (1mark) slide7(1mark) = total 10marks) 6. Formatted the title as follows: a. Centered aligned	13		

b. Bolded c. Underlined <i>(Award 1 mark for each correct formatting = 3 marks)</i>			
7. Formatted the slides as follows: a. Put a design of their choice <i>(Award 2 marks)</i> b. Insert the header as your registration number and name and footer at the current date <i>(Award 1 marks for correct item x 3 = 3 marks)</i> c. Applied an appropriate transition on all the slides. <i>(Award 2 marks)</i>	7		
8. Appropriately named, saved the presentation printed a copy of the document a. Named the presentation as honey processing b. Saved the presentation in a folder in the desktop of the computer drive c. printed the presentation as a handout of four slides per page <i>(Award 1 marks for each)</i>	3		
9. Burnt all his (PowerPoint and word) work in a rewritable disc	3		
SUB TOTAL	26		

Grand Total	50		
ASSESSMENT 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	
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Assessor's Signature		Date	
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