

032205T4LIS

LIBRARY & INFORMATION SCIENCE LEVEL 5

BUS/OS/LIS/CR/04/5A

Perform Information and Recordkeeping Practices

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			
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
Grooming			
i. dust coat and	1		
ii. gloves	1		
iii. Closed shoes	1		
<i>(Award 1 mark or zero for appropriately donned item 1x3=3marks)</i>			
Sub-Total 1	3		
Assemble the materials			
- Paste - Binding Tape - Binding machines - Manila papers - Scissors - Paper punch - Ruler - Spacious room - Loose Covers - Different records - File fasteners - Torn information resources - Cabinets / Drawers	½ ½ ½ ½ ½ ½ ½ ½ ½ ½ ½ ½ ½		

Permanent markers <i>(Award ½ for each x5=5 marks)</i>	½		
Sub-Total 2	7		
TASK 1: Create file folders			
i. Cut manila paper into standard sizes <i>(Award 4 maximum for each correct sizes)</i>	4		
ii. Fastened the manila papers <i>(Award maximum 4 marks for each correct step)</i>	4		
Sub-Total 3	8		
TASK 2: Sort the different records/materials			
Sorted according to; <i>i.</i> Administrative, <i>ii.</i> Historical, <i>iii.</i> Financial <i>iv.</i> Educational v. Others <i>(Award 1 mark for each correct type)</i>	1 1 1 1 1		
Sub-Total 4	5		
TASK 3: File the records			
i. Filed horizontally or vertically <i>(Award 1marks for every step)</i>	2		
Sub-Total 5	2		
TASK 4: Develop a schedule for the records			
Well given structure <i>(Award 2 marks for every detail mentioned)</i>	10		
Sub-Total 6	10		

TASK 5: Store			
i. Correct shelving	2		
ii. Proper storage	2		
<i>(Award 2 marks for every correct step)</i>			
Sub-Total 6	4		
TASK 6: Restore the torn information materials			
Applied paste accordingly	5		
Bound the torn information materials	6		
Sub-Total 7	11		
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 the Candidate:			
Feedback to the Candidate:			
Candidate Signature		Date:	
_____		_____	
Assessor's Signature		Date	
_____		_____	