

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

Time: 3 HOURS

INSTRUCTIONS TO CANDIDATE:

1. You are provided with the following resources to perform the tasks:
 - Paste
 - Binding Tape
 - Binding machines
 - Manila papers
 - Scissors
 - Paper punch
 - Ruler
 - Spacious room
 - Loose Covers

- Different records
- File fasteners
- Torn information resources
- Cabinets / Drawers
- Permanent markers
- Counter books

TASK 1: Create file folders

TASK 2: Sort the different records/materials

TASK 3: File the records

TASK 4: Develop a schedule for the records

TASK 5: Store the information materials

TASK 6: Restore the torn information materials

easytvet.com