

032205T4LIS

LIBRARY AND INFORMATION SCIENCE LEVEL 5

BUS/OS/LIS/CR/05/5A

Maintain School Libraries, Media and Documentation Centers

Nov/Dec 2024



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

PRACTICAL ASSESSMENT

OBSERVATION CHECKLIST

Candidate's Name & Registration Code			
Assessors 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: Procure Donated Information Materials			
1. Donned dust coat and gloves (Award 2 marks for correctly donning)	2		
2. Received donated information materials (Award 1 mark)	1		
3. Cleaned Information Materials	2		

Removal of dust using a fly whisk (Award 2 marks 2x1)			
4. Sorted information materials - Book - Non-book - Deteriorated materials (Award 3 marks for correctly sorting 3x1)	3		
Sub-Total 1	8		
TASK 2: Assess information materials			
5. Evaluated information materials - Relevance - Currency - Type/ Format - Status (Award one mark for each correct answer 4x1)	4		
Sub-Total 2	4		
TASK 3: Process Information Materials			
6. Prepared accessioned register - Date - Ownership - Accession number - Type of material - Title - Author - Place of publication - Publisher - Date of publication - Edition - Source - Cost	12		

<i>(Award 1 mark for each item entered correctly 12 x1)</i>			
7. Accessioned information materials • 1Textbook • 1 CD Book • 1 Brochure • 1 Newspaper • 1 Journal <i>(Award 1 mark for each correctly accessioned material 5x1)</i>	5		
Sub-Total 3	17		
TASK 4: Report on Information Materials			
8. Prepared a report on the accessioned information materials • Title of report • Source of donation • Costing • Details of donated information materials • Status of information materials (included/excluded in collection) <i>(Award 1 mark for each correctly reported material 5x1)</i>	5		
9. Cleaned working area <i>(Award 1 mark)</i>	1		
Sub-Total 4	6		
GRAND TOTAL	35		
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 the Candidate	
Feedback to the Candidate	
Candidate Signature	Date:
_____	_____
Assessor's Signature	Date
_____	_____

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