

**061006T4ICT**

**ICT TECHNICIAN LEVEL 6**

**IT/OS/ICT/CR/8/6**

**MANAGE INFORMATION SYSTEM**

**NOV/DEC 2023**



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

**ASSESSORS PRACTICAL GUIDE**

**TIME: 3 Hours**

**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 a name tag and registration code at the back and front.
4. The candidate should not have any written material.

## OBSERVATION CHECKLIST

|                                                                                                                   |                                  |                       |                 |
|-------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------|-----------------|
| <b>Candidate's Name</b>                                                                                           |                                  |                       |                 |
| <b>Candidate's Registration Code</b>                                                                              |                                  |                       |                 |
| <b>Assessor's Name</b>                                                                                            |                                  |                       |                 |
| <b>Assessor's Registration Code</b>                                                                               |                                  |                       |                 |
| <b>Unit(s) of competency</b>                                                                                      | <b>MANAGE INFORMATION SYSTEM</b> |                       |                 |
| <b>Venue of Assessment</b>                                                                                        |                                  |                       |                 |
| <b>Date of assessment</b>                                                                                         |                                  |                       |                 |
| <b>Items to be evaluated:</b> <i>Please award marks as appropriate. Give a brief comment on your observation.</i> | <b>Marks available</b>           | <b>Marks obtained</b> | <b>Comments</b> |
| <b>Task 1:</b> Used Normalization process                                                                         |                                  |                       |                 |
| Used normalization process to Identify all appropriate entities in the table                                      |                                  |                       |                 |
| i. Student table                                                                                                  | 2                                |                       |                 |
| ii. Assignment table                                                                                              | 2                                |                       |                 |
| iii. Cats                                                                                                         | 2                                |                       |                 |
| iv. Practical                                                                                                     | 2                                |                       |                 |
| v. Grades                                                                                                         | 2                                |                       |                 |
| <i>(Award marks as indicated = 10 marks)</i>                                                                      |                                  |                       |                 |
| <b>Sub-total 1</b>                                                                                                | <b>10</b>                        |                       |                 |
| <b>Task 2:</b> Created database                                                                                   |                                  |                       |                 |
| Created new database called ABC and the tables identified above                                                   | 5                                |                       |                 |
| <i>(Award 5 marks or 0 = 5 marks)</i>                                                                             |                                  |                       |                 |
| <b>Sub- total 2</b>                                                                                               | <b>5</b>                         |                       |                 |
| <b>Task 3:</b> Added 20 records                                                                                   |                                  |                       |                 |
| Used forms to add 20 more records in the database                                                                 | 10                               |                       |                 |
| <i>(Award marks as indicated = 10 marks)</i>                                                                      |                                  |                       |                 |