

032205T4LIS

LIBRARY & INFORMATION SCIENCE LEVEL 5

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

Maintain Information Resources

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>i. Dust coat</i>	1		
<i>ii. Gloves</i>	1		
<i>iii. Closed shoes</i>	1		
<i>(Award 1 mark for appropriately donned item 1x3=3marks or zero)</i>			
Sub-Total 1	3		
TASK 1: Assemble the materials			
• A networked computer • Printer • Client • Printing papers • Fools caps • Pens <i>(Award 1 for each x6=6 marks)</i>	1 1 1 1 1 1		
Sub-Total 2	6		
TASK 2: Conduct search and retrieval of information			
<i>i. Received queries from client</i>	1		
<i>ii. Used appropriate search engines</i>	8		
<i>iii. Searched and compiled</i>	10		
<i>iv. View results</i>	1		

v. Printing <i>(Award 1 mark for each correct response 5x1=5marks)</i>	2		
Sub-Total 3	22		
TASK 3: Present information to client			
i. Disseminate the printed information to clients <i>(Award 3 or 0 mark for correct presentation)</i>	4		
Sub-Total 4	4		
TASK 4: Obtain feedback and recommendation			
i. Dialogue between client and the librarian. <i>(Award 3 or 0 marks for correct sorting)</i>	3		
ii. Response from librarian <i>(Award 4 or 0 marks for correct shelving)</i>	2		
Sub-Total 5	5		
GRAND TOTAL	40		
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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